



# THE KING ALFRED SCHOOL

## *Charging and Hardship Policy*

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**Approved by Governing Body:**

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**Signature of Chair of Governors**

**Signature of Headteacher**

## **INTRODUCTION**

The purpose of this policy is to ensure that there is clarity over those items which the school will provide and for those items where there may be a charge.

We believe that all our students should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means. This Policy sets out how we will do our best to ensure a good range of visits and activities are offered across the academic year.

## **CHARGING AND HARDSHIP POLICY STATEMENT**

**In order to remove financial barriers from disadvantaged students, the school has agreed to a set of criteria that will allow parents to apply for financial support (See Appendix 1 – Student Financial Support).**

During the school day all activities that are a necessary part of the curriculum will be provided free of charge. This includes any materials, equipment and transport to take students between the school and the activity. It excludes charges made for teaching an individual student or group of up to 4 students to play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the student(s), we will make a charge if:

- The examination is on the set list, but the student was not prepared for it at this school.
- The examination is not on the set list but we arrange for the student to take it.
- A student fails without good reason to complete the requirements of any public examination where the school originally paid or agreed to pay the entry fee.

## **VOLUNTARY CONTRIBUTIONS**

Voluntary contributions may be sought for trips/visits/activities either outside or within the school day which entail additional costs. However, in these circumstances no student will be prevented from participating because his/her parents/carers cannot or will not make a contribution – see Appendix 1 (if insufficient funds are available it may be necessary to curtail or cancel activities).

## **TRIPS, VISITS AND ACTIVITIES**

There are 3 categories of trips/visits/activities (equipment):

**1. Curriculum Entitlement**

Education trips/visits/activities (equipment) provided either outside or within school hours which are part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at school, or as part of the school's basic curriculum for religious education.

**2. Curriculum Enrichment**

Enrichment trips/visits/activities/equipment provided either outside or within school hours which are not a requirement of the National Curriculum or a requirement to enable a student to complete the curriculum.

**3. Recreational Trips/Visits/Activities**

Recreational trips/visits/activities (equipment) which are not linked to the curriculum i.e. end of term trips to Alton Towers, Brean Leisure etc.

**MATERIALS REQUIRED IN PRACTICAL SUBJECTS**

Materials required in practical subjects which would result in a finished product can be charged for as long as parents/carers have been asked in advance and only if they wish to own the finished product. All monies collected for these materials go to the department.

**BREAKAGES**

In cases of wilful or malicious damage to equipment or breakages, or loss of school books or equipment on loan to students, the Headteacher may decide to make a charge. Each incident will be dealt with on its own merit and the Headteacher will make the decision.



## STUDENT FINANCIAL SUPPORT/WELFARE FUND

The School has limited funds available to support trips, visits and activities. The Hardship Fund has been established to provide support for students to access trips, visits and activities that are considered to be part of the students' educational experience at The King Alfred School.

### Entitlement criteria:

1. Students in receipt of the Pupil Premium
2. Other evidence of low income e.g. receipt of Working Tax Credit or Inland Revenue Assessment of Income (household income of less than £25,000).

In addition to the above the student must be able to demonstrate:

- Attendance at school
- Commitment to study

### Allocation of funds:

- **Curriculum Entitlement**

Uniform (support up to 50%)

Curriculum activities e.g. ingredients for cooking (support up to 100%)

Trips/visits/activities/equipment that are a compulsory part of the curriculum (support up to 100%)

- **Curriculum Enhancement**

Trips/visits/activities/equipment which enhance the subject studied but are not a requirement to enable that student to complete the curriculum (support up to 50%)

Dance/Drama Kit

- **Recreational Trips/Visits/Activities (Equipment)**

Revision Guides

Trips/visits/activities which are put on for pleasure and not linked to the curriculum e.g. end of year trip to Alton Towers etc. (No support)

### How to apply:

Applications must be in writing to the Finance Manager detailing support required. Applicants will be individually assessed and before payment can

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be made; documentary evidence must be supplied (not required for students in receipt of the Pupil Premium).

The School will consider each application and make a decision as to the level of support. The Finance Manager will write confirming the decision made.

**Submitting a request for support will not automatically result in funds being paid.**