

MallingHolmesdale

MHF federation

POLICY FOR

CHARGING AND REMISSIONS

PERSONS RESPONSIBLE

EXECUTIVE PRINCIPAL

DATE REVISED

OCTOBER 2010

**DATE LAST REVIEWED/GOVERNOR
FINANCE TEAM**

NOVEMBER 2010

The Education Reform act 1988 indicates clearly in which situations a school may charge a parent or guardian.

The purpose of this policy therefore is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge. This policy has been informed by the Local authority and DfE guidelines and is reviewed annually.

Policy Statement: During the school day all activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge.

There will be no charge for any activity that is an essential part of the syllabus for an approved examination unless:

- The examination is on the set list but the pupil was not prepared for it at either school.
- The examination is not on the set list but we arrange for the pupil to take it.
- A pupil fails without good reason to complete the requirements of any public examination where the Governing Body or the Local Authority originally agreed to pay the entry fee.

Voluntary contributions may be sought for activities during the school day which entails additional costs such as field trips. Although voluntary contributions can be requested to help finance such events, no student will be denied the opportunity of participating because of the lack of such a contribution. It must be stated however, that it might be necessary to cancel an event if insufficient funds were available.

From time to time we may invite a non-school based organisation such as a visiting

drama group to arrange an activity during the school day. Such organisations may wish to charge parents, who may, if they wish, ask the Headteacher to agree to their child being absent for that session.

Optional activities outside of the school day: We will charge for optional, extra activities outside of the school day such as various clubs and visits. Such activities are not part of The National curriculum or religious education nor are they part of the examination syllabus.

Education partly during the school day: If a non-residential activity happens partly inside the school day and partly outside it, there will be no charge if most of the time spent falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

Residentials: Charges will be made for board and lodging, except for pupils whose parents are in receipt of eligible benefits.

Minibus: There is a separate policy “Minibus Policy” for the policy on charging for use.

Music Tuition: Fees are paid directly to the tutors by pupils who wish to participate. In cases of hardship the governors will consider at their discretion the remission of fees (either in full or in part) for those pupils who they consider will benefit from such tuition.

Public Examinations: It is the policy of all schools within The Federation to enter pupils for all public examinations, provided they have completed the required coursework. Examination fees will be recovered from parents if a pupil fails, without good reason, to fulfil examination requirements. A deposit is always required before GCSE entries are made (Year 11 students only). This is totally refundable provided the student completes all the coursework and attends the written examination. Where illness prevents attendance, the examination board requires a medical certificate.

1. Re-takes Any re-take which raises a D grade to a C grade in Mathematics or English, the school will pay. For all other re-takes, the department and the student pay half each. This will be refunded if the student achieves a higher grade. If the student wishes to re-take any exam a second time, they will be liable for the full entry fee.
2. Departments If a department misses the examination entry deadline or has to alter entries (ie original incorrect) then the full cost will be taken out of the department budget.

Calculating Charges: When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't or won't. Support for cases of hardship will come through voluntary contributions and fundraising.

Hiring rooms

Prices applicable 8:00am to 6:00pm:
£75 per half day

£100 per whole day

Sports Hall - £10 per hour (check with Head of Physical Education before confirming booking)

Refreshments are charged at cost in addition to the above prices – see Glitters menu

Tea/Coffee/Biscuits - £1.25 per head for KCC organisations
 £1.25 plus VAT per head for non KCC organisations

Wolfe Building – Saturdays

£100 per half day

£150 per whole day

PFI

For bookings required after 6:00pm, as the schools are PFI facilities, Amanda Jeff (KEP) deals with (01732 846967)