

# Charging Policy

# General Policy

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In general it is our policy not to charge students for activities, materials, ingredients, provisions and visits, where these are a planned part of the curriculum.

## Education during school hours

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Education provided during school hours is free. 'Education' includes materials, equipment and transport provided in school hours by the LA or the centre to carry students between the centre and an activity.

Breakfast, healthy mid-morning snacks and a light lunch are provided free of charge for all students. This is a timetabled planned activity which is a learning opportunity to model, develop and practise social skills.

Students may be charged for damage to centre buildings and property if this is found to be deliberate or avoidable. A decision will be made on each case before parents are notified by letter and an invoice sent home.

## Public examinations

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Public examinations include GCSEs, Functional Skills, BTECs and job-related qualifications. No charges will be made for entering students for examinations. However, an examination entry fee may be charged to parents if a student fails without good reason to complete the requirements of any public examination or fails to attend the examination.

## Travel and transport

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No charge will be made for the use of the centre minibus or people carrier, nor for transport in staff cars. Where public transport is used to attend activities or visits this will be funded by the centre.

## Dress code

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At KS3 students are required to provide black trousers or skirt, white polo shirt, plain black sweat top and black shoes.

At KS4 students are provided with polo shirts and a sweat top from a choice of three colours.

## Hiring of premises

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The arrangements for lettings will comply with the Hertfordshire County Council's directions on the community use of school.

While non-centre activities will not be subsidised by the school budget, the Management Committee wish to encourage the community use of the centre. Rates will be negotiated by the Facilities Manager in consultation with the Business Manager, using an indicative scheme of lettings rates which will be in line with local schools. This is available from the Facilities Manager.

## Arrangements for monitoring and evaluation

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The Resources Committee of the Management Committee will monitor the impact of this policy on an annual basis.