

Ysgol Uwchradd Y Frenhines Elisabeth

Queen Elizabeth High School



Moving Forward Together

INCOME & CHARGING POLICY

Full Governing Body

Date established by Governing Body: 10TH October 2007

Responsible Person – Mr Nigel Cooke

Designated role – Business Manager

Chair of Governors signature – *Jeremy Griffith*

Date – 29/09/2025

Next review – Autumn Term 2027

Policy Version Control

Version	Date	Page	Section	Reason for review	Summary of amendment	Chair of Governor's signature
1	14/2/18			Change of personnel	Business Manager role included	Helen Starkey 14-2-18
2	05/11/19			School Audit 02/19	Combine existing Charges policy with an Income Policy	Helen Starkey 5-11-19
3	3/2/21			Usual two yearly review	None	Helen Starkey 3-2-2021
4	13/09/22		Front cover	New CoG	New CoG	Jeremy Griffith 28/09/2022
5	22/09/25		Whole document	Bi-annual review	None	Jeremy Griffith 29/09/2025

INCOME & CHARGING POLICY

The Governing Body's intention is to provide education without compulsory charges to parents. The majority of activities are financed with funds received from the Unitary Authority. There are, however, some valuable educational activities, which the school cannot provide without seeking some voluntary contributions from parents.

In accordance with the requirements of the Education Reform Act 1988, it is the policy of the Governing Body:

- to levy, except where pupils are entitled to statutory remission, a charge for all board and lodging costs on residential visits;
- to levy a charge for activities wholly or mainly outside school hours which are not part of the National Curriculum, statutory religious education or in preparation for a prescribed public examination;
- to levy a charge for music, tuition provided under the school's SLA with the Carmarthenshire Music Service. This charge will not apply to pupils who
 - i. receive music tuition to support their studies as part of a GCSE or A Level Music course. Such pupils will, however, be charged for tuition in a second and subsequent instrument.
 - ii. are in receipt of free school meals.The level of charge for music tuition will be set by the Governing Body and reviewed periodically. The charge will be payable termly and not refundable in the event that tuition ceases at the request of the pupil.
- to levy no charge for examination entries, except where:
 - i. the school has not prepared pupils for the examination in the year for which the entry is made, or
 - ii. a pupil has failed, for no valid reason, to complete the requirements of the examination or to attend for it;
 - iii. a parent insists on a child being allowed to sit an examination where the entry is against the professional advice of the teacher;
 - iv. pupils who are re-sitting AS level examinations, unless there are mitigating circumstances.
- to levy no charge in respect of essential books, curriculum materials, equipment, instruments provided in connection with the National Curriculum, statutory religious education or in preparation for prescribed public examinations or courses taught at the school, except where parents have indicated in advance their wish to purchase the item;
- to request voluntary contributions from parents for school activities in or out of school time for which compulsory charges cannot be levied but which can only be provided if there is sufficient voluntary funding, whilst ensuring that no pupil is excluded from such activity by reason of inability or unwillingness to make a voluntary contribution.
- to seek payment from parents for damage to or loss of school property caused wilfully or negligently by their children;
- to leave to the Headteacher's discretion, the proportion of costs of an activity which should be borne by the school;
- Any charges levied will aim to cover costs (plus any appropriate contingency) including the Parent Pay transaction fee. The school will not seek to use such education activities as a means to generate surplus income.

- Parents seeking financial support for charged activities due to hardship should write formally to the Headteacher. The Headteacher will judge the situation and may award up to 50% subsidy. Any subsidies will be funded by the school fund and treated in strict confidence.
- Disability – The school is fully committed to inclusion and making all reasonable adjustments as appropriate but recognises that there will be situations where cost maybe prohibitive and or may have adverse implications for other pupils and parents. In such circumstances, the Headteacher on behalf of the governing body reserves the right to discuss the situation with parents and to consider all associated circumstances. Parents may be asked to make a larger voluntary contribution. The final decision rests with the Governing Body.
- All items to be sold must have the prior approval of the Headteacher. There must be a record of expected income, which should be received if all items were sold, an accurate stock record and total of income banked.
- The school will recover the cost of breakages (e.g. glass/vandalism) from the parents of a pupil found damaging school property.
- The Lettings Policy procedures and charges will be applied for requests for hiring the school premises for community use
- The schools' disposal of assets procedures must be applied when a school asset is sold. The Chair of Governors must authorise such a sale. Appropriate records must be kept.