



# **THE FULHAM BOYS SCHOOL**

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## **CHARGING AND FINANCIAL ASSISTANCE POLICY**

### **RESPONSIBLE COMMITTEE**

Finance and Resources Committee

### **RATIFIED BY GB**

Summer 2021

### **REVIEW DATE**

Summer 2023

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 at the back of this policy.

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## I. INTRODUCTION

- 1.1 This Policy will be interpreted in line with the Christian values and ethos of the school and must be read consistently with all other material policies of the School. For the purposes of all School policies please refer to the definitions guide (not all defined terms will be material to all policies or the procedures authorised by the governing body under it).
- 1.2 The purpose of this policy is to explain the School's approach to making charges to pupils and their parents/carers. It also explains the circumstances where it may be possible to offer financial assistance.
- 1.3 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.
- 1.4 The policy applies to all Fulham Boys School pupils 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 pupils' all round educational experience and their personal and social development.
- 2.2 The School provides a free education to all pupils. 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 pupil 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 pupil 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 pupil. Persistent disregard or carelessness following specific warning will be considered to be included.

### 4. EXAMINATION FEES

- 4.1 If a pupil has not regularly attended the lessons for a particular examination subject, the examination fee may be requested, refundable if the pupil 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 pupil 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 pupil 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 be payable by the pupil direct to the teacher.
- 5.2 In some circumstances the School may pay for or subsidise the cost of these lessons. This is at the discretion of the Headmaster.
- 5.3 The charges will be payable in advance each term prior to the first lesson of that term and are made direct to the teacher.

## 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 Pupils, 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 pupils 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 for families where total income received is less than £20,000 per annum.
- 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 Applications for free School meals are made to the Local Authority where the pupil lives. Forms can be obtained from them or the School office.
- 7.2 The Local Authority will inform the School of a list of pupils eligible for free School meals. It is only when a pupil is included on the list that free School meals can be applied.
- 7.3 Where appropriate the application of free School meals can be backdated as per the instruction of the Local Authority only.
- 7.4 Free School meals only applies to lunch. Any extras such as food at break-times, drinks, etc. will need to be paid for by parents or carers.
- 7.5 If Parents/carers are no longer eligible for free School meals they will be required to commence paying for School lunches as soon as they cease to be eligible.
- 7.6 The School reserves the right to request payment where any services have been subsidised based on inaccurate or fraudulent information.

## 8. PROCEDURE FOR CLAIMING ASSISTANCE - OTHER

- 8.1 Some trips/visits/activities may have their own procedure. This may include an appeal to the Friends of Fulham Boys School, particularly with 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, making sure to include the following information:
    - 8.2.2.1 The name of the pupil
    - 8.2.2.2 The name of the trip/visit/activity
    - 8.2.2.3 An explanation of how the pupil 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 will consult with the appropriate staff members before determining whether financial assistance can be justified.
- 8.4 The Head of Finance and Operations will put all proposals for financial assistance to the Headmaster who will authorise and grant financial assistance other than for free School meals.
- 8.5 The Head of Finance and Operations will contact parents with the outcome within 10 working days of receipt of their request.

REVISIONS TABLE

Date	Description of Change/Item Edited
Spring 2021	No amendments