



SOUTH NEWCASTLE FEDERATION



CLAYTON HALL BUSINESS AND LANGUAGE COLLEGE

and

NCHS – THE SCIENCE COLLEGE

POLICY

ON

Charging & Remissions

DRAFTED BY	Federation Business Manager
DATE OF APPROVAL BY FULL GOVERNING BODY	May 2013 (extended for 3 months)
REVIEW DATE	July 2013
RESPONSIBLE FOR DAY TO DAY MANAGEMENT	Federation & Deputy Business Manager
RESPONSIBLE FOR REVIEW	Federation & Deputy Business Manager



SOUTH NEWCASTLE FEDERATION

Clayton Hall Business and Language College
And
NCHS – The Science College



Charging and Remissions Policy

Aim

The aim of this policy is to set out what charges will be levied for schools activities, external lettings and extended school provision, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. Guidance is based on the Education Act 1996: Sections 449-462.

Responsibilities

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

Definitions

Community Facilities – Activities which the governors do not feel is of direct educational benefit to children at the school

Extended school provision – Provision of childcare outside the standard school day where it is optional as to whether the child attends

External Lettings – Letting to an organisation other than the school

Remission – Where a charge is not payable, either in full or in part

Sinking Fund – CHBLC: A reserve put aside over a number of years to pay for major maintenance or renewal costs for the Astroturf.

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Prohibition of Charges

The Governing Body of the Federation 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 an essential part of the National Curriculum, or part of a syllabus for a prescribed public examination syllabus being followed by the pupil, or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities);
- Entry for a prescribed public examination, if the pupil has been prepared for it 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 the schools basic curriculum for 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

Charges

- (a) **Board and lodging on residential visits** (not to exceed the costs)
Parents will be advised of the full cost of a residential trip prior to parental agreement being sought.
- (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 or group tuition in the playing of a musical instrument**
CHBLC: The charge levied by the school for instrumental lessons will be £50 per term for group sessions and £80 per term for individual sessions payable at the start of each term either by cash or cheque.
NCHS: No charge is levied by the school.

Musical instruments can be hired directly through Staffordshire Performing Arts by liaising with the peripatetic music teacher. The annual fee levied by Staffordshire Performing Arts varies from £27 - £75 depending on the instrument. Students who give up tuition during the term will not be entitled to a refund as the school will have

already bought in the music tuition. Any parent who requires assistance with charges should refer to the Remissions section of this policy.

(d) Re-sits for public examinations where no further preparation has been provided by the school

The school pays GCSE initial registration and entry examination fees. However, retake fees and enquiries about results may incur charges but these are levied by the individual examining body - Parents will be advised if applicable. The entry fee may be charged to the parent/guardian should a pupil fail to attend an examination for which they have been entered. In making the decision whether to charge the Headteacher will take into account medical or other exceptional reasons.

(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

Parents will be asked for the replacement cost for loss or damage to school property e.g. furniture damage or lost books

(h) Extra-curricular activities and school clubs

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made. Parents will be advised of the charges prior to obtaining their agreement.

(i) Letting of the school premises or grounds

The charge for lettings should at least cover the cost, including:

Services (heat and light)

Staffing (security, caretaking and cleaning)

Administration

Wear and Tear (sinking fund) (CHBLC)

Charges will be agreed by the Governors on an annual basis.

CHBLC

- See Appendix 1 (Page 9)

NCHS

See Appendix 2 (Pages 10 & 11)

(j) Extended school care activities such as breakfast club, after school club, holiday clubs and “wrap around” nursery provision

Extended school care activities are only offered on an occasional basis to certain year groups. Generally no charge is made for this service but parents will be notified prior to any activity that would incur a charge.

(k) Charges for materials or ingredients where the pupils wish to have the finished product

Parents will be advised of these charges by the appropriate department prior to the product being made.

(l) Cost of transport to take part in work experience

Any costs due to be incurred will be advised prior to work experience taking place.

(m) Printing costs: photocopying, paper, laminating, envelopes, levied by the Reprographics department.

For external bodies - refer to Appendix 3 (Page 12) For internal departments – refer to Appendix 4 (Page 13)

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 residential school trips. The relevant support payments are:

- a) Income Support;
- b) Income Based Jobseeker's Allowance;
- c) Support under part VI of the Immigration and Asylum Act 1999;
- d) Child Tax Credit, provided the parent is not entitled to Working Tax Credit and their annual income does not exceed £16040
- e) Guaranteed State Pension Credit

Parents are encouraged to speak to the head teacher in order to establish if funding is applicable.

Voluntary Contribution

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

- a) Any activity that takes place during school hours
- b) School equipment
- c) School fund generally

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 costs of any optional extra undertaken by any pupil whose parents/guardians are unable to pay may not be included in the charge to other pupils but must be funded through the delegated budget, school fund or other fundraising. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then the activity will be cancelled.

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

School Fund

CHBLC: Parents are asked to make a voluntary contribution to the School Fund for each child they have in the school.

NCHS: No financial contribution is currently requested but will be reviewed.

The School Fund is used to pay for entertaining visiting teams and the many visiting speakers who give their services to the school. The fund also enables the school to purchase a range of necessary supplementary items that could not be otherwise obtained.

Date of Policy approval _____

Date of Policy review _____

Policy approved Signed by _____

Post _____

Date _____

Appendix 1

Clayton Hall Business and Language College

	Sept 2011	Proposed Sept 2012	
Sports Facilities	Per hour	Per hour	Comments
Sports Hall	£22.00	£24.00	
Astroturf	£17.50	£19.50	Half pitch
Astroturf	£35.00	£39.00	Full pitch
Football pitches			
Gym	£13.00	£14.50	
Classrooms & Hall			
Hall	£220.00 per day	£220.00 per day	
Classrooms	£9.00 per hour	£10.00 per hour	By negotiation
Use of Catering facilities	£20.00 per hour	£20.00 per hour	By negotiation
Business Centre	Rate		Comments
Business Centre Room	£15.00 per hour	£16.50 per hour	Up to 2 hours
	£40.00 per half day	£45.00 per half day	08:30 – 13:00
	£65.00 per full day	£70.00 per full day	08:00 onwards

Refreshments can be provided at an extra cost agreed prior to the event.

All prices exclude VAT which will be charged to applicable organisations.

Exceptions:

Staff: Staff members can hire the School facilities for a discounted rate of £15.00 per hour.

Appendix 2

NCHS - The Science College

	Sept 2011	Proposed Sept 2012	
Facility	Hourly Rate		Comments
Sports Hall	£22.00	£24.00	Adult: 1600 -2100
Sports Hall	£19.00	£20.00	Adult: 2100 -2200
Sports Hall	£17.50	£19.00	Juniors
Assembly Hall (Hall 1)	£22.00	£24.00	
Small Hall (Hall 2)	£10.00	£12.00	
Classroom	£ 9.00	£10.00	
Cricket nets (1)	£10.00	£11.00	
Cricket nets (2)	£20.00	£21.00	
Rugby Pitch	£10.00	£11.00	
Football pitch (full size)	£12.00	£13.50	
Football pitch (mini)	£7.50	£8.50	
ALF	£10.00	£11.00	
Netball Courts (outdoor)	£6.50	£7.00	
Stage	£9.00	£10.00	

Pool

	Rate per hour	Rate per hour	Comments
Swimming pool	£26.00	£28.00	
Birthday Parties			
Swim & Party Room	£60.50	£60.50	
Swim, SH, & Party room	£71.50	£71.50	
Swim only inc lifeguards	£54.00	£54.00	
Sports hall & party room	£30.00	£30.00	
Sports hall only	£23.00	£23.00	
Party room only	£10.00	£10.00	
Swimming:			
Adults	£ 2.75	£ 2.75	
Children 5-15	£ 1.50	£ 1.50	
Under 5's	£ 0.50	£ 0.50	
Family Ticket 1: 1 Adult + up to 3 children	£ 5.50	£ 5.50	
Family Ticket 2: 2 Adults + up to 3 children	£ 7.20	£ 7.20	
Advance payment (10 sessions). Lane swim only	£ 20.00	£ 20.00	
All prices exclude VAT which will be charged to applicable organisations.			

Exceptions:

Proposed: NCHS to offer a discounted rate of £15.00 per hour to members of staff.

Stage Productions: Assembly Hall charged at £50.00 for 10:00 to 18:00, additional charge of £60.00 for 18:00 to 22:00. Total charge of £110.00 when attending 10:00 to 22:00

QTC Bowling: pensioners charged £18 for a 2 hour session on Tuesday mornings.

North Staffs Woodcarvers: Woodwork room charged at £10.00 per session of 3 hours, rate charged on the understanding that Federation pupils join at nil cost.

The Grapevine: ALF charged at £10.00 per session of 2 hours.

Football pitches let out at a rate of £180 for one season to three teams. This includes a verbal agreement for the teams to repair any damage to the pitch.

Swimming Pool concessions are available to over 50's and residents of the Western Urban Villages (Silverdale, Knutton & Cross Heath) and are shown below:

Adults	£ 2.00
Children (5 to 15)	£ 1.00
Children (under 5)	£ 0.50
Family Ticket: 1 Adult + up to 3 Children	£ 4.00
Family Ticket: 2 Adults + up to 3 Children	£ 5.50

Additionally:

An additional £10 per hour will be charged to all groups who wish to operate outside our usual business and school hours.

If an additional Lifeguard is required a charge of £10.00 per lifeguard per hour will be levied.

Appendix 3: Reprographics Charges

The costs levied to external bodies by the **Reprographics** department are:

Paper/Card	Description	Quantity	CHBLC	NCHS
Paper	A4 White	Ream	At cost plus 10%	At cost plus 10%
	A4 Coloured	Ream	At cost plus 10%	At cost plus 10%
	A3 White	Ream	At cost plus 10%	At cost plus 10%
	A3 Coloured	Ream	At cost plus 10%	At cost plus 10%
Card	A4	250 sheets	At cost plus 10%	At cost plus 10%

Photocopying	Quantity	CHBLC	NCHS
Photocopier	Per copy – Black & White	5p	5p
Photocopier	Per copy - Colour	5.5p	5.5p

Laminating	Description	Quantity	CHBLC	NCHS
	A3	Per pouch	22p	22p
	A4	Per pouch	11p	11p
	A5	Per pouch	11p	11p
	A6	Per pouch	22p	22p
	A7	Per pouch	11p	11p

Envelopes	Description	Quantity	CHBLC	NCHS
Self seal	D1	Pk 500	At cost plus 10%	At cost plus 10%
	C5	Pk 500	At cost plus 10%	At cost plus 10%
	C4	Pk 500	At cost plus 10%	At cost plus 10%

Appendix 4: Reprographics Charges

The costs levied to internal bodies by the **Reprographics** department are:

Paper/Card	Description	Quantity	CHBLC	NCHS
Paper	A4 White	Ream	At Cost	At Cost
	A4 Coloured	Ream	At Cost	At Cost
	A3 White	Ream	At Cost	At Cost
	A3 Coloured	Ream	At Cost	At Cost
Card	A4	250 sheets	At Cost	At Cost

Photocopying	Quantity	CHBLC	NCHS
Photocopier	Per copy – Black & White	1.3p	1.3
Photocopier	Per copy - Colour	1.4p	1.4p

Laminating	Description	Quantity	CHBLC	NCHS
	A3	Per pouch	20p	20p
	A4	Per pouch	10p	10p
	A5	Per pouch	10p	10p
	A6	Per pouch	20p	20p
	A7	Per pouch	10p	10p

Envelopes	Description	Quantity	CHBLC	NCHS
Self seal	D1	Pk 500	At Cost	At Cost
	C5	Pk 500	At Cost	At Cost
	C4	Pk 500	At Cost	At Cost