



*Saint***GREGORY'S**
Bath

Charging Policy 2021-22

Key Information

Title	Charging Policy 2021-22	
Prepared By	Sue King, Finance Manager	Date 22.11.2021
Approved By	Governors' Finance and Premises Committee	Date 23.11.2021
Version	V02.00	
Document Update	Policy to be reviewed Annually. Next review due October 2022	

Version History

Version	Date	Amendments
V02.00	22.11.21	Revised and reformatted version of 2020-21 Policy

- **Bus Passes:** Replacement passes charged at £5

- **Educational Equipment**

Educational resources will be charged at the discretion of the individual Faculties, according to use.

- **Educational Visits and Activities (eg Enrichment Week)**

- Contributions towards curriculum related visits and activities will be requested on a voluntary basis
 - The full cost of non-curriculum based visits and activities will be recharged to parents/carers.
- Financial assistance is available in cases of hardship and for those students on the Pupil Premium list.

- **Exam Resits**

The only students able to re-sit exams are those retaking their English or Maths GCSE in November/June. Students who are sitting these exams as part of their sixth form studies at the New Sixth will not be charged. **In exceptional circumstances**, students who attended either Saint Gregory's or St Mark's in Year 11 who need to re-sit their English or Maths GCSE, but who are not attending the New Sixth, will be allowed to re-sit these exams at this centre at a cost of £50.

- **Exam Post Results Services**

If a department requests a post results service, including copies of scripts or a review of marking, then the charges are incurred by the relevant department. If a student requests a review of marking then the charges are incurred by the student. Payment must be included with the relevant post result services request form. If a review of marking request is successful, **resulting in an increase in the overall subject grade**, then any charge will be reimbursed both to the department and to the student. Any requests from parents/carers **must** be authorised by the student.

- **Food Technology:** Food technology students are asked for a contribution of £5 per year towards the cost of cooking materials.

- **House Badges:** Replacement badges charged at £2

- **Journals:** Replacement journals charged at 65p

- **Locker Rental**

Students in Years 7 to 11 pay a fee of £10.00 per annum for the use of a locker for the full Academic Year; £5 is refundable at the end of the year if the key is returned and the locker has not been damaged **or can be carried forward as a deposit for the next year's locker hire**. Sixth form students are asked for a non-refundable fee of £10 for an individual locker which they are able to use for two years.

- **Photocopying Allowance:** Each sixth form student is given an 'allowance' of £5 worth of photocopying, per year; photocopying in excess of this is charged at the rate of 3p for A4 black and white and 12p for A4 colour.

- **Photography Students:** sixth form and GCSE photography students are asked to contribute £10 per year towards the cost of equipment and materials.

- **Art Students:** sixth form and GCSE Art students are asked to contribute up to £30 per year towards the cost of a 'start up' pack of equipment and materials when commencing their course.

- **Smartcard System:** Replacement fobs charged at £2.00 (although when the biometric system re-introduced, this will minimise the use of fobs in the long term).

- **Transport to PE Fixtures:** Contributions towards transport costs to non-exam PE fixtures will be requested on a voluntary basis. Wherever possible transport costs will be minimised by using the school minibus to transport students.

- **School Minibus:** The use of the school minibus is charged out at the rate of a flat fee of £10 per trip plus an additional £1 per mile.

- **Damage to Equipment or Property**

The cost of the damaged equipment or item, and labour costs if applicable, will be recharged in full to the parent/carer of the student involved.

- **Work Experience**

The full cost of health and safety checks required for students undertaking work experience outside our catchment area will be recharged to the parent/carer of the student involved.

Lettings Charges are covered by a separate policy.

Please note that this Policy has been drawn up with due reference and regard to the DfE document 'Charging for School Activities' (revised May 2018). In the event of a perceived difference found between the School Policy and the DfE Guidance, the latter will take precedence. A copy of the DfE Guidance is attached for reference.



Department
for Education