



# Archbishop Beck Catholic College

Charging Policy

Education provided at Archbishop Beck Catholic College shall be free of charge for its registered students if it takes place during college hours.

Only in the following circumstances may a charge be made at Archbishop Beck Catholic College:

**1. Individual Tuition**

Individual tuition in playing any musical instrument, whether in or out of school hours, may incur a charge, unless this tuition forms part of the National Curriculum.

**2. Materials**

A charge may be made for the supply of ingredients or materials for practical subjects if parents have indicated in advance a wish to own the finished product.

**3. Examinations**

- a) An entry fee may be payable for an examination for which the student has not been prepared by Archbishop Beck Catholic College.
- b) An entry fee may be payable for an examination not on the set list at Archbishop Beck Catholic College, but the college arranges for the student's entry.
- c) If a student fails without good reason to complete the requirements of any public examination for which an entry fee has been paid by the college, then the fee shall be recovered from the student.

**4. Minibus**

Charges may recover some or all the costs of running the vehicle.

**5. Loss of Books**

If a student loses a book issued by the college, then a charge may be made to replace the book.

**6. Vandalism**

If a student deliberately vandalises or maliciously damages any part of the fabric of the college building, or college equipment or materials held within it, equipment, books or property belonging to other individuals then they may be charged to make good the damage caused this may include the replacement of the item affected.

**7. Educational Visits**

- a) All visits or courses, whether day or residential will be provided free of charge if required as part of a syllabus for a prescribed public examination. The only exemption to this is a board lodging charge for residential courses.
- b) Day visits taking place wholly or mainly outside college hours may incur charges for transport and associated costs.
- c) Residential visits taking place wholly or mainly within college hours may only incur charges for the board and lodging element. Such charges may be waived for individual students in exceptional circumstances.

- d) Residential visits taking place wholly or mainly outside college hours may incur charges for some or all elements of these visits. The college will have the right to cancel an activity or visit if there are insufficient funds recouped to make that activity possible.
- e) There may be occasions when an organisation other than the Local Authority or the Governing Body arranges an activity to take place during college hours and parents ask the college to grant their children leave of absence to join the activity. The third party (e.g. – a travel company) may, in such circumstances. Levy charges directly on the parents in return for the services provided.

## **8. Voluntary Payments**

The college, on occasions, may wish to seek voluntary contributions from parents. On such occasions the terms of the request will make it clear that:

- a) There is no obligation to contribute.
- b) Registered students at the college will not be treated differently according to whether or not their parents have made any contribution in response to the request.

However, the college reserves the right to cancel the trip/activity if insufficient voluntary contributions are made to make the trip economically viable.

## **9. Freedom of Information Requests**

The College reserves the right to recover the printing costs associated with Freedom of Information requests.

## **10. Work Experience**

Parents of students travelling to work experience will be required to fund the transport costs, unless students are on the pupil premium list or are statemented.

## **11. Lettings**

The Governors will review the Lettings Charges levied by the college on an annual basis.

## **Conclusion**

The College will seek to co-operate with parents, in regard to, educational visits and other chargeable activities of any kind.

**This policy will be reviewed by Governors on an annual basis or as circumstances dictate.**

Reviewed January 2025