



# Charging Policy

Approved by Governors: Autumn Term 2021  
Reviewed: Summer Term 2021  
To be Reviewed: Summer Term 2023  
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 Trust's 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 online and cheques must be made payable to Frederick Holmes School.

The above charges may be changed if the online service provider 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.

### **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

£2.00 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 school-which is currently £5.23 (inclusive of VAT). They must book their meal with the Admin Team and pay for it prior to it being taken.