

Title:	Charging and remissions policy
Associated Policies:	
1	Policy Statement
	<p>The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, trips and residential experiences can make towards students' personal and social education.</p> <p>The Governing Body aims to promote and provide such activities, both as part of a broad and balanced curriculum and as additional optional activities.</p> <p>As a Specialist Music School, the Governors give their support for the use of the school premises by community groups.</p>
2	Who does this policy apply to?
3	Who is responsible for carrying out this policy?
4	What are the principles behind the policy?
5	Procedures (standards)
	<p>5.1 CHARGES</p> <p>In recognition of the importance of such activities, the Governing Body will seek to support such activities with money from the delegated budget, but recognises that whatever public funds are made available, there will never be sufficient to fund all desirable activities at the required level.</p> <p>The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school.</p> <p>5.1.1 School Journeys in School Hours Transport that is not required to take the pupil to school or to other premises where the local authority/governing body has arranged for the pupil to be provided with education.</p> <p>5.1.2 Residential Visits The board and lodging element of residential activities deemed to take place within school hours.</p> <p>To facilitate opportunity of access to all, residential visits should be planned to give sufficient time for payment to be made in instalments of no more than £80 per month. This means, for example, that payment for a trip costing £400 would commence at least 5 months before departure. The same rule applies to any non-refundable deposit which should also be no more than £80. Trips where the payments schedule extends over more than twelve months or where students are encouraged to fundraise as part of the experience are not subject to this limit.</p> <p>5.1.3 Activities outside School Hours The full cost to each student of activities deemed to be optional extras taking place wholly or mainly outside school hours.</p> <p>5.1.4 Individual Instrumental Tuition The cost to the student for providing instrumental tuition.</p>

5.1.5 Charging in Kind

Parents will be encouraged to make a voluntary contribution, in cash or in kind, to cover the cost of materials, ingredients and equipment for practical subjects such as Art and Design Technology, where the product is consumed or taken home by students.

The Governing Body may charge for ingredients and materials or require them to be provided if the parents have indicated in advance that they wish to own the finished product.

5.1.6 Examination Fees

Where a student has not been prepared for a prescribed public examination by the school, the Governing Body may make a charge for the cost of entering the student for the examination, as they can for entries to non-prescribed examinations whether or not prepared by the school.

If a student fails without good reason to complete the examination requirements for any public examination for which the school has paid (or is liable to pay) an entry fee, then the Governing Body may recover the fee from the parent.

5.1.7 Damage to school property and equipment

Parents will be expected to pay for any damage to the school buildings or equipment by their daughter whether it is deliberate or the result of poor or silly behaviour by a student or group of students.

5.1.8 General

The Governing Body may, from time to time, amend the categories of activity for which a charge may be made.

Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing additional educational activities for students.

5.2 REMISSIONS

There may be cases of family hardship which make it difficult for students to take part in particular activities for which a charge is made. When arranging a chargeable activity, the Governing Body will invite parents to apply in confidence for the remission of charges in part or in full.

Priority is given to students who are looked after (or a child leaving care) and then to students whose parents have applied for Free School Meals through the Northamptonshire County Council. Eligibility for FSM is based on receipt of financial support as listed at the end of this section.

From 01 September 2016, there will be a maximum level of financial support for specific activities/services awarded per student in a single academic year as detailed below. Where the application for remission falls within these boundaries and confirmation is obtained for eligibility and previous support received, approval will be given by the Finance Office.

5.2.1 School Buses £300

This relates to any early or late bus provided by the school, and any buses provided by a third party.

5.2.2 Music Lessons £100

All instruments/grades where individual instrumental tuition is provided at school.

5.2.3 Residential Trips **£100 - £200**

Where the total cost of the residential trip is £300 or less, the maximum financial assistance awarded will be £100. Where the total cost of the residential trip is £301 or more, the maximum financial assistance awarded will be £200.

5.2.4 Day Trips **£20 (To a maximum of 3 per academic year)**

Where the cost of a trip is less than £20, the full cost will be covered by the school, however any difference will not be allocated to a second trip. For example – where Year 7 Applied trips are Twycross Zoo (cost £18) and The Frontier Centre (cost £28), financial assistance of £38 would be awarded.

5.2.5 School Uniform **£40**

5.2.6 Revision Guides **£30**

5.2.7 Leavers Hoodie **£15**

5.2.8 Prom **£20**

Where there are exceptional circumstances, or the application does not fit the above criteria, the final decision is made by a member of the Senior Leadership Team in consultation with other appropriate school staff. This is dependent on the level of funding available, previous support received by the individual student and the understanding of their circumstances. Application forms and their associated outcome decisions are held centrally.

Income Support

Income based Job Seekers Allowance

Income related Employment and Support Allowance

Support under part VI of the Immigration and Asylum Act 1999

Child Tax Credit, with no element of Working Tax Credit, and a household income below £16,190 (as assessed by Her Majesty's Revenue and Customs)

Guarantee Element of State Pension Credit

Universal Credit

5.3 CHARGES FOR THE USE OF SCHOOL PREMISES AND FACILITIES

The Governing Body will set and renew on an annual basis, charges for the hire of school premises and facilities. These charges will be minuted and made known to all external hirers of the school's premises and facilities.

5.4 CHARGES FOR SCHOOL TRANSPORT

The Governing Body will charge for the cost of home to school transport, with charges set to realistically reflect the cost to the school and will be reviewed annually.

6 Variations

Other Schools

During the day (up to 6.00 p.m.), the use of the Theatre is free of charge for school functions (e.g. Prize Giving) for which there is no charge for site staff on duty, provided that no technician or other additional staff are

required. Where additional staff are required, schools will be charged the minimum amount to cover the costs of extra staff needed.

After 6.00 p.m., the use of the Theatre for school functions will be charged as community use to cover the cost of PFI charges and with additional charges for any extra staff needed (e.g. technicians).

Where the school is using the Theatre for fund raising e.g. selling tickets, the conditions of the public entertainment license apply and additional staff must be on duty as below:

- 2 Stewards
- 1 Technician
- 1 House Manager (if needed)

A charge will be made to cover these additional costs on an hourly basis.

For actual charges relevant to the current academic year please refer to the Hire Charges document available from Cat Dunn at Spinney Theatre.

7 Summary of charges

School Facilities Costs – per hour

FACILITY/USE	COST PER HOUR From September 2015
Swimming Pool Whole School Private Hire, (eg Clubs/Children’s party rate)	Please see attached sheet – Procedure for hire of School Premises, Codes and Hourly rates. Appendix A £50.00
Dance Studio/PE Classroom	£45.00
Spinney Theatre	£190 - 200 per hour – Performance Time £80 per hour – Access / Rehearsal Time

If additional cleaning is required after the use of any area, this will be charged as follows:

Monday – Saturday: £14.50 per hour, Sunday: £19.50 per hour

All other areas are booked via the PFI Company.

8	Charging for the use of the minibus								
	<p>8.1 STUDENTS REPRESENTING THE SCHOOL e.g. PE, Music</p> <p>No charge</p> <p>8.2 LOCAL (under 40 mile round trip)</p> <p>£1.50 charge per passenger</p> <p><i>This charge could be covered by a department or through individual student contributions</i></p> <p>8.3 JOURNEYS OF GREATER THAN 40 MILES (round trip)</p> <p>50p per mile</p> <p>Calculation:</p> <p>Fuel consumption</p> <table style="width: 100%; border: none;"> <tr> <td>Full tank capacity</td> <td style="text-align: right;">= 70 ltrs</td> </tr> <tr> <td>Cost of fuel tank @136p/litre</td> <td style="text-align: right;">= £95.20</td> </tr> <tr> <td>Miles per full tank of diesel</td> <td style="text-align: right;">= 380</td> </tr> <tr> <td>Cost per mile</td> <td style="text-align: right;">= 25p</td> </tr> </table> <p>Minibus running costs include:</p> <p>Small bus permit MOT test Insurance AA Breakdown Cover Valeting and washing</p>	Full tank capacity	= 70 ltrs	Cost of fuel tank @136p/litre	= £95.20	Miles per full tank of diesel	= 380	Cost per mile	= 25p
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7	Policy Review								
	<p>6.1 This policy will be monitored as part of the Academy’s annual internal review and reviewed on a three year cycle or as required by legislature changes.</p>								
