



Maidstone Grammar School
for Girls

Non sibi sed omnibus

Charging Policy

Governing Body

2023-2024

History Log

Last Revised	Revised By	Ratified By Governors	Next Review Date	Time Scale
January 2019	A Swift		January 2022	Every 3 years
January 2021	A Swift	27.01.2021	January 2022	Annually
January 2022	A Swift	26.01.2022	January 2023	Annually
January 2023	A Swift	01.02.2023	January 2024	Annually

Contact: Mrs Anne Swift, School Business Manager

A forward-thinking community with a tradition of excellence

Charging Policy

Maidstone Grammar School for Girls understands the requirement placed on school Governors with regard to charging for school activities and the Charging Policy is written with reference to the following document:

- Education Act 1996, sections 449-462 which sets out the law on charging for School activities in schools maintained by the LA and the guidance document regarding music tuition charges.

Policy Aims

- To adhere to the right of free school education.
- To enable all pupils to take full advantage of the activities provided by the school.

Policy Objectives

- To ensure that activities offered in school time are available to all pupils regardless of their parents' ability or willingness to meet the cost.
- To identify those activities for which charges may be levied.
- To determine which charges will be remitted for parents experiencing hardship.
- To invite voluntary contributions for the benefit of the school in support of any activity organised by the school, either in or out of school hours.
- To ensure that the responsibilities for the charging policy are clearly and appropriately allocated.
- To ensure the regular review of operations of both Charging and Remissions Policies.

Charging

- Charging for Activities during School Hours (see also Remissions Policy below).

The Governors of Maidstone Grammar School for Girls agree that, at the discretion of the Headteacher:

- A charge will be levied for ingredients or materials in practical subjects if the parents indicate that they wish their son/daughter to keep the finished product or, where it is part of the National Curriculum requirements in the syllabus for a public examination, if the student chooses to use materials which are over and above the normal cost.
- A charge will be levied for the provision of music tuition to pupils, either individually or in groups of four or less, except where it is provided to fulfil the requirements in the syllabus for a public examination; or where it is part of the National Curriculum.
- A charge will be levied for the board and lodging element of a residential activity.
- A charge will be levied for lost, damaged, or non-returned books and general curriculum materials loaned to a student for the duration of a class or course.
- A charge will be levied for repair or replacement of any item of equipment damaged by a pupil.
- A charge will be levied for any costs incurred by the school for public examination fees that are not then taken by the student, regardless of whether the student/parent(s) have informed the school prior to the examination or not.
- A charge will be levied for any course that is dropped after 30th September of each academic year, in line with the cost incurred by the school to run the course.

All of the above is at the discretion of the Headteacher and subject to review in exceptional circumstances.

The cancelling of any unpaid debt after 6 months is also at the discretion of the Headteacher, following reasonable attempts to recover it over this time period.

Charging for Activities Outside School Hours

The Governors of Maidstone Grammar School for Girls agree that:

- A charge should be levied for all activities provided outside of school hours, with the following exceptions:
 1. If the activity is an essential part of the core curriculum.
 2. If the activity fulfils the requirements specified in the syllabus for a prescribed public examination.
 3. If the activity fulfils the statutory duties relating to religious education.

A charge should be levied if participation in the activity is on the basis of parental choice and parental willingness to meet such charges, since the activity is defined as an ‘optional extra’. A charge may be levied for Oxford University modules in particular circumstances.

Charges may be defined as including:

- Students’ travel costs.
- Students’ board and lodging costs.
- Materials, books, instruments and other equipment.
- Non-teaching staff costs.
- Entrance fees to museums, castles, theatres etc.
- Insurance costs.
- Engaging teaching staff on a separate contract, specifically for providing the activity (the separate contract may take the form of a letter inviting the teacher to undertake the specific activity in return for payment of expenses and, where appropriate, a fee).
- Full supply cover costs relating to trips and visits.

Charges for individual pupils may not:

- Exceed the cost of providing the ‘optional extra’ activity divided by the number of participating students (i.e. must not incur a profit).
- Include an element of subsidy for pupils whose parents wish them to participate but are unwilling or unable to pay.
- Include the cost of an alternative provision for other pupils who do not wish to participate, where a small part of the activity takes place in school hours.

Remissions

On occasions, the Governors of Maidstone Grammar School for Girls will agree to remit charges for activities where parents are in receipt of universal credit or other state benefits and in other cases of hardship identified as a Pupil Premium Student.

The Governors also delegate the power to the Headteacher to determine any individual case arising from the implementation of the policy.

Trips and Visits

This Charging Policy is linked to the Operating Policy section of the MGGS Outdoor Learning and Educational Visits Policy in respect of the charging, to cover costs, of all school trips.

Particular reference is made to refunds for surplus balances on trip expenditure and refunds for individual students withdrawing from trips.

Voluntary Contributions

At Maidstone Grammar School for Girls, we will seek voluntary contributions from parents for the benefit of the school or any school activities, but we recognise that:

- Such contributions are voluntary and no parent is under any obligation to make a contribution.
- Students will not be treated differently if their parents have not made a contribution.
- Parents will be informed of the level of contribution and if the activity could take place if parents were reluctant to support it.
- There is no restriction set on the level of voluntary contributions sought.