



Woodlane High School

achieving success in a nurturing environment

Charging Policy

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Introduction

During the year the School arranges educational visits and other optional activities to support and extend work carried out in the classroom. Pupils may visit places of interest such as museums, parks, galleries, theatre etc. They also have the opportunity to receive additional coaching in particular subjects or take part in after school activities.

To defer the cost of such visits and activities, the School has adopted a policy of seeking voluntary contributions or applying charges in certain circumstances and these are set out in this policy document.

It is not the intention of the Charging Policy to:

- a) Place any obligation on a parent to make a contribution or pay any charges that apply; or
- b) Disadvantage any pupil because of a parent's unwillingness or inability to make a contribution or pay any charges that apply.

However, the School reserves the right to cancel any planned visit or optional activity where insufficient funding is available to defer the costs.

Activities During School Hours

Activities during School hours are considered to be those undertaken during the hours the School is actually in session, excluding the lunch break in the middle of the day.

A charge may be required for:

- a) Ingredients and materials used in practical subjects where a parent indicates in advance that either they or their child wishes to own the finished product;
- b) Individual tuition in playing a musical instrument except where it is provided to fulfil the requirements of a syllabus for a prescribed public examination or the National Curriculum;
- c) Activities arranged by a third party during school hours for which a child is being released from school at the request of their parent (in such circumstances any charge arising would be agreed and paid by the parent direct to the third party);
- d) Board and lodging where a school activity involves pupils in nights away from home;
- e) The cost of repairing damage or replacing loss of school equipment caused as a result of a pupil's behaviour; and
- f) The cost of using any alternative transport between home and any other place where education is to be provided when transport from the School is available.

No charges will be made for:

- a) Any material, books, instruments or other equipment for use in connection with education provided during School hours;

- b) Transport arranged by the School between the School premises and any other place where education is to be provided; and
- c) External visits to museums, parks, theatres, swimming pools, etc., as part of the school curriculum.

However, parents may:

- If they wish make a voluntary contribution in cash or kind for the general benefit of the School or in support of a specific activity such as establishing a School library, information technology centre and courtyard improvements etc.;
- Be asked to make a voluntary contribution towards the cost of theatre visits etc. within School hours where insufficient funding is available within the School budgets to meet the cost of such visits. In such circumstances, however, the School will aim to cover a proportion of the trip costs (typically up to 50%).

Activities Outside School Hours

Activities outside School hours are those where less than 50% of the time taken for an activity (inclusive of any travel time) falls during School hours.

A voluntary contribution or charge may be required for:

- a) Education provided wholly or mainly outside School hours except where such education is provided to fulfil requirements specified in a syllabus for a prescribed public examination, the National Curriculum or statutory duties relating to religious education;
- b) Any optional extra activity in which participation is a matter of parental choice; and
- c) The cost of repairing damage or replacing loss of School equipment caused as a result of a pupil's behaviour.

Work Experience

Where pupils travel direct from home to work or from the School to the work placement then they are able to make a claim for travel expenses which shall be the equivalent of any excess cost over and above their normal daily travel costs. If the pupil is in receipt of free school meals, then the cost of lunch can also be claimed this shall be equivalent to the actual cost of a School meal. Such claims should be made using the Work Experience Expenses Claim Form attached in Appendix 1. Pupils are only able to claim for the actual days they attend work experience placements and these must be submitted to, and agreed by, the relevant School Manager.

Public Examinations

No charge shall be made for entering pupils for prescribed public examinations. The School may, however, make a charge for such prescribed examinations where the pupil was not prepared for it at the School.

If a pupil fails to take an examination for which the School has previously paid for without good reason, then a charge to the parent(s) or carer(s) will be made at the discretion of the School.

If there is a cost associated with the re-checking of an examination paper and this has been specifically requested by the School, then no charge shall be levied. If the re-checking of an examination paper has been requested by the parents or pupil and is not supported by the School, then the cost shall be met by the parents or pupil making that request.

Calculation of Contributions and Charges

Where any voluntary contribution is sought or charges applied, the calculation in respect of an individual pupil will be limited to the actual cost of providing the activity, divided equally by the number of pupils willing to participate. The actual cost will be based on an appropriate element for:

- a) Travel costs, board and lodging where applicable;
- b) Materials, books, instruments and other equipment;
- c) Non-teaching staff costs;
- d) The cost of engaging teaching staff specifically for the purpose of providing an activity where they are employed to provide individual tuition in the playing of a musical instrument or engaged on a separate contract for service to provide the activity (e.g. football coach);
- e) entrance fees to museums, castles, theatres etc.; and
- f) Insurance.

The contribution sought or charge applied will not include any element of subsidy:

- For accompanying teaching staff or teachers who have been involved in the organisation of the activity, unless engaged specifically to provide the activity (as detailed in 7d above);
- For any other pupils wishing to participate but whose parent(s) are unwilling or unable to pay the full charge; and
- For alternative provision during any part of school hours for those pupils who do not wish to participate.

Notice to Parents of Contributions and Charges

Where an activity is being undertaken that requires either a voluntary contribution or charge from parents, they will be advised in writing detailing:

- The proposed activity and its likely value in educational terms;
- The contribution or charge per pupil;
- Whether or not the activity will take place in the event of insufficient funding.

Appendix 1

WORK EXPERIENCE EXPENSES CLAIM FORM

You can claim the difference between what it normally costs you to come to the School and the cost of travelling to work experience.

You can also claim a meal allowance of £2.00 a day if you receive Free School Meals.

Name: _____ Tutor: _____

Name and address of placement:

How much did it cost you to travel to the placement? (Give the daily or weekly cost).

Please attach your travel cards if possible.

How much does it cost you to travel to School normally? (Give the daily or weekly cost).

Attendance record on work experience:

Day	Week 1	Week 2
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Total travel expenses claim: _____

Do you receive free school meals? _____

Total Expenses	Agreed by AP	Received by Pupil	Ledger Code:
			Cost Centre:
	Date:	Date:	