



THE FULHAM BOYS SCHOOL

<i>Policy Title</i>	Charging and Financial Assistance Policy
<i>Policy Author</i>	Alun Ebenezer
<i>Reviewed By</i>	Ruby Sutherland
<i>Approved By Finance and Resources Committee</i>	Summer 2018
<i>Date of Approval by Governing Body</i>	Summer 2018
<i>Version Approved</i>	Summer 2018
<i>Date of Next Review</i>	Summer 2019

Revisions Table

<i>Version</i>	<i>Date</i>	<i>Edited by</i>
Summer 2018	Summer 2018	Ruby Sutherland

The master copy of this document can be found on the FBS Google Drive, under the “Policies” folder. This is one of a number of policies that are reviewed by the Governing Body, the full list can be found on the FBS Google Drive in the Policies Folder. Minor revisions that just adjust factual items (eg contact details / names) can be made by the author without formal review, and must be recorded in the Revisions table above. Revisions table front sheet was added to all policies during policy review of Summer 2018.



CHARGING AND FINANCIAL ASSISTANCE POLICY

Date of Next Review: Summer 2019

CONTENTS:

1. INTRODUCTION	p3
2. POLICY STATEMENT	p3
3. CHARGING	p4
4. EXAMINATION FEES	p4
5. INSTRUMENTAL MUSIC AND SINGING LESSONS	p5
6. FINANCIAL ASSISTANCE	p5
7. CLAIMING FREE SCHOOL MEALS	p5
8. PROCEDURE FOR CLAIMING ASSISTANCE – OTHER	p6

1. INTRODUCTION

1.1 The purpose of this policy is to explain the School's approach to making charges to boys and their parents/carers. It also explains the circumstances where it may be possible to offer financial assistance.

1.2 The implementation of this policy will be monitored by the governors of the School and remain under constant review by the Head of Finance and Operations.

1.3 The policy applies to all Fulham Boys School students and their parents/carers.

2. POLICY STATEMENT

2.1 The Governing Body recognises the valuable contribution that our co-curricular programme, including clubs, out of school trips, residentials and experiences of other environments, can make towards boys' all round educational experience and their personal and social development.

2.2 The School provides a free education to all boys. Any activity/trip/visit considered to be a required element of the curriculum will be provided without compulsory charge, although the Governing Body reserves the right to request voluntary donations.

2.3 However the School also provides a number of additional services and activities, which are not a requirement of the curriculum, and for which charges may be made.

2.4 The School is committed to the belief that no boy should be at a disadvantage if their parents or carers are in receipt of benefits or are on very low incomes defined for these purposes as per 6.5.

2.5 The School reserves the right to change any financial assistance offered as it sees fit, having given parents advance written notice.

2.6 The School reserves the right to reclaim any benefits that are overpaid as a result of any financial misinformation received.

3. CHARGING

3.1 The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the School:

- 3.1.1 **School trips and residential:** the full cost, including any incidental costs, where the trip/residential is not considered to be a required element of the curriculum, but as an optional extra.
- 3.1.2 **Materials:** the cost of materials or ingredients for Art, Food, Design and Technology where the student is offered the ownership of the final product.
- 3.1.3 **Acts of vandalism, recklessness and negligence:** the Governing Body reserves the right to recover part, or the whole cost, of damage to buildings or equipment which is the result of vandalism, recklessness or negligence by a student. Persistent disregard or carelessness following specific warning will be considered to be included.

4. EXAMINATION FEES

- 4.1 If a boy has not regularly attended the lessons for a particular examination subject, the examination fee may be requested, refundable if the boy attends the examination and achieves a result, in line with or better, than that consistent with expected attendance.
- 4.2 If, without a medical certificate explaining the reason, a boy fails to complete examination requirements for any public examination for which the School has paid an entry fee, the Governing Body will seek to recover the fee
- 4.3 There may be a charge for examination entry where there is a request from the parent for additional subject entries to be made that are not supported by the School
- 4.4 Examination re-sits will be chargeable. Any boy achieving an improved grade will be eligible for a fee refund for that examination.

5. INSTRUMENTAL MUSIC AND SINGING LESSONS

- 5.1 Any cost for instrumental and singing lessons will or may be subsidised by the school. However a charge may be made to parents/guardians for part of the cost of these lessons.
- 5.2 The charges will be payable each term, though parents may opt to pay for a complete year if they so wish.

6. FINANCIAL ASSISTANCE

- 6.1 Financial assistance, except in the case of free school meals, should not provide for more than 50% of the cost of the item e.g. uniform, trip etc.
- 6.2 Other than defined schemes, such as free school meals, general assistance is only likely to be offered in exceptional circumstances
- 6.3 The Governing Body, where possible and where there is a real need, will assist low income families and those on benefits in purchasing school uniform and PE kit.
- 6.4 Boys, and their parents or carers, should always retain some responsibility towards the cost for which the financial assistance is sought.
- 6.5 Where the School is able to offer a subsidy this will be available to parents or carers of students who qualify for free school meals (note - the criteria for who qualifies for free school meals may change from year to year) or who are considered to be on low incomes, normally less than £20,000 p.a.
- 6.6 The Governing Body reserves the right to set the criteria at whatever level it sees fit for any particular trip/visit/activity.

7. CLAIMING FREE SCHOOL MEALS

- 7.1 A claim form available from the School Office should be completed.
- 7.2 This form should then be returned to Finance and Operations / Finance officer with proof of eligibility to benefits.

7.3 Head of Finance and Operations / Finance officer will then arrange for the student to be coded for free meals and other benefits.

7.4 For the standard lunch subsidy:

7.4.1 A standard lunch (or agreed alternative) will be available in the dining room each day

7.4.2 Extras, such as food at break-times, drinks, etc. over and above the credit issued, will need to be paid for by parents or carers

7.4.3 The initial period of assistance is granted for the School year. At the end of this period will be contacted by the Head of Finance and Operations / Finance Officer and asked to provide further confirmation that you are still in receipt of benefits should you wish to continue with your claim for the following School year.

7.5 Parents/carers will be expected to notify the School immediately if they are no longer eligible for free meals.

7.6 The School reserves the right to request a refund where any services have been given based on inaccurate or fraudulent information.

8. PROCEDURE FOR CLAIMING ASSISTANCE - OTHER

8.1 Some trip/visits/activities may have their own procedure. This may include an appeal to the Friends of Fulham Boys School, particularly in regards to trips overseas.

8.2 In other cases parents/carers should:

8.2.1 Pay any deposit requested in order to reserve a place, subject to a request for assistance. If a request is submitted and refused then the deposit will be refunded

8.2.2 Write to the Head of Finance and Operations / Finance officer, making sure to include the following information:

8.2.2.1 The name of the boy

8.2.2.2 The name of the trip/visit/activity

8.2.2.3 An explanation of how the student will benefit

8.2.2.4 The family financial circumstances

8.2.2.5 Proof of eligibility for benefits or evidence of annual income

8.3 The Head of Finance and Operations / Finance officer will consult with the appropriate staff members before determining whether financial assistance can be justified.

8.4 The Head of Finance and Operations / Finance officer will contact parents with the outcome within 10 working days of receipt of their request.