



CHARGING POLICY

1. STUDENT ACTIVITIES & EXAMINATIONS

RATIONALE:

All students have an entitlement to know of any charges related to the curriculum or courses they are following and to extra-curricular activities.

PURPOSES:

To conform with the requirements of the Education Reform Act 1988 and NYCC Education Committee policy.

GUIDELINES:

1. The full cost of board and lodging on any residential visits will be charged (see remission of charges below) and the school may ask for voluntary contributions to cover other costs.
2. For field trips essential to the curriculum, which take place during the school day, a contribution towards transport and other costs including entry into amenities will be requested. The cost will not exceed the actual cost of the provision where the trip takes place wholly or mainly during school hours. If insufficient contributions are received it will be necessary to revise the initial arrangements to ensure a visit is within the resources available to meet curriculum requirements.
3. A charge will be made for the full cost of activities which take place wholly or mainly outside school hours, but which are not provided as part of the syllabus for a prescribed public examination and are not required in order to fulfil statutory duties relating to the National Curriculum or to Religious Education (i.e. extension/enrichment activities).
4. Where tuition in the playing of a musical instrument is specifically set up for an individual, an appropriate fee is charged to cover the costs (see remission of charges below). Where a charge is made for individual tuition of a musical instrument, remission is given by the LA in full to students as per remission of charges below.
5. The school may recover from students/parents the cost of any damage to school property caused by a student.
6. At NSSFC lockers are available to students for a non-refundable fee of £3 per year.
7. Parents of students wishing to borrow school equipment for educational purposes will be asked to sign a consent form agreeing to the following:
 - Acceptance of responsibility for the equipment from the time it leaves the school until it is returned.
 - In the case of damage or theft, payment of either the £150 excess on the insurance policy or the cost of repair (whichever is the lesser).
 - Full reimbursement to the school for the cost of replacing the equipment should it be lost whilst in their care (value to be included on the consent form).
 - In exceptional circumstances a separate consent form will be completed by parents and separate payment arrangements.
8. There is no charge to students following prescribed examination courses in Years 10-13 with the exceptions given below:
 - (a) Where a student enters a public examination not prescribed in regulations, a charge is made for the full cost for entering the student for the examination and for any tuition provided to prepare the student for the examination.
 - (b) A charge is made for the full cost of examinations entry prior to the school being committed to entry fees where a student is re-sitting a GCE (A level) or other post 16-unit.

- (c) The school may recover examination fees for non-attendance at an examination without good reason or for failure to complete coursework or controlled assessment requirements.
- (d) A decision to re-take a GCSE module or full course to improve on the grade achieved will be at the student's/parent's expense unless it is part of a resit programme arranged by the department concerned. This payment is made prior to the school being committed to entry fees.
- (e) Where a student withdraws from a course after examination entry fees or course registration fees have been paid, the school may recover all non-refundable fees from the student/parent.

REMISSION OF CHARGES:

On residential visits wholly or mainly in school hours and provided as part of the syllabus for a prescribed public examination or in order to fulfil statutory duties relating to the National Curriculum or to Religious Education, charges for board and lodging will be remitted for students whose parent(s) are in receipt of:

- Universal Credit, provided you have an annual net earned income of no more than £7,500, as assessed by earnings from up to three of your most recent assessment periods (£616.67 per month)
- Income Support
- Income-Based Jobseekers' Allowance
- Income-related Employment and Support Allowance
- Child Tax Credit with an annual income (as assessed by Her Majesty's revenue and Customs) of less than £16,190 and not receiving working tax credit.
- A 'Run-on' of Working Tax Credit – the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit
- Support under part VI of the Immigration and Asylum Act 1999
- Guarantee element of State Pension Credit
- Children who receive Income Support / Universal Credit or Income Based Jobseekers Allowance in their own right.

Where there is financial hardship, the school will try to find means of supporting a student who otherwise would not be able to participate.

2. USE OF PREMISES

RATIONALE:

The Governing Body of Northallerton School & Sixth Form College is committed to ensuring the efficient use of the school's premises and making them available for use by the community. See separate Northallerton School & Sixth Form College Lettings Policy.

3. ADMINISTRATIVE

FREEDOM OF INFORMATION ACT:

The Governing Body has agreed to a charge of 10p per sheet plus the cost of postage for requests for printed information from outside agencies.

Policy Review dates

Review Date	Changes made (Y/N)	By whom	Approved by Governors
July 2006	Y	ME	
Sept 2008	Y	VH	8 th October 2008
Sept 2009	Y	VH/JK	10/12/2009
May 2010	Y	MW / JK	15/07/2010
May 2011	Y	VH	07/07/2011
May 2012	Y	VH/HS	12/07/2012
May 2013	Y	VH / HS	11/07/2013
September 2014	Y	VH / HS	11/12/2014
September 2015	Y	JKe/CBy	28/11/2015
September 2016	Y	VHo	27/09/2016
September 2017	Y	VHo	04/10/2017
November 2018	Y	VHo/CDr	31/01/2019