



Charging & Financial Assistance Policy

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Approved By the Personnel Committee	
Date of Approval by Governing Body	
Date of Next Review	

Equality and Diversity Statement

Sir Simon Milton Westminster UTC strives to treat all its members and visitors fairly and aims to eliminate unjustifiable discrimination on the grounds of gender, race, nationality, ethnic or national origin, political beliefs or practices, disability, marital status, family circumstances, sexual orientation, spent criminal convictions, age or any other inappropriate grounds.

Aims

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, trips and residential experiences can make towards students' personal and social education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the students of the school and as additional optional activities.

Activities without Charge

There will be no charge for the following activities:

- Education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, other equipment and also transport provided in school hours to carry students between the school and an activity.
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination which the student is being prepared for at the school, or part of religious education.
- Instrumental and vocal music tuition which is part of the National Curriculum.
- Instrumental and vocal tuition for children in care.

Voluntary Contributions

The school may ask for voluntary contributions towards the cost of school-time activities to assist with funding subject to the following conditions:

- Any children of parents who do not wish to contribute will not be treated any differently.
- Where there are insufficient contributions to make the activity viable then the activity will be cancelled.
- A statement to this effect will be included in letters home to parents informing them about visits and trips.

Chargeable Activities

The school may recover the full costs of the following activities but charges will not exceed actual cost. If income from charges does exceed actual costs money will be refunded. This refund will only be given when the sum to be refunded equals £5 or greater per student.

- Educational or other activities provided wholly or mainly outside school hours which are not:
 - Part of the National Curriculum
 - Part of a syllabus for a prescribed public examination which the student is being prepared for at school.
- Board and lodgings on residential visits (subject to financial assistance arrangements).
- Cost of entering a student for a public examination not prescribed in regulations, and for the cost of preparing a student for that examination outside school hours.
- Cost of entering a student for a prescribed public examination including re-sits where no preparation has been provided by the school.
- Provision of instrumental and vocal tuition, which takes place during the school day and which has been requested by parents/carers.

Examination Fees

Entry for a prescribed public examination including re-sits decided by the school provided that a student has been prepared for it at the school will not be charged.

However, where a student has not been prepared for a prescribed public examination by the school, the Governing Body may make a charge for the cost of entering the student for the examination, as they can for entries to non-prescribed examination whether or not prepared by the school.

If a *student decides* to re-sit an examination they will be required to pay for the cost of entry and a fee of £3 per examination towards administration costs.

If a student fails without good reason to complete the examination requirements for any public examination for which the school has paid (or is liable to pay) an entry fee, then the Governing Body may recover the fee from the parent or carer.

Financial Assistance

Financial assistance, except in the case of free School meals, should not provide for more than 50% of the cost of the item e.g. uniform, trip etc.

Other than defined schemes, such as free School meals, general assistance is only likely to be offered in exceptional circumstances.

The Governing Body, where possible and where there is a real need, will assist low income families and those on benefits in purchasing business attire to wear to school.

Students, and their parents or carers, should always retain some responsibility towards the cost for which the financial assistance is sought.

The Governing Body reserves the right to set the criteria at whatever level it sees fit for any particular trip/visit/activity.

Deliberate/Malicious Damage to School Property

Where a student is found to be responsible for deliberate and/or malicious damage to school property or equipment the Governing Body will pursue the cost of repair or replacement.