



## John Kyrle High School

### **SCHOOL FUND AND CHARGING POLICY**

An annual voluntary school fund contribution is requested, payable at the beginning of September. This is used to purchase general items of equipment for which no capitation is available, especially for clubs and extra-curricular activities and to provide a comprehensive insurance cover for all pupils who embark on school trips and visits. It also provides subsidies for competition entries and for transport in a variety of fields such as music and sport, as well as being used to purchase the necessary licences for school performances. In addition, the school fund is used extensively to float loans - e.g. for advance ticket purchase, trip deposits or items for subsequent sale - and sometimes for loans to capitation where no credit facilities are available. The accounts are subject to an annual audit and are presented annually to the Board of Trustees for its approval.

The Education Reform Act 1988 introduced new provisions in connection with charging for school visits, trips and expeditions. The John Kyrle High School operates many trips for the benefit of pupils and it is the policy to inform parents by letter when a charge is applicable or voluntary contribution invited.

For visits and activities which take place out of school time, a charge is invariably made to cover the cost. If a visit takes place in school time, it may also be necessary to ask for voluntary contributions from parents to enable the visit to take place. Although such contributions are voluntary, parents should be aware that visits are subject to there being sufficient funds available.

For parents experiencing financial hardship and in receipt of benefit, there are limited funds available, subject to demand, to which parents may apply for a subsidy. A '*request for assistance*' form, available from the school, should be completed and returned to the Headteacher for consideration.

Parents are also required to sign and return an Indemnity Form, usually at the beginning of each School Year, and for each trip a parental consent form together with any personal or medical information. If the school does not have an Indemnity Form and consent forms, signed by parents, regrettably pupils will be unable to take part in school visits.

Further requirements of the Trustees' Charging Policy include the following:

- In practical subjects parents may be asked for the full or partial cost of materials or ingredients if they have indicated in advance that they wish to own the finished product.
- In cases where students have deliberately or accidentally damaged school property, parents may be asked to contribute to repair or replacement charges.
- Parents who live outside the school catchment area but who wish their child/children to take advantage of available school transport will be charged at the County rate, subject to seats being available. Payment is due at the beginning of each term for which a bus pass is required.

**Trustee:** Mr Rick Stevenson

**Headteacher:** Mr Nigel Griffiths

**Leadership Group:** Mr J. Docherty

**Date:** February 2017