



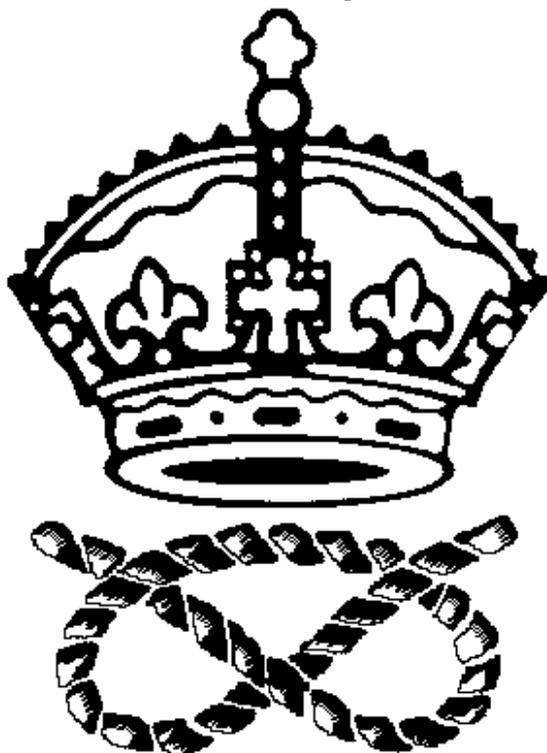
KING EDWARD VI  
HIGH SCHOOL

**KING EDWARD VI HIGH SCHOOL**

**- A LANGUAGE COLLEGE -**

## **Charging and Remissions Policy**

**Encouraging and supporting all our learners to  
"Be the best that they can be"**



<b>Approved Date</b>	<b>May 2014</b>
<b>Headteacher</b>	<b>J Christey</b>
<b>Governor</b>	<b>A White</b>
<b>Review Date</b>	<b>May 2015</b>



**King Edward VI High School promotes the safeguarding and welfare of all students in its care: all policies support the "Safeguarding Policy", are fully consistent with the "Every Child Matters" agenda, and fully support the principles of equal opportunities for all.'**

### **LEGAL BASIS**

The 1988 Education Reform Act sets out the law on Charging in all LEA maintained schools.

### **OBJECTIVE**

This Charging and Remissions Policy is intended to inform staff and parents about charging for School activities, and external organisations about the hiring of school facilities.

### **RESPONSIBILITIES**

The Governors, in consultation with the Head, are responsible for the implementation of the Charging and Remissions policy and the determination of any individual case arising from the implementation of this policy. The policy is to be reviewed annually by the Finance Committee and new charges agreed from 1 April each year.

### **THE POLICY**

#### **Provision of Education**

Parents cannot be charged for activities that take place during school hours, or which are required either as part of the syllabus for an examination course or the National Curriculum, hence no charge will be made for books, materials, equipment and instruction in connection with any of these, except where parents have indicated in advance their wish to do so.

Outside school hours parents can be charged for activities that are not a necessary part of the National Curriculum or where prior agreement has been obtained.

Charges **will** be made for curriculum enriching activities examples of which are shown below. Parents must agree to these charges before the pupil undertakes the activity.

- Music Instrument Teaching

To cover the cost of instrument lessons to individuals or small groups a non-refundable charge(s) will be set on an annual basis to be paid in advance.

Please note that parents will normally be expected to hire or buy their child's own instrument. However, where circumstances justify it, the school will endeavour to arrange the loan of an instrument.

- Extra Curricular Clubs (Outside of School Hours)

A charge may be levied for participation in extra curricular activities to meet the costs of materials and staffing as needed.

- Residential Study Visits

A charge will be made for the whole or parts of the cost of residential visits. Such costs may include elements for: travel, board and lodging, materials, books, instruments, equipment, tuition, entrance fees and insurance. Each child will be charged for the cost of his/her own part of the visit.

### **Parental Contribution towards Damaged or Lost School Property**

Parents are asked to make a contribution towards replacing damaged or lost school property caused wilfully or negligently by their children.

### **Provision of Facilities and Services**

The Governors support the use of the school by local community organisations by endeavouring to ensure its availability in the evenings, at weekends and during school holidays.

Whilst charges must cover costs, this service will generally be provided on a non-profit basis.

Details of charges for photocopier, telephone and fax facilities are available from the school office. Whilst non-profit rates are set for community users, rates for non-community users will be set to ensure a small profit.

The charges for lettings are reviewed annually and a schedule of rates produced accordingly (see Appendix 1). Governors reserve the right to approve any adjustment in charges as required.

The terms, conditions and conduct of lettings will be in accordance with Local Authority advice and regulation.

### **VOLUNTARY CONTRIBUTIONS**

Voluntary Contributions are requested from parents for school activities in or out of school time, which can only be provided if there is sufficient voluntary funding. No pupils will be excluded by reason of inability or unwillingness of the parents to make a voluntary contribution.

### **REMISSIONS**

The School may provide financial support from the Education Endowment Fund for those families unable to meet the full cost of voluntary contributions or charges.

Application forms for individuals should be accompanied by a supporting letter from parents giving details of circumstances and the need to apply to the Fund. In certain cases information may be supplied by either the progress leader or key stage manager.

### **Advice and Information to Parents on Remissions**

The Head teacher will make parents aware of the remissions policy on each occasion and requests should be made to the Head teacher.

### **Information to the Finance Committee on Remissions**

The Finance Committee will be informed in general terms of the total cost of remissions provided for each activity.

**APPENDIX 1: Charges** (to be applied from 01 April 2012)

**Directed Use – Lettings/Rates**

Under current legislation the School must accept 3 Directed Use Lettings from the LA each week at the prescribed hourly rates of £13.80\* for a Hall, £9.20 for a classroom and £15 for a workshop. There is no prescribed rate for a Football Field

Outside of these lettings the School can charge its own rate and is not bound to accept any other Directed Use lettings from the LA.

Currently the Directed use rate is applicable to the following lettings –

County Netball	Sports hall	) Average evening letting 7.00 to 10.00pm
Youth Club	Gym / YCL	)
Silversmiths	Workshop	3 x 2 hour lettings per week

\* The rate is subject to periodic review and increases are implemented when notified by the LA

**Non-Directed Rate Charges**

New Lettings will be charged on the basis of “break-even” at the following hourly rates.

	<b>Class-room</b>	<b>Main Hall</b>	<b>Sports Hall &amp; Chg Rooms</b>	<b>Gym</b>	<b>Work shop</b>	<b>Football Field Only</b>	<b>Football Field &amp; Chg Rooms</b>
<b>Minimum Proposed hourly rates for all other lettings 2011/12</b>	<b>£40.00</b>	<b>£40.00</b>	<b>£30.00</b>	<b>£20.00</b>	<b>£42.00</b>	<b>£12.00</b>	<b>£20.00</b>

## **Instrumental Lesson Agreement**

A précis of the financial aspects of the Instrumental Lesson Agreement is given below; the complete agreement is available from the School Office:

1. Lesson costs are £120 per year payable in total or in 2 instalments of £60 in July and December. If the pupil is entitled to free school meals the costs are £60, payable in total or 2 instalments of £30 in July and December. Invoices are sent directly to the parent/guardian.
2. Payment will be in advance and pupils will not be allowed to attend lessons unless payment has been received.
3. The agreement is for one academic year. No refunds will be given for termination during the year.
4. Notice of termination for the following academic year must be given by 1<sup>st</sup> May.
5. No refunds will be given for missed lessons.
6. Refunds will be given where the lesson is cancelled by the school or does not take place as a result of actions deemed to be the responsibility of the school.