

Charging Policy	
Person Responsible:	Business and Finance Manager
Date of Policy:	November 2022
Next review date:	November 2023
Rationale	
Great Oaks College intends to be clear about when charges may be made to parents/carers of students attending the College.	
Aims	
<p>This policy identifies activities for which:</p> <ul style="list-style-type: none"> - Voluntary contributions may be requested - Charges will not be made - Charges will be made 	
Procedure	
<p><u>Voluntary Contributions</u></p> <p>Separately from the matter of charging, the College may seek voluntary contributions in order to offer a wide variety of experiences to students. All requests for voluntary contributions will emphasises their voluntary nature and the fact that students of parents/carers who do not make such contributions will be treated no differently from those who have.</p> <p>At Great Oaks College we currently request voluntary contributions from parents/carers for cooking activities. Whilst the majority of College outings are funded from the College budget, a minority of trips where there is a significant entrance fee, parents/carers are invited to make a voluntary contribution towards the cost of tickets.</p> <p><u>Activities for which charges are not made</u></p> <ul style="list-style-type: none"> - Most trips and visits - Examination entries - Therapies provided during College hours as indicated as a need in a student's Education Health Care Plan - Transport for curriculum activities including travel training (however parents/carers should apply for freedom passes and send these in with the student). - Use of public facilities used during enrichment activities - Materials used during curriculum activities <p><u>Activities for which charges may be made for</u></p> <ul style="list-style-type: none"> - Residential and some other trips made outside College hours. 	

- College lunches where a student is not eligible for free College meals.
- Purchases of non-mandatory uniform

All payments received will be recorded and an acknowledgement provided to parents/carers.

Date approved by The Board: **18th October 2022**

Agreed by Board of Directors	
Print Name	
Sign	
Date Agreed	