



THE ARNEWOOD SCHOOL

11 – 19 Academy

ARN/0026

CHARGING POLICY

2025/26

POLICIES AND PROCEDURES PROFORMA

Subject and Version of Document:	Charging Policy
Author:	Finance
Persons/Committees etc. consulted whilst document in draft:	The Governing body
Date agreed:	Sept 2025
Date of next review/update and by whom:	September 2026, Finance Officer
By whom agreed:	Governing Body
Copy obtainable from and/or distribution:	PA to Head Teacher
Date document issued:	Sept 2025
Responsibility for dissemination to new staff:	Line Manager
Principal Target Audience:	All staff

Amendments Summary:

Amend. No.	Issued	Page	Subject
1	16.07.13	2	1.3 – revised price for materials 1.6 – revised price of lessons
2	10.07.15	2	Addition of bullet 1.8
3	21.06.15	2	Insertion: 1.3 – Please note charges likely to change as prices may fluctuate 1.8 – annual cost of £150 has been agreed for 2016/17
4	16.05.17	2	1.3,1.6 & 1.8 increase to charges
5	15.05.18	2	1.8 amendment to coach charges
6	17.03.20	2	1.0 insertion of additional items and pencil case 1.6 amendment to music charges 1.8 amendment to coach charges
7	15.03.22	2	1.6 amendment to music charge
7	16.03.22	3	1.8 amendment to coach charges
8	27.04.23	2 and 3	1.6 updated music charge 1.8 updated coach charges
9		2 and 3	1.1 updated pencil case charges 1.3 updated technology charges 1.6 updated music charges 1.8 updated coach charges
10		2 and 3	1.1 updated pencil case charges 1.3 updated technology charges 1.6 updated music charges 1.8 updated coach charges

CHARGING POLICY

1.0 We keep costs to a minimum and ask parents/carers to contact us in the event of hardship.

1.1 Items set out below are, however, essential:

Pencil *	15cm ruler *	School bag	Highlighter*
Rubber*	Sharpener *	Coloured pencils	Pencil case*
Pens x 3*	Compass	Glue stick*	Scientific calculator
Whiteboard Markers x 3			

A basic pencil case can be purchased from the school for £3.50, contents of which are those items marked with an *.

1.2 Safety goggles are essential for practical work in Science and Design & Technology. These are provided but students may buy their own. Students studying Design & Technology must possess the appropriate drawing implements for work at home. (Please note charges likely to change as prices may fluctuate).

1.3 The materials which are used by the student, other than in practice exercises, should be paid for by the student. Most frequently these materials can be purchased from the school at cost. Such costs for Technology materials are collected annually in September as follows: -

<u>Year 7</u>	<u>Year 8</u>	<u>Year 9</u>
£15.00	£15.00	£8.00 - £12.00
<u>Year 10</u>	<u>Year 11</u>	<u>Years 12/13</u>
£8.00 - £15.00	£10.00 - £15.00	£0.00

1.4 In Food Technology students bring their own ingredients from home but occasionally it is more economical for parents if we purchase bulk ingredients for topics (e.g. bread) and students contribute. The Food Technology Department ensures that recipes chosen are acceptable and affordable. The student is given at least one week's notice of practical work and if recipes are not suitable for home use the department is always ready to provide alternatives.

1.5 Many of the local visits are undertaken as part of the school curriculum. Parents/carers are not expected to pay for these visits. In order to extend the range of such visits and to operate within the school budget, it is sometimes appropriate that we invite donations from parents/carers. Other visits in and out of school holidays are not necessarily a compulsory part of the school curriculum but can only take place if parents/carers are prepared to cover the cost. Parents who have difficulty financing any school activity are invited to contact, in confidence, the finance department.

1.6 Instrumental Music lessons are available during school time. Lessons are 20 minutes per week for individual lessons and are available for 30 weeks each academic year during term time. The cost of lessons is:

£420 per year for individual lessons

1.7 The school accepts no responsibility for valuable items which should not therefore be brought to school. School books and other resources are loaned to students and must be treated with extreme care. Students

are expected to pay for any damage due to wilful or careless use of school property. Heads of Centre are authorised to ask parents to sign a statement accepting responsibility for individual books.

- 1.8 The school currently runs a coach service which in the main is subsidised by the school. However, to keep the service running, an annual cost of £595 has been agreed for 2025/26.