

Charging Policy

Revision	Authorised by	Date	Adopted by	Date
Draft	Strategic Business Manager		R&S Committee	

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1. Introduction

The Governing Body is required by law to have a statement of general policy on charging that takes account of each type of activity that can be charged for, and explains when charges will be made.

This policy has been drawn up in accordance with the principles set out in “A Guide to the Law for School Governors” and takes account of the particular needs of Glossopdale School (“the school”) and the activities that take place as part of school life.

The policy will be reviewed by the Governing Body annually.

2. Review Procedures

This statement will be reviewed on an annual basis by the Governing Body’s Resources and Support Committee and will be adjusted in line with any subsequent guidelines from the Department for Education (DfE) or local authority (LA).

3. Aims

This statement sets out the school’s attitude to charging, describes each type of activity which will be charged for and explains when charges will be made.

4. General Provisions - Education During School Hours

No charge will be made for admitting students to the school. Education provided during school hours will be free of charge. This includes materials, equipment, and transport provided in school hours by the LA or by the school to carry students between the school and an activity. ‘school hours’ are those when the school is actually in session, and do not include the break in the middle of the school day.

There are circumstances in which charges may be made:

- Private instrumental music tuition
- Materials used in lessons where parents wish to own the finished product.
- Board and lodging costs on residential visits in or out of school hours.
- Optional extras/activities/trips which take place wholly or mainly outside school hours, this includes lunchtimes and after school activities.
- The cost of damage, willful or otherwise, caused by a child to school property or the property of others.
- The cost of activities and trips organised by a third party even when the activity takes place during school hours.

5. Statement of Principles

- The Governing Body supports and encourages the wide range of activities designed to support the delivery of the curriculum and which take place both within and outside school hours.
- The Governing Body further supports the provisions and accompanying procedures for charging against usage of such school facilities as photocopying, use of telephones, minibus and the letting of premises by staff of the school and community users.
- All education provided within school hours (school hours are those when the school is actually in session and do not include the break in the middle of the day) are provided free of charge. All parents will be informed about school hours in the school prospectus, the school website and mailshot provided annually.
- Neither the student nor parents will be required to pay for or to supply any materials, books, instruments, other equipment, transport or tuition, apart from some individual tuition in the playing of a musical instrument.
- All parents will receive a summary of school Charging Policy in the annual mailshot distributed during the summer term (see Appendix A attached)
- The school may invite parents and others from time-to-time to make voluntary contributions towards any part of the school's work and to permit the provision of activities, which might not otherwise be possible.
- Charges and contributions requested are set to cover the anticipated costs. If the income from an activity exceeds the actual costs, the school will refund any surplus of £5 or more per student. Any surplus of less than £5 will be credited to the Student Support Fund within the private fund.
- It is recognised that voluntary contributions are necessary if the scale of activities offered is not to be diminished. Parents may be invited to provide their children voluntarily with particular items, or to make a voluntary contribution in support of any activity organised by the school wholly or mainly within school hours, in order to release resources from the school budget for other purposes.
- No student may be disadvantaged should the parent be either unwilling or unable to contribute. The school reserves the right to cancel an activity if voluntary and other sources of funding prove insufficient to cover the total costs. No charges will be intentionally made which exceed the actual cost.

- General fundraising and sponsorship will also be used to permit additional activities. Parents will be informed of the decision to ask for contributions at the planning stage of activities.
- When parents accompany students on an out-of-school activity, they may be invited to make a contribution towards the cost of transport and/or the activity.
- No student will be left out of any activity provided in school time because his or her parents cannot or will not make a contribution of any kind if asked to contribute.
- Cases of hardship will be looked at sympathetically where the school may charge for materials or activities. At the discretion of the school, charges will be either reduced or remitted.

6. Specific Provisions

The school will normally charge the full cost for:

- Board and lodging on residential visits. Board and lodging costs will be waived for students whose parents are in receipt of income support or family credit.
- The supply of ingredients and materials for practical subjects where parents indicate in advance that they wish to own the finished product.
- Costs associated with individual tuition in the playing of a musical instrument whether in or out of school hours, unless it is provided as part of the syllabus for the prescribed public examination or is required by the National Curriculum. The school conforms to the practice of the Derbyshire City and County Music Partnership.
- Parents will only be charged for activities that happen outside school hours, when these activities are not a necessary part of the syllabus for a prescribed public examination, are not required in order to fulfil statutory duties in relation to the National Curriculum or to religious education and when parents agree to pay.
- A charge will be made for residential trips falling wholly or mainly outside school hours. No charges will intentionally be made which exceed the actual cost.
- A residential trip counts as falling within school time if the number of school sessions missed by students amounts to half or more of the number of half days taken up by the activity. No charge will be made for a residential activity taking place largely during school time if it meets the requirements of the syllabus for public examination or is directly linked with the National Curriculum or religious education.
- For a residential curriculum activity largely in school time, travel costs will be requested only if travel takes place outside school hours.

The above activities are referred to in the Act as 'optional extras'.

- Entering a student for a public examination not prescribed in regulations and for preparing the student for such an examination outside school hours.
- Entering a student for a public examination where that student either fails to comply with entry requirements, incurring additional costs or fails to complete components of the examination resulting in no award being given.

- Examination entry fees, administration charges and invigilation for private candidates.
- Re-sits of prescribed public examinations where no further preparation has been provided by the school. Retakes in the school normally require a course of one year's duration. Students wish to re-sit after one term of the course will be charged
- Breakages and damage to property where it is proven and evidenced that the damage or breakage has been caused by a student will be charged to a maximum of 100% of the replacement cost. Parents/carers will be notified of the cost via a letter, then through formal invoice.
- Lost equipment or books. Parents will be asked to purchase or replace lost or damaged items.
- The school accepts no liability for the theft or loss of valuable items brought voluntarily into school indeed the school strongly discourages expensive portable items from being brought into school by students. Mobile phones, mp3 players, etc. must be kept in bags at all times and must not be visible. Items like this, on display, may be confiscated.

- ***Transport – School Buses***

Derbyshire County Council provides a bus service for those students who do qualify for free home-to-school travel. For all other students, designated commercial buses have been commissioned who make their own charges.

7. Miscellaneous Charges (other than those for students)

Charges for lettings

The Governing Body will follow directions from the LA regarding the use of school premises. Charges and arrangements are set out in the school's Lettings Policy.

Charges for Photocopying

Staff and others may use the school photocopiers. Charges will be reviewed annually. See Appendix A: Schedule of Charges attached.

Private telephone calls

Staff and others using the school telephone for private use may do so at the normal BT costs and all such calls must be recorded and paid for.

8. Collecting and Banking Sums Collected

- The school will maintain records of all charges collected.
- All income will be kept safe against loss or theft and will be paid promptly into the appropriate bank account. (See Financial Regulations and Roles and Responsibilities Document – refer to school Finance Policy).

9. VAT

- In general, the letting of rooms for non-sporting activities is exempt of VAT, whereas sports lettings are subject to VAT (although there are exemptions under certain circumstances).

Sporting Facilities Charges – VAT

- Sport facility letting charges are normally subject to VAT, but where certain criteria are satisfied, the hire charges can be treated as exempt.

VAT Regulations state that for a series of ten or more lettings to be exempt from VAT, the following conditions should be satisfied:

- Each period is in respect of the same activity carried on at the same place;
 - The interval between each period is not less than one day and not more than fourteen days;
 - The charge is payable by reference to the whole series and is evidenced by written agreement;
 - The facilities are letting to a school, club, association or an organisation representing affiliated clubs or constituent association.
- When letting the general purpose school hall for a sporting activity it will be exempt from VAT. VAT is only added when the facility being let is specifically for that sporting purpose

On the letting of sports facilities for sports, the VAT exemption does not apply to commercial organisations.

SUMMARY OF CHARGES AND REMISSIONS

In principle, it is hoped that all students who wish to be involved in an activity can be and cases of hardship are looked at sympathetically. The Governors recognise that voluntary contributions are necessary if the scale of activities offered is not to be diminished.

The distinction between what must be offered without charge but for which a voluntary contribution can be recommended and those items for which parents must pay is outlined briefly below.

ISSUES	CHARGES / REMISSION
Residential activities in school time. Residential activities which take place in school hours (e.g. Whitehall)	Parents are required to meet the full cost of board and lodging and to make a voluntary contribution towards the travel expenses. Students whose parents are in receipt of certain benefits may not be charged.
Activities in school time Activities which take place in school hours within the National Curriculum (e.g. Science and Industry Museum, Chatsworth House)	Parents may be asked to make a voluntary contribution.
Activities outside school time. Activities which take place outside school hours and not within the National Curriculum (e.g. trips aboard)	Parents are required to meet the full cost. Students whose parents are in receipt of certain benefits may not be charged for board and lodging costs.
Music tuition Individual instrumental music tuition	School may bring outside tutors in to school, within school hours, at a charge to parents. However, if part of the National Curriculum or a prescribed public examination, no charge will be made.
Examination fees Dual examination entries Extra examination entries / re-sits without tuition. Exams not on the list prescribed by the Secretary of State 'Wasted' exam entries	Charged to parents. Charged to parents. Charged to parents. Parents charged when exam wasted without reason acceptable to school, otherwise school pays.
Practical Lessons Ingredients / materials for practical subjects.	Parents may be asked to make a voluntary contribution to cover the cost of ingredients / materials, particularly where the parent indicates that they wish to own the finished product they may be asked for a contribution.
Loss / Breakages / Damage Lost school equipment, books, etc. Breakages and damage to school buildings, furniture or property.	Parents are expected to replace or purchase lost items of school property. Parents of a student who damages or loses any item of school property or equipment including, for example, windows or computer equipment, are liable for the costs of repair or replacement.

The above list does not cover every item in the Charges and Remissions Schedule. However, we hope it gives an overall view.

PHOTOCOPYING PRICES

INTERNAL PRICES

EXTERNAL PRICES

Black & white repro	1.7p	per copy	Black & white repro	4.0p	per copy
Self-service	2.5p	per copy	Self-service	N/A	
Coloured copies	15.0p	per copy	Coloured copies	30.0p	per copy
White paper A4	£2.30 (0.46p)	per ream (per sheet)	White paper	£2.60 (0.52p)	per ream (per sheet)
White paper A3	£4.30 (0.86p)	per ream (per sheet)	White paper A3	£4.60 (0.92p)	per ream (per sheet)
Coloured paper	£3.00 (0.6p)	per ream (per sheet)	Coloured paper	£3.30 (0.66p)	per ream (per sheet)
160gm card	£3.70 (1.5p)	per 250 (per sheet)	160gm card	£4.00 (1.6p)	per 250 (per sheet)
Staples	£0.00	per staple	Staples	£0.00	per staple
Laminating A4	£4.00 (4.0p)	per 100 per sheet	Laminating A4	£6.00 (6.0p)	per 100 per sheet
Laminating A3	£9.00 (9.0p)	per 100 per sheet	Laminating A3	£12.00 (12.0p)	per 100 per sheet
Labour	£0.00	per hour	Labour	£5.00 £1.25	per hour per qtr hr
VAT	£0.00		VAT	£0.00	
OHP sheets	T.B.C		OHP sheets	10.0p	

