

Walton Hall School

Policy for Charging & Remissions

The policy sets out levied charges for school activities, lettings & extended school provision. It also covers remissions (where a charge is not payable, either in full or in part)

Guidance is taken from 1996 Education Act, sections 449-462

Responsibilities

The Governing Body of the school is responsible for determining the content of the policy & head teacher for implementation.

Any determination with respect to individual parents will be considered by head teacher or Governing Body

Legal Prohibition of Charges

The Governing Body recognises that legislation prohibits charging for the following:

- Education provided during the day including supply of materials, books, instruments & equipment
- Any National Curriculum teaching outside school hours including prescribed accreditation courses
- Any musical tuition as part of the National curriculum
- Exam fees as part of school curriculum requirement
- School trips additional staffing cover
- Transporting pupils from/to the school premises
- Transport for educational planned trips

Charges

The Governing Body in each of the following cases intend to make a charge for:

- Lettings of the school premises or grounds. Chargeable rates are reviewed annually by the Governors. The charge should at least cover the following:
 - Services (heat & light)
 - Staffing (security, caretaking & cleaning)
 - Administration
 - Wear & tear
- Breakages & proportionate replacement costs agreed by head as a result of damages caused wilfully by pupils.
- Charges for materials or ingredients where the pupils wish to have the finished product
- Cost of transport to take part in work experience

- Proportionate costs for individual children of activities outside scope of school curriculum (optional extras):- contribution to travel, entrance fees, insurance, materials etc
- For any charges made remissions should be clearly specified

Voluntary Contributions

Parents will be invited to make a voluntary contribution for the following:

- Residential camps & visits
- Cultural activities & events (including sequences of events) that are considered non-essential to National curriculum entitlement
- Sporting activities & events (including sequences of events) that are considered non-essential to National curriculum entitlement
- Optional extras associated with above
- Extended school activities such as holiday schemes or 'wrap-around' (Aiming High) provision
- For trips which cost below £50 parents will be asked to voluntarily contribute 100% of the cost.
- For trips (or individual activities) which cost above £50, parents will be asked to voluntarily contribute 66% of the cost and school will fund the remainder.
- Bursaries are available to help fund trips (or individual activities) over £50. The bursaries are available to all parents and application must be made on an individual basis by letter (stating reasons for financial hardship) to the Headteacher.
- In the event of an appeal becoming necessary, parents may refer to the Chair of the Finance Committee who is the nominated governor with power to hear bursarial appeals. His decision is final and there is no further means of appeal.
- Bursaries are only available when the bursaries fund has money in it. The bursary fund is populated by donations and fundraising.

The terms of any request made to parents will specify that the request for a voluntary contribution in no way represents a charge. In addition the following will be made clear:

- The contribution is genuinely voluntary & parent is under no obligation
- Registered pupils at the school will not be treated differently according to whether a contribution has been made

Remissions (non-charging)

- Where an organisation/individual enters into a custom of friendly support that is mutually beneficial to both organisations eg sharing use of facilities, minibus, resources. Such conditions should be overseen by school bursar/ head
- When it is known that an organisation is unable to afford set rates an agreed charge above the actual incurred cost to the school can be overseen by head/bursar

On occasions, the school may choose to organise a specific trip which falls outside the remit of this policy. Under these circumstances, the school will increase its level of financial contribution. This may occur following specific fundraising or donations.

Discussed at sub-committee for approval on 12th February 2013

Signed _____
Chair of Finance Committee