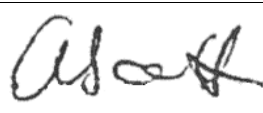


VOYAGE LEARNING CAMPUS



CHARGING POLICY

This policy has been adopted by the Management Committee on:	
Date adopted:	9 th May 2018
Signed:	
Next review due:	May 2019

Voyage Learning Campus Charging Policy

1. Introduction

The Charging Policy has been created to reflect the individual needs of Voyage Learning Campus (VLC) and includes specific information relating to procedures and tasks performed in the school.

The Charging Policy is a working document and will be updated to reflect any changes.

The Charging Policy will be approved by the Management Committee and will be reviewed at least every two years. Both the approval of the Charging Policy and the date of the future review will be recorded in the minutes of the Management Committee meeting.

The Charging Policy is to be followed in conjunction with the North Somerset Scheme for financing schools.

The Scheme sets out the financial relationship between North Somerset Council and the maintained schools which it funds. The Scheme contains requirements relating to financial management and associated issues and is binding on both the Local Authority (LA) and on schools through their respective Governing Body and/or Management Committee.

2. SECTION 1 – ACCEPTABLE CHARGES

Parents will be expected to pay for:

2.1 School Meals - Charges are made for school meals at rates determined by the LA and aligned with the local schools. Where monies are not collected and Free-School Meals are not assigned, the school will seek advice from the LA.

2.2 Wilful Damage – Parents will be required to reimburse the Campus for damage to school property for which their child is responsible.

2.3 Public Examinations - In respect of public examination costs, parents will be expected to pay for:

- The cost of re-scrutiny of examination papers when solely at the candidates or parent's request;
- The recovery of entry fees where, without good cause, the student has failed to complete the examination requirements;
- The cost of re-entry for a module if it is the student/parents who wish to re-sit the exam (ie the Campus will pay for the initial exam entry only) unless the Campus agrees to do otherwise;
- Invigilation costs if the parents requested the exam entry and no other internal candidates are sitting exams. ***In cases where parents would be liable to pay exam fees and/or invigilation costs, the Campus will try to establish***

the availability of an examination slot at another Federation school at no cost.

- 2.4 VLC school uniform** - We expect to see all students wearing the uniform for Voyage Learning Campus. The only exception to wearing the uniform will be those students who are returning to mainstream school. These students will be encouraged to wear the uniform of their prospective school. When new students commence at Voyage Learning Campus they are issued with one polo shirt and one sweatshirt both carrying our logo. These two items will be free of charge and will become the student's responsibility. It is important to clarify that any items lost or damaged remain the sole responsibility of the students and replacements will carry a charge. Should you require additional items, these will be available to purchase via an order form which you can obtain from the centre office. The price for replacements can be obtained from the centre office.

3. SECTION 2 – VOLUNTARY CONTRIBUTIONS

Parents may be asked to make voluntary contributions for Campus activities, and voluntarily to supply basic equipment such as pens, calculators, etc.

There will be no limit on the level of voluntary contributions and no restriction on the use to be made of such contributions.

There will be no discrimination against students whose parents do not contribute.

Parents will not be asked to subsidise other students and therefore, if voluntary contributions do not meet the total cost, the activity may have to be cancelled.

Any request made to parents will specify that the request is for a voluntary contribution and in no way represents a charge. The following will be made clear to parents:

- that the contribution is genuinely voluntary and a parent is under no obligation to pay; and
- that registered pupils at the Campus will not be treated differently according to whether or not their parents have made any contribution in response to the request.

Voluntary contributions will be used to off-set the extra costs the school incurs in enriching the curriculum for the pupils above and beyond the requirements of the National Curriculum, the Schools Delegated Budget thereby being used to meet the National Curriculum.

The Campus understands that children of parents who are facing financial difficulty may not be able to make a full or part voluntary contribution.

Every effort will be made to recover only known costs and not to overcharge parents on any trip or activity. If any surplus is generated by voluntary contributions these contributions will be donated to the ***Unofficial School Fund***.

3.1 School trips

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the Campus is allowed to ask parents/carers for voluntary contributions that cover the costs of transport, entrance and any other costs incurred on the visit.

3.2 Food Tech

Contributions will be sought at the beginning of the academic year, or when a student joins VLC to cover ingredients and materials used during the academic year in the National Curriculum and at Key Stage 4. Costs will be kept to a minimum and will be approximately £15.