



THE COOPERS' COMPANY & COBORN SCHOOL

CHARGING POLICY

The policy of the Governors of the Coopers' Company and Coborn School on charging for School activities is in line with the requirements of the Education Reform Act, 1988.

The Governors are anxious to ensure that the quality of education provided and equality of education provided and equality of opportunity are maintained and enhanced, such that no pupil at the School is denied access to any part of the curriculum because of cost.

1. Parents cannot be charged for School activities or visits which take place wholly within School time or are for the purpose of the National Curriculum or prescribed public examinations. Parents will be asked for a voluntary contribution for part, all or more than the cost per pupil. Parents need to know that they are under no obligation to contribute and if they decide not to do so, their child will not be treated differently from those whose parents do contribute. Parents may always exclude their child from a trip if they so wish and thereby avoid all costs. The School will inform parents that the visits may be cancelled if there is insufficient financial support.
2. As a statutory minimum, the remission of charges for board and lodging is required for pupils whose parents are in receipt of either Income Support (IS), Income Based Job Seeker's allowance, support under Part VI of the Immigration and Asylum Act 1999, or Child Tax Credit (but do not receive Working Tax Credit, and who have an annual income which does not exceed £13,230) during residential trips that are largely in school time and are essential to meet the requirements of the National Curriculum, or a syllabus for an approved examination.
3. Parents on Widowed Mothers' Allowance or Invalidity Benefit may also receive remission of charges from the Governors now but this is beyond the requirements of the Act, and they may be charged the full cost of board and lodgings and asked for a voluntary contribution for the remainder.
4. It is permissible to charge parents for all board and lodging costs for School journeys undertaken in School time with the exception of those parents mentioned above where the Governors and the School may assist parents with the costs. Any requests received are treated in absolute confidence.
5. Trips taken out of school hours in holidays or at weekends are deemed 'optional extras' and participation is based on parents' choice and their willingness to meet the charges that are made. The full cost of the trip will be made clear to parents. The Governors or the School may assist families in certain situations.
6. Charges will be made when and where appropriate for individual music tuition (including vocal tuition), or tuition within a group, for the cost of the staff, the sheet music and the hire and insurance of musical instruments. Such tuition is normally through private arrangement by parents with peripatetic music teachers at the School.
7. The Governors will charge candidates who default from examinations for which they have been entered. Also parents will be charged for a rechecking of the results of a prescribed public examination when requested by the parent. Parents will be charged for entry fees for re-sits of prescribed public examinations or where the pupil is not prepared by the School. In cases where candidates have failed to meet the School's entry criteria but still wish to be entered, they may be asked to pay entry fees, returnable on the achievement of acceptable grades in those subjects.
8. In practical subjects such as Design and Food Technology, parents may be asked for the full or partial cost of materials or ingredients if they have indicated in advance that they wish to own the finished product.
9. It is at the Headteacher's discretion whether a parent will be asked for a contribution towards the cost of damaged or lost equipment caused by a pupil's behaviour.