

CHARGING AND REMISSION POLICY

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Document Control

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Revision History

Revision Date	Revisor	Previous Version	Description of Revision
May 2014	Elisabeth Baron	Jan 2013	Annual Update
June 15	Paul Keppie	May 2015	Charge for letting revision
June 17	Paul Keppie	June 2017	Charge for letting revision
July 18	E Baron	June 18	Ensure policy still complies with DfE guidelines
Sept 2020	L Ripley	July 2018	Annual Update

Document Approvals

This document requires the following approvals:

Approval Sought From	Name	Date
Governing Body	Resources Committee	30 th Jan 2013
Governing Body	Resources Committee	15 th May 2014
Governing Body	Resources Committee	June 2015
SEG		

Document Distribution

This document will be distributed to:

Individual/Group	Job Title/Group Type	Distribution Date
Heads of Faculty		16 th May 2014
Community Group users		June 15
Facility Group use		

Charging and Remission Policy

Purpose

Legislation allows schools to charge for certain activities which take place outside school hours. Falinge Park High School's policy applies to charges made to parents/students, for facilities used by private individuals and to third party organisations that rent school premises.

Under the terms of the Education Act 1996, the Governing Body of Falinge Park High School must have a policy on charging students to participate in school activities and **are responsible for monitoring the implementation of the policy**. By law, students may not be charged for taking part in activities that take place during the school day. Parents may be asked for voluntary contributions but if they are unable to 'contribute', their child should not be prevented from participating should the activity go ahead. In any request for voluntary payments it must be made clear from the terms in which it is made that:

- There is no obligation to make any contribution and
- That pupils will not be treated differently according to whether or not their parents have contributed towards the planned activity.

Procedure

1. **Admissions** – no charge shall be made in respect of admission.
2. **Provision of education** – no charge shall be made in relation to the education of registered pupils where education is provided during school hours. Where education is provided outside of the normal school hours, no charge shall be made provided it is required as part of the syllabus/curriculum. The school may charge persons who are not registers pupils at Falinge Park High School for education provided or for facilities used by them belonging to the School.

3. **Musical Instrumental tuition** – Free music tuition is available to all pupils, for this academic year (to be reviewed annually) under the following rules:
 - Any child wishing to take music tuition is provided with an instrument either through the Music service or school.
 - Parents are responsible for insuring the instrument allocated to their child by the Music service or School.
4. **Practical subject charge** – no charge may be made for materials and ingredients for practical subjects.
5. **Visits during the school day** – A voluntary charge will be made to cover the cost of educational visits and other activities. However, as detailed as the outset, charges cannot be enforced where this forms part of the curriculum. Where the level of nonpayment renders a trip financially unviable consideration will be given to cancellation.
6. **Residential Visits** – where at least half of the time away from home is not normal school time or where the work undertaken is not an integral part of the examination course, the trip can be classified as optional. Any charge in respect of an optional extra requires parental agreement and willingness to meet the charges. Parents should be made aware that the activity might be cancelled if insufficient contributions are received. If the visit is deemed to have taken place during the school day, or it is part of the national curriculum or is preparation for a public examination then only the cost of board and lodging can be passed onto parents and this cannot exceed the actual cost.
7. **Public examinations** – No charge shall be made in respect of the entry of a registered pupil at School. Charges are applied for the entry of a student for an examination for which he/she has not been prepared by the School. Entry for resit examinations is also subject to charge. Where a student has paid for an examination re-mark and the new grade exceeds the original, and then a refund is made for the fee.
8. **Optional extra visits** – Visits that take place beyond the school day or as part of an extra-curricular activity can be charged and parents are expected to meet the full cost of the trip.
9. **Breakages** – The financial cost relating to breakages/damages/fines are recoverable from parents and can be pursued as a civil debt. A charge will also apply for loss or damage to the Schools property which is placed under the responsibility of the student and may be taken off the premises.

Remission of Parent/Student charges

Parents who find themselves in financial difficulties and who are in receipt of the following benefits:

- Universal Credit

- Income Support
 - Income Based Job Seekers Allowance
 - support under part V1 of the Immigration and Asylum Act 1999
 - Child Tax Credit provided that working tax credit is not also received and that the family's income does not exceed £16,105 (financial year 2018/19)
 - The guarantee element of State pension Credit
 - An income related employment and support allowance that was introduced on 27 October 2008 may apply to the School for financial support.
- Reference to the free school meals list is made and proof (e.g. DSS letter) is required to validate claims.

Facilities used by private individuals

Currently this only refers to reprographic facilities used by staff members, the PTA or other local schools, sporting and community organisations. Charging is on the basis of measured copy volumes **+ 10% + vat.**

Lettings/Use of Facilities

The charges for lettings are contained within the Schools Finance Policy. These are agreed at the Resources Committee and are reviewed annually. The current charges for lettings are:

FACILITY		Current price
Sports Hall	(Peak) 6-9pm weekdays	£38.00 per hour
	(Off Peak) 5-6pm + 9-10.30pm	£35.00 per hour
3 G MUGA	Incl Floodlights	£50.00 per hour for 10 week hire (no Vat levied)
3 G MUGA	Availability M to F 18.00 to 20.30 hrs S, S & B/H 09.00 to 17.00 hrs	£60 per hour per single session (inc VAT)
GYM	All Times	£23.00 per hour

Should community groups wish to run holiday clubs, school should be contacted beforehand regarding rates charged.

Charging for Damage

Any group hiring the facilities will be liable for any damage to the property. The school will reclaim all costs for repairs for the results of such damage.

Contributory Fee for the Minibus

A contributory fee will be charged when the minibus is used by other organisations.

A School Minibus Safety Check must be completed along with a seating plan and any defects reported. **Production of the drivers licence is also required before use.**

Organisations using the minibus should return the minibus full of diesel and report any issues with the minibus during their hire time. **Any fines incurred while driving the minibus will be chargeable to the organisation along with the administration fee incurred from the leasing company.**

All monies received for such income must be paid to the Finance Office.

0-6 hours	£35
6-12 hours	£50
24 hours	£65
Weekend	£100