



Policy: Charging and Remissions

Member of Staff Responsible

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Approved on:

23.03.2016

Review date:

2019

CHARGING AND REMISSIONS

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1. **Purposes**

The Red Kite Learning Trust seeks to maximise the opportunities for all its pupils and students in all aspects of education both in and out of the classroom. It recognises the wide variety of socio-economic backgrounds of its pupils and students. In forming and implementing its Charging and Remissions Policy, the Trust seeks to abide by government regulations and where limited budgets allow, to provide for discretionary financial assistance to extend the opportunities for pupils and students. The Trust relies on close partnership with parents and without their financial contributions would be unable to provide the breadth of opportunity that is valued so highly. In turn, the Trust endeavours to make school activities affordable and to give sufficient advance notice of trips and activities to allow parents to budget. The Trust acknowledges that a “first pay, first served” basis may discriminate against pupils and students from families on lower incomes and avoids this as a method of selection whenever possible. Payment by instalment is also encouraged to facilitate wider participation.

There are two main areas of the school Charging Policy: Charges that apply (or when remission is granted) to pupil and student activities, including Trips, Visits, External Examinations etc. and Charges that apply to external users of the schools’ facilities.

2. **Pupil and student Activities** (excluding External Examinations)

2.1 **Charging for School Activities**

The full cost of board and lodging on any residential visits will be charged (see ‘Remission’ paragraph 2.2 below).

A charge will be made for the full cost of activities which take place wholly or mainly outside school hours, but which are not provided as part of the syllabus for a prescribed public examination and are not required in order to fulfil statutory duties relating to the National Curriculum or to Religious Education.

2.2 **Remission of Charges for School Activities**

On residential visits wholly or mainly in school hours (in the definition of the Act, see paragraph 2.4 below) or provided as part of the syllabus for a prescribed public examination or in order to fulfil statutory duties relating to the National Curriculum or to Religious Education, charges for board and lodging will be remitted for pupil and students whose parents are in receipt of the current level of benefits which trigger Free School Meals eligibility as posted at <https://www.gov.uk/apply-free-school-meals>.

2.3. **Charges for School Visits and Journeys**

In school hours (see paragraph 2.4), in any activity (whether or not related to an examination or the school's curriculum), there should be:

2.3(a) No charge for transport (but in accordance with DES Circular 2/89, para 16 parents will be asked to meet the cost of travel from home to work experience placement and vice versa);

2.3(b) No charge for equipment, books or materials;

2.3(c) No charge for tuition;

Out of school hours (see paragraph 2.4), there should be no charge if the visit or activity is related to a prescribed public examination and is not required in order to fulfil statutory duties relating to the National Curriculum or to Religious Education.

Out of school hours, if the activity is not covered above, charges may be made for:

2.3(d) Travel/transport costs, entrance fees;

2.3(e) Books, materials and equipment;

2.3(f) Board and lodging;

2.3(g) Non-teaching staff costs;

2.3(h) Teaching staff costs, including travel and board and lodging where a teacher has been engaged specifically for the purpose of providing the activity.

However, the school may not:

2.3(i) Charge for the cost of any teachers employed by the Governors

2.3(j) Insist on pupil and student participation, i.e. participation will be on the basis of parental choice and willingness to meet such charges as are made.

2.4 In or Out of School Hours

For the purposes of the law an activity is either wholly during or wholly outside school hours, and this determines which charges (if any) may be made.

2.4(a) Non-Residential Activities

An activity will be deemed to take place during school hours if 50% or more of the whole time spent on the activity, including any connected transport, is during normal school hours.

2.4(b) Residential Visits

A residential visit is defined as a visit arranged for registered pupil and students by, or on behalf of, the Governing Body and requiring pupil and students to spend one or more nights away from their usual accommodation.

Each day counts as two half-days, the division between the two being at 12 noon. If the number of school sessions is less than 50% of the number of half-days taken up by the activity, the activity is deemed to have taken place outside school hours, if the number of school sessions is 50% or more it is in school hours. Part half-days are rounded up where six or more hours in a half-day are spent on the trip, e.g. a term time trip from noon on Wednesday to 9.00pm on Sunday (i.e. 9 half-days including 5 school sessions) would be deemed to have taken place in school hours, but a trip from noon on Thursday to 9.00pm on Sunday (i.e. 7 half-days including 3 school sessions) would not.

2.5 Voluntary Contributions

Restrictions on charging for school activities do not in any way prohibit a school seeking voluntary contributions for the benefit of the school or in support of a school

activity, whether during or outside school hours, residential or non-residential. Requests for such contributions must make it clear that there is no obligation to contribute, and that pupil and students will not be treated differently according to whether or not their parents have made any contribution.

If an activity cannot be mounted without voluntary contributions being made, then this should be made clear to parents at the outset in an initial letter.

If the Local Governing Body has resolved to seek an annual voluntary contribution from parents towards the cost of their child's education, the levels of such contribution and the payment period (i.e. termly or annually) will be decided by the Local Governing Body and the monies generated will only be used for the purchase of books, equipment and resources as a supplement to the delegated funds used for such purposes.

Where a trip or activity shows a surplus once all costs are paid out, the school Headteacher will decide whether a refund is due to parents.

Where a trip or activity shows a surplus once all costs are paid out, the school Headteacher will decide whether a refund is due to parents. Sums of less than £10 will not normally be refunded due to the administration costs involved. If the refund due is less than 5% of the trip costs, such small surpluses will be retained by the school.

Where regulations permit the schools reserve the right to include a 5% charge towards the administration costs of organising trips to cover staff time and any online payment transaction charges.

2.6 Nursery provision

Nursery age children are entitled to 15 hours of free nursery education a week. In addition, Western Primary School are able to provide the option of extra sessions and provision for which there will be a charge.

In order to be able to organise provision and staffing arrangements, there needs to be a definite commitment from parents as to their requirements. This can only be done using a booking form which is a legal contract. **Payments MUST be made at the beginning of each half term.** By agreeing to care for a child, Western Primary School are undertaking a financial commitment and if a child does not attend a session a charge may still be made e.g. holidays taken in term time or absence due to short illness. In exceptional circumstances such as bereavement or long term illness extending to beyond a week, Western may exercise its discretion as to whether a charge will be made. Once a booking is made for a term, this commitment must be honoured and any cancellation will be subject to payment of fees for that half term. If parents continue to use the service after the period covered by their signed application form, they will be taken to have accepted the same conditions still apply for each subsequent term unless a change is agreed in writing.

HOW MUCH WILL IT COST? TERM TIME ONLY

Please find below our fees for the academic year. These fees are reviewed on an annual basis. Childcare Vouchers and Childcare Tax Credits will be accepted.

Breakfast Club (before school session care) 8.00-8.50 a.m.	£3.75 per day
Lunch Session – 11.50 – 12.20 p.m.	
Packed lunch (provided by parents)	£2.50 (child care costs)
Hot school lunch (provided by the school canteen)	£4.50 (child care & meal costs)
Extra nursery sessions of 3 hours (above 15 hours of free entitlement)	£14.00
After nursery care 3.20-5.30 p.m.	£9.50

2.7 Music Lessons

Schools which offer paid music lessons for pupils and students may offer discounts to parents in receipt of certain benefits. Such discounts are at the discretion of the Headteacher and will be clearly communicated to parents at the individual school.

2.8 iPads for Learning

The Trust is concerned that iPads for Learning schemes offer universal access to all students regardless of parental ability to pay. At the same time the schemes need to be financially sustainable for the Trust which relies entirely on suggested parental donations at a fair and affordable level.

Parents with affordability concerns are asked to contact the Finance Office to discuss possible options in relation to iPads for Learning.

Parents agree to contribute to damages and losses when they sign up to the iPads for Learning Agreement.

2.9 Uniform

The Trust operates discretion concerning the provision of uniform for pupils and students joining each school. This discretion is informed by the Local Authority's policy which will normally be applied unless the Headteacher in the school concerned wishes to offer exceptional support.

2.10 Hardship payments

Headteachers and the Trust Finance Director may from time-to-time operate discretion in awarding limited hardship funds to assist pupils and students facing

significant and imminent financial difficulty. Such small payments may typically cover food and clothing.

2.11 **Trip and Activity Subsidies**

Headteachers and the Trust Finance Director may from time-to-time operate discretion in awarding limited subsidies to assist pupils and students facing financial difficulty to allow participation in trips and activities that would otherwise be out-of-reach.

2.12 **Miscellaneous**

Parents will be asked to pay for any wilful damage caused by a pupil and student.

3. **Pupil and student Activities** (External Examinations)

3.1 **Internal Candidates**

Candidates sign an Examination Statement of Entry form confirming their exam entries, which are funded by school. If the candidate then fails to complete any component of the exam (i.e. by not handing in coursework or failing to turn up for an exam without a valid reason) then the candidate will be liable for the relevant examination fee.

Where a current student enters an external examination which is not part of the school's current curriculum a charge will be made for the full cost of entering the student for the examination and for any tuition provided to prepare the student for the examination.

A charge will be made for the full cost of examination entry where a student is re-sitting an examination where no further preparation has been provided by the school.

3.2 **External Candidates**

External candidates will be charged the relevant exam entry fee plus an administration fee of £30 per candidate. One administration fee will be charged in an examination session (of which there are normally two per year) per candidate for any amount of exams/modules entered. Members of staff taking examinations will be charged the relevant exam entry fee, but not the administration fee.

3.3 **Costs Incurred by Late Entries/Amendments**

Heads of Faculty are asked to check thoroughly provisional and final entries. If it is evident that a late entry/amendment has occurred due to inadequate checking or planning, then the late penalty fee (not the original entry fee) will be charged to the Faculty concerned. Internal and external candidates will be asked to pay the late penalty fee if the delay was as a result of their actions in addition to the exam fee if appropriate.

3.4 Retake Candidates (Internal)

Any retake candidates will be charged the relevant entry fee for their chosen syllabus or module. However, this does not apply to GCSE English and Mathematics retaken in Year 12 where the candidates have attended re-sit lessons and those candidates who were entered early for GCSE/AS units and at the discretion of the Head of Faculty in consultation with the Examinations Officer.

3.5 Enquiry about Results (Remarks)

Individual candidates who request an Enquiry about Results will be charged the Examination Board's fee for this service. The school will only pay if it is deemed that an enquiry should be requested for a group of candidates or in very exceptional circumstances for a single candidate but only where the final grades are at least two grades adrift from the predicted grades. Enquiries about results therefore rarely result in a change of grade. It should also be remembered that an Enquiry about Result of a module could result in the module result being lowered. If a Head of Faculty insists on an Enquiry about Result and the school's policy of two grade discrepancy between estimated and final grade does not apply, then the Head of Faculty will need to fund the enquiry from his/her faculty budget.

3.6 Access to marked Examination Scripts

After results are published, candidates can request the return of their original script or a photocopy. The fee charged by the Examination Boards will be payable by the candidate. Heads of Faculty can also request photocopied scripts to help them decide whether to lodge an enquiry about results; these costs will be borne by the School examinations budget.

3.7 Alteration to Personal Details

Candidates have two occasions (the Examination Timetable and the Examination Statement of Entry form) to check their personal details (i.e. correct spelling of their name and date of birth) used for their entry, which eventually is reproduced on their certificates. Candidates who have been offered this check and then discover that their personal details are incorrect on their certificate may therefore be liable for correction costs by the Examination Boards.

3.8 Examination Certificates

Once certificates have been received in school, ex-pupil and students will be sent a postcard informing them that:

- (a) certificates can be collected from school, or
- (b) sent by Recorded Delivery upon receipt of £5* in advance to cover the cost of administration and postage.

3.9 Confirmation of Results Letter

The school will provide a 'confirmation of results' letter to ex-pupil and students upon request. The charge is £15.00*, payable in advance, to cover administration and postage costs.

**Please note that the school reserves the right to vary these charges depending on the underlying costs which the school incurs.*

4. Hire and Letting School Premises/Equipment

Procedures for hiring and letting the schools' rooms, facilities and equipment are in accordance with the School's Letting Policies.

Charges, which are regularly reviewed are contained in Appendix (1).

APPENDIX 1 SCHOOL LETTING CHARGES

SCALE OF CHARGES FOR HIRING OF THE SCHOOLS' PREMISES

Charges are inclusive of:

- Estates staff who will usually be in attendance for all Lettings.
- Heat, light and availability of showers & changing areas (where appropriate but note additional charges if changing facilities are required by pitch users).

A wide range of catering can be supplied for events and is priced according to individual requirements.

VAT rules dictate that some Lettings maybe subject to VAT whereas some may not. The figures quoted are ex VAT.

Prices below are based on Weekday and Term-Time

Weekends and Holiday Bookings are charged individually and there is also differentiation between Community and Commercial use. The figures below therefore are to be treated as a guide as all bookings are considered on their individual merits.

- a) One-Off Bookings
b) Regular Bookings

Harrogate Grammar School

Rate	One Hour	Two Hours	Three Hours	Half Day	Full Day
Classroom					
a)	£22.00	£35.00	£45.00	£55.00	£90.00
b)	£15.00	£25.00	£30.00	£40.00	£70.00
Library Theatre					
a)	£30.00	£50.00	£65.00	£80.00	£130.00
b)	£25.00	£37.50	£50.00	£65.00	£100.00
Library					
a)	£30.00	£50.00	£65.00	£80.00	£130.00
b)	£25.00	£37.50	£50.00	£65.00	£100.00
Main Hall/The Forum					
a)	£60.00	£100.00	£130.00	£160.00	£300.00
b)	£50.00	£80.00	£110.00	£145.00	£250.00
Gym 1					
a)	£30.00	£50.00	£65.00	£80.00	£130.00
b)	£25.00	£37.50	£50.00	£65.00	£100.00
Gym 2					
a)	£30.00	£50.00	£65.00	£80.00	£130.00
b)	£25.00	£37.50	£50.00	£65.00	£100.00
Sports Hall					
a)	£40.00	£70.00	£100.00	£120.00	£200.00

b)	£30.00	£60.00	£85.00	£105.00	£180.00
The Hub/S08					
a)	£30.00	£50.00	£65.00	£80.00	£130.00
b)	£25.00	£37.50	£50.00	£65.00	£100.00
Pitches					
a)	£30.00	£50.00	£65.00	£80.00	£130.00
b)	£25.00	£37.50	£50.00	£65.00	£100.00
Astro					
Full	£55.00	£110.00	£165.00	£220.00	£400.00
Half	£35.00	£70.00	£105.00	£140.00	£250.00

Western Primary School

Hall ~ £15 per hour & £10 cleaning cost per day

Classroom ~ £9 per hour

Oatlands Junior School

School Dinner charge from September £2.15

Music Tuition from Encore! £11.50 for £20 minutes and £17 for 30 minutes. Pupils eligible to Free School Meals will be entitled to a 75% discount on 20 minute lessons for one instrument only.

School Hall Hire Charge- £30 per day