



# Statement of Charges

## 2023 - 2024

## **Introduction and purpose**

**The objective of this Statement is to provide details of applicable charges by the Trust and its schools/academies, clarifying where charges arise with specified values, relevant and payable for a number of activities and events.**

**The Policy will be updated annually and published during the Summer Term each year for implementation the following academic year beginning in September.**

Details as follows:

- 1.** Where activities take place in school/academy session time, parents may be invited to make voluntary contributions towards the cost of the activity.
- 2.** Where activities take place outside school/academy session time, charges will be levied where appropriate.
- 3.** Residential trips, where a trip involves an overnight stay parents/carers will be charged for the cost of the students' transport, activities, board and lodging and any additional insurance required, except where parents/carers are in receipt of a qualifying support payment. The school/academy reserves the right to cancel the trip if the costs have not been covered by parental contributions or other funding. Arrangements are available for the payments to be made in instalments.
- 4.** Parents/carers will be required to meet the cost of breakages and damages where this is a result of misbehaviour:
  - 4.1.** The Trust and its schools/academies are zero tolerant of malicious or deliberate damage, and the Headteacher will consider taking appropriate action, including reporting the matter to the Police for prosecution if necessary.
  - 4.2.** The full costs of damage incurred will be invoiced to and payable by parents/carers of those student(s) involved.
  - 4.3.** Failure to pay for the cost of damages will result in privileges to attend trips or the annual Prom being withheld.
  - 4.4.** Failure to repay such costs will result in any funds due to be repaid to the student, for instance trip refunds, being withheld.
- 5.** Photocopies of student records requested by parents/carers will be charged at the rate of 20p per page.
- 6.** For a list of the current qualifying support payments parents/carers should contact the school/academy. Requests for remission of charges should be made, in confidence, to the Headteacher and support by evidence of receipt of a qualifying support payment.

**Secondary School only - See Appendix 1 for table of charges.**

1. Charges will be made for instrumental music tuition, paid in advance for 'normally' 30-34 twenty-minute individual music lessons. If the fees for the lessons are not met, then the school will cease to provide the lessons.
  - 1.1. Note that at Denbigh School, the balance between the charge and the actual cost of music tuition is met by the school in the form of a subsidy, provided that students contribute to the musical life of the school.
2. Appropriate charges will be made in Design and Technology where parents have indicated in advance that they wish to own their child's finished work.
3. The parents of a student who fails to complete the examination requirements for a public examination without good reason, is liable to meet the examination entry fee. This will be charged at the minimum rate of £30 per exam.
4. The parents of a student who needs to take a public examination for a second or subsequent time are liable to meet the full cost of the examination resit entry fee.
5. Students will be charged for the hire of lockers. This fee is non-refundable. If damage to lockers is incurred appropriate charges will be made and invoiced to parents/carers for the cost of repairs.
6. For payments made via Parentmail for meals, parents are advised to utilise funds on accounts as students approach their leaving date in order to reduce the account balance to zero. Balances remaining on accounts following students leaving will be transferred (if possible) to sibling accounts, and remaining balances will be repaid if in excess of £5.
7. Textbooks are loaned to students on the strict understanding that the books remain the property of the school/academy and, at the end of a course or when the student leaves school/academy – whichever occurs first – the books will be returned to school/academy in good condition. Books which are lost or damaged beyond reasonable use will have to be paid for or replaced by the student or their parents/carers. In addition, any funds due to be repaid to the student or parent /carer (for example: trip refund) will also be withheld until the school/academy has been reimbursed.

**Appendix 1**

**Charges for 2023-2024**

	<b>Denbigh School</b>	<b>Watling Academy</b>
<b>Music Tuition</b>	£292.40	£407.58
<b>Lockers</b>	£12	£5
<b>Replacement padlock/key</b>	£5	N/A Lockers are coded