



Bristol Cathedral Choir School

Mission Statement

Bristol Cathedral Choir School is a Church of England Academy with an ethos reflecting the Christian faith and with music and mathematics as its specialisms.

It aspires to be a learning community where all achieve their full potential in a supportive and tolerant environment, so that they can contribute fully to the society in which they live.

Name of policy	Charging Policy
Author of policy	Chris Sims
Governing group responsible for the policy	General Purposes & Finance Committee
Date approved by Governors	October 8th 2013
Date ratified by Full Governors	February 4th 2014
Date to be reviewed	February 2015

Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.

Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. Charges levied for users of the facilities and services who are not members of the school community are subject to the terms of the lettings policy.

Responsibilities

The Governing Body of the school are responsible for determining the content of the policy and the Principal for implementation. Any determinations with respect to individual parents will be considered jointly by the Principal and Governing Body.

Publication of information

A summary of this policy will be included in the School Prospectus which will specify what charges are/are not to be made and for which activities voluntary contributions will be invited from parents.

Process / Procedure

The Governors of the Academy have decided on the following charging policy:

- Parents may be asked to pay a charge for:
 - all board and lodgings on residential visits unless they are eligible for Free School Meals;
 - activities wholly or mainly outside normal school hours if the activities are NOT part of the National Curriculum or are NOT legally required religious education or are NOT for an authorised public examination;

- Visits from outside groups - e.g. Theatre companies, Music Ensembles; and
- damage to or loss of Academy property caused deliberately or accidentally by their child;
- Instrumental music lessons that are provided at the school. Parents and the Instrumental Teacher make a contract together. Students studying GCSE / AS / A2 Music may be entitled to free tuition but parents will be asked to make a voluntary contribution. Parents whose children are eligible for Free School Meals may claim free lessons for their child;
- ICT related costs in respect of tuition or equipment supplied by the school.
- Parents may be asked for VOLUNTARY contributions towards activities which can only go ahead if sufficient voluntary contributions are made to help to cover the cost. The Academy will not exclude the parent's child if unable or unwilling to make a voluntary contribution. However, if insufficient contributions overall are received then such events will be cancelled:
 - Parents will NOT be charged for:
 - Books, equipment or transport costs for normal courses offered by the Academy. Parents may be asked to pay for materials if they tell the school in advance that they wish to own a final product, e.g. art and technology projects / coursework.
 - Parents will NOT be asked to pay a charge for public examinations unless:
 - Their child has failed to attend lessons or has not done the required work or has failed to attend an exam without the production of a medical certificate;
 - Their child has not properly prepared for an examination for which they wish him/her to be entered;
 - Where the school supports a remark or return of an exam paper (parental requests will be charged for and a rebate will be payable if the remark is justified);
 - Their child is resitting an exam or module.
 - Students will be expected to return all equipment, materials, books, etc. issued to them by the Academy. A charge will be made by the Academy if such equipment is not returned. Each student will be required to obtain teachers' signatures to indicate the complete return of all equipment to all Academic Departments including the library.
- The Chair of Governors and the Principal will decide upon the result of any individual case which arises from this charging policy.