



Humber Education Trust

Charging & Remissions Policy

Approved By:	Trust Board
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1. Introduction

This policy has been formulated in accordance with DFES guidance on: Charging for School Activities.

2. Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

3. Responsibilities

The Governing Body of the School are responsible for determining the content of the policy and the Headteacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

4. Prohibition of Charges

The Governing Body of the School recognise that the legislation prohibits charges for the following:

- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school;
- education provided on any trip that takes place during school hours;
- education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school;
- transport provided in connection with an educational trip.

5. Charges

- (a) board and lodging on residential visits (not to exceed the costs)
- (b) the proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
 - (i) travel
 - (ii) materials and equipment
 - (iii) non-teaching staff costs
 - (iv) entrance fees
 - (v) insurance costs
- (c) individual tuition in the playing of a musical instrument
- (d) re-sits for public examinations where no further preparation has been provided by the school
- (e) costs of non-prescribed examinations where no further preparation has been provided by the school
- (f) any other education, transport or examination fee unless charges are specifically prohibited
- (g) breakages and replacements as a result of damages caused wilfully or negligently by pupils
- (h) extra-curricular activities and school clubs.

6. Community Use

Any club for school age children, organised by external providers who charge membership fees and operating before 6pm will be managed as a private letting using the concessionary hire rates. For usage wholly after 6pm, lettings will be managed as Directed Community Use (LA). The respective school will retain up to date ERCAS registration/Insurance certificates and provide users with the school Premises hire Policy. A log will be maintained of usage and invoices generated on a termly basis.

Any free, school run clubs or other clubs run on a charitable basis will not incur charges.

7. SLAs

Any shared services brokered to other schools will be subject to a Service level Agreement and agreed hourly rate. The hourly rate will be based on staffing costs, CPD, travel and other performance related costs. Rates will be subject to review on an annual basis.

8. Remissions

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board

and lodging costs during curriculum related residential school trips. The relevant support payments are:

- income support
- family credit
- income based job seeker's allowance
- disability working allowance

9. Voluntary Contributions

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

- a) Educational Visits and associated transport costs – the school will subsidise these where possible
- b) Theatrical performances
- c) Other optional, extra provision for the pupils, which may not take place without financial support

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

- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay; and
- b) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

The responsibility for determining the level of voluntary contribution is delegated to the Head teacher.

Voluntary contributions will be used to:

- Subsidise the costs associated with educational visits
- Payment of fees attached to Theatrical Performances

10. Sign Off

Approved By (print name):	Rachel Wilkes
Role Title:	Chief Executive Officer
Signature:	
Date:	October 2018

APPENDIX 1 – FREDERICK HOLMES SCHOOL CHARGING POLICY



Charging Policy

Approved by Governors: Summer Term 2019
Reviewed: Summer Term 2020
To be Reviewed: Summer Term 2021
Review Cycle: Annually

Charging to Parents

The school makes no charges for any of the activities that take place on a regular basis during the school day. The school meets the costs associated with this. When there are educational visits and/or special events and activities that incur an additional cost the school may be unable to fully fund these. On such occasions Parents/Carers may be asked to make a voluntary contribution to cover the associated costs.

The school currently asks for a donation of £3 [within Hull] and £5 [outside the city] to go towards transport costs for all trips with the exception of our regular curriculum links.

Where Parents/Carers are unable or unwilling to contribute, this will not affect their child taking part in the visit. It may however be the case that visits may be cancelled if sufficient funding is not obtained from voluntary contributions.

Extended Services

Where pupils take part in After School Club, School currently asks Parents/Carers for a voluntary contribution of £3 per session. Where Parents/Carers are unable or unwilling to contribute, this will not affect their child taking part in the After School club.

Residential Visits

Where pupils take part in residential visits, parents will be asked to contribute towards the cost of the trip. Wherever possible this charge will reflect the cost for a similar trip organised by a mainstream school. Parents and Carers will be alerted to the total cost of the trip and the contribution they are expected to pay. Residential visits may be subsidised and the donation to be requested from Parents/Carers will be the balance of this sum.

Where Parents/Carers are unable or unwilling to contribute, this may affect their child taking part in the visit. In addition it may be the case that the educational visit does not take place if appropriate funding is not forthcoming.

The school operates within the guidance contained in the Local Authority (LA) Policy on Charging.

Charging to staff and other adults/agencies

Staff and other adults/agencies will be charged for the following:

- Private photocopying
- DBS checks – unless contracted staff or recruited by school
- Private telephone calls
- School meals
- Hire of the pool or school facilities (see Community Use Policy)

All of the above must be with the approval of the School Business Manager.

The rates of charges are reviewed by Governors annually and are shown below.

Private Copying Charges

All people wishing to do private copying will be issued with a personal number to open their account. They must settle their account at the end of every half term unless otherwise agreed with the Business Manager. The meter readings will be taken at the end of every month and all accounts will be updated accordingly.

All accounts will have unlimited copies available to them unless otherwise stated. However, any account can have a maximum number restriction placed upon it if necessary. This will be at the discretion of the Business Manager.

School related copying: 1p per black copy
5p per colour copy

Private copying: 5p per black copy
 50p per colour copy

VAT will be charged on all private copying and will be shown separately on the invoice. All cheques must be made payable to Frederick Holmes School.

DBS Charges

All staff recruited by Frederick Holmes School will receive their DBS check free of charge.

All other people requesting a DBS check to enable them to work at Frederick Holmes School e.g. supply, volunteers, will be charged for their DBS check as follows:

Supply staff: £46.50
Volunteers: £20.00 (refundable after one year's service)
External requests: £46.50

All payments must be made prior to the check being submitted to the LA and cheques must be made payable to Frederick Holmes School.

The above charges may be changed if the LA amends their pricing structure.

Charges for Lettings

Hydrotherapy Pool

The following charges are for hiring the Hydrotherapy Pool:

All Groups £43.80 per hour weekdays
All Groups £46.96 per hour Saturdays
All Groups £50.02 per hour Sundays

Main Hall

The charge for hiring the Main Hall is set at £10.41 per hour.

Other Rooms

The charge for any other room will be determined individually depending on the requirements of the letting.

Private Phone Calls

School Staff

All school staff wishing to make a private phone call must follow the procedure below:-

- Permission must be received prior to the call from a member of the Leadership Team (a charge may be made depending on the circumstances. This will be made in line with the itemised bill received from the telephone company).
- the call must be made in their own time and not during their working hours
- only local calls will be allowed
- no national/international calls are to be made

The Admin Team will monitor calls using the itemised phone bills received. If the private call privilege is abused, then it will be withdrawn.

Other people on Site

Other people on site are not allowed to make personal calls using the Frederick Holmes School telephone system without prior permission from a member of the Senior Leadership Team.

School Meal Charges

Pupils/Students

Unless a pupil/student is entitled to free school meals, they will be charged for their meal, as follows:

£1.50 for pupils in Years N1, N2, 3 to 6

£1.50 for pupils in Years 7 to 14

Pupils in Reception to Year 2 qualify for Universal Free School Meals and are not charged for their meals.

School Staff

Child Supervisory Support Officers may receive a school meal each day they work if they opt to have a deduction of 1.5p per hour taken from their salary as a contribution towards the cost of the meal. If they do not opt for the deduction they will pay the full price as for other adults (see below).

Other Adults

All other adults, visitors, volunteers, supply staff etc, pay the adult rate set by the LA which is currently £3.37 (inclusive of VAT). They must book their meal with the Admin Team and pay for it prior to it being taken.

These procedures will be amended to reflect any changes in LA charges.