


Charging Policy	
Person Responsible:	Business and Finance Manager
Date of Policy:	October 2023
Next review date:	October 2024
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.

Information regarding the Bursary Policy is available on the website.

Any exception to this policy would require agreement from the Principal.

Agreed by Finance, Audit and Resources Committee	
Print Name	Tim Brennan
Sign	
Date Agreed	5/12/23