BALLARD

BESPOKE EDUCATION

CHARGING POLICY	
Reviewed by:	**Rebecca Munro - Bursar**
Review Date:	**September 2026**
Next Review due:	**September 2027**

Charging Policy

AIMS

To make a broad programme of trips and activities accessible to as many pupils as possible and to establish and maintain a fair and coherent system of charges.

PRACTICE

Charges may be made for any trip or activity whether or not it takes place wholly or mainly within the school day and whether or not it is part of a prescribed examination syllabus.

Where it is known there is financial difficulty, every means will be adopted to ensure that no pupil is excluded from any trip or activity required as part of an examination syllabus.

In practical subjects, parents may be asked for the full or partial cost of material or ingredients.

Instrumental music tuition/speech and drama lessons are charged by the individual Visiting Music Teachers (VMT) or visiting speech and drama teachers, Learning Support lessons are charged for as extras.

Board, lodging and travel costs will be charged on residential trips.

The parent / person with parental responsibility will meet the cost of examination entries for subjects a pupil is taking through the School.

Where charges are to be levied, parents must be advised in advance and monies either collected prior to the activity or parents advised that the cost will be added to their next invoice. Any insurance costs will be included in charges for trips or activities.

The Bursar's department must be consulted prior to determining the cost of each trip and all monies collected for any trip/activity lodged with them for safekeeping.

School Transport (Minibus): charges are made termly in arrears. Where a minibus is full, priority will be given to those travelling full-time.

After School Clubs: whilst most clubs are Free of Charge (FOC), some will be charged where materials are used. Some clubs are run by outside suppliers and payment will be due direct to that supplier.

Rebecca Munro
Bursar
September 2026

Policy Log:
August 2022 updated
September 2023 reviewed
September 2024 updated
September 2024 updated