



CHARGING AND REMISSIONS POLICY

September 2019

*Approved by the Governors' Personnel and Finance Committee
on 27 June 2019*

1 Review Procedures

This Policy will be reviewed on an annual basis by the Governing Body's Personnel & Finance Committee and will be adjusted in line with any subsequent guidelines from the DFE or Local Authority.

2 Aims

This Policy sets out the School's attitude to charging and remissions, describes each type of activity that will be charged for and explains when charges will be made.

3 Principles

3.1 All education provided within school hours will be free. This includes materials, equipment, and transport provided in school hours by the Local Authority or by the school to carry pupils 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.

3.2 Information about school hours is provided on the school website in the Information Booklet for Parents/Carers of New Students.

3.3 The school may invite parents and others from time to time to make a voluntary contribution towards any part of the school's work, and to permit the provision of activities which might not otherwise be possible. Parents will be informed of the decision to ask for contributions at the planning stage of activities. Planned activities may be cancelled if financial support is not forthcoming. No student will be left out of any activity provided in school time because his/her parents cannot or will not make a voluntary contribution. Parents may be asked to make a voluntary contribution towards activities taking place in school time, or towards activities which are a necessary part of the National Curriculum, or towards activities that form part of the school's basic curriculum for religious education.

3.4 Parents will be asked to meet the full cost of optional extra activities which happen outside school hours, where these activities are not a necessary part of the National Curriculum or religious education.

3.5 Parents will be asked to meet the full cost of board and lodging, and to make a voluntary contribution towards travel expenses for residential courses in school time. These costs will be met for students whose parents are receiving certain benefits (see 4.1 below).

3.6 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 **£3 or more** per student where the charge for the activity is **under £100**; and **£5 or more** per student where the charge for the activity is **£100 or more**. Any surplus of **less than £3** per student where the charge for the activity is **under £100**; and **less than £5** per student where the charge for the activity is **£100 or more** is transferred to the Enrichment Support Account in the Private School Fund. The Enrichment Support Account has the following purpose: to support the provision of enrichment activity for students including providing planned subsidies for whole year group activities, clearing small

unplanned deficits on activities and helping with the cost of transport to school fixtures and competitions. (Previously such surpluses were transferred to a Student Support Account which benefited students in receipt of free school meals: government support for these students has now been provided through the Pupil Premium.) Pupil Premium funding from the Government is used to make up any difference between the voluntary contribution offered by students who meet the Pupil Premium criteria, and the amount requested to fund the item or activity. The criteria for Pupil Premium support is defined by the Government and includes students who have been entitled to free school meals at any time in the previous 7 years; who have a parent in the armed forces; or who are adopted from care. Parents/carers of Pupil Premium students are invited to offer the voluntary contribution that they can make on their consent form reply slip (or on a separate form as appropriate), and the balance will be funded by the school.

- 3.7 For the Duke of Edinburgh Award Scheme, charges and contributions requested are set to cover the anticipated costs. These include the enrolment fee, a contribution to the school's annual licence and the expected cost of the expeditions. A small contribution to the provision and maintenance of resources and equipment is also included. Contributions in excess of the actual costs for the academic year are transferred to the Duke of Edinburgh Legacy Account in the Private School Fund. The Duke of Edinburgh Legacy Account has the following purpose: to support the provision of Duke of Edinburgh Award activity for future students including investing in resources, equipment and training, providing planned subsidies, clearing small unplanned deficits on activities, and encouraging participation.
- 3.8 A charge may include an allowance for the cost of teachers from the school who supervise optional extra activities, but only if those teachers have been given a separate contract or formal letter asking him or her to provide a service on a particular occasion to provide the optional extra.
- 3.9 Parents will be asked to meet the costs of private music or drama tuition in full, where tuition is given either to an individual student or to students in groups of up to four.
- 3.10 General fundraising and sponsorship may be used to permit additional activities.
- 3.11 Where voluntary contributions and payments for optional extras are made, these will in general be non-refundable (other than after the event as outlined in 3.6). This applies to deposits and to subsequent payments. Refunds or partial refunds may sometimes be made in circumstances where the school can save some or all of the cost relating to that cancellation, for example where a supplier will offer a refund. In many cases, however, the school will have had to make a firm booking with suppliers and will remain liable for the full payment.

4 Charging Structure

- 4.1 Residential courses in school time: parents / guardians will be asked to meet the full cost of board and lodging, and to make a voluntary contribution towards travel expenses. The school will meet these costs

for children who are entitled to free school meals. The school will do its best to offer assistance in any case where there is hardship.

4.2 Activities outside school hours and not within the National Curriculum (ranging from holiday visits abroad to school matches) are classed as "optional extras". Parents / guardians may be asked to meet the full cost of these activities. In the case of residential experience, every effort would be made to offer value for money but the cost may be quite high. It is intended that school-based extra curricular activities should be free or very low cost. The school will do its best to offer assistance in any case where there is hardship.

4.3 Activities in school time and / or within the National Curriculum: parents/ guardians may be asked to make a voluntary contribution.

Voluntary contributions are likely to be requested of parents as follows:

- Year 7 Humanities: 1 day trip, 3 weeks' notice, cost **£10-£20**
Enrichment: 1 visit to a theatre production, 3 weeks' notice, cost **£10-£20**
Enrichment Week: programme of events possibly including an overnight stay, cost **£50-£100**
PSE: 1 day trip, 3 weeks' notice, cost **£10-£20**
- Year 8 Humanities: 1 day trip, 2 weeks' notice, cost **£10-£20**
Christmas Enrichment: 1 visit, students choose from a selection of activities whose cost ranges from **free of charge to £30**
Enrichment Week: students choose from a booklet of activities whose cost ranges from **free of charge to £500** for a trip abroad
- Year 9 Humanities: 2 day trips, 2-3 weeks' notice, cost approx **£10-£35** per trip
Christmas Enrichment: 1 visit, students choose from a selection of activities whose cost ranges from **free of charge to £30**
Enrichment Week: students choose from a booklet of activities whose cost ranges from **free of charge to £500** for a trip abroad
- Year 10/11 Humanities: 3 day trips, 2 weeks' notice, cost **£10-£15** per trip
Maths: 1 day trip, 3 weeks' notice, cost **£5-£10**
Drama: 3 evening trips, 3 weeks' notice, cost approximately **£15** per trip
Textiles: 1 day trip, 3 weeks' notice, cost **£15-£20**
Art: 2 day trips, 3 weeks' notice, cost **£15 - £50**
Christmas Enrichment: 1 visit, students choose from a selection of activities whose cost ranges from **free of charge to £30**
Enrichment Week: students choose from a booklet of activities whose cost ranges from **free of charge to £500** for a trip abroad
Duke of Edinburgh Award Scheme Bronze: certificated programme including a minimum of 2 expeditions (practice

1 night, qualifier 2 nights), 3 weeks' notice, cost **£135-£150**

Duke of Edinburgh Award Scheme Silver: certificated programme including a minimum of 2 expeditions (practice 2 nights, qualifier 2 nights), 3 weeks' notice, cost **£170-£190**

Year 12/13 Humanities: 4 day trips, 2 weeks' notice, cost approx **£25** per trip (relates to specific A levels)

Maths: 2 day trips, 3 weeks' notice, cost **£5-£10** per trip

Art: 1 trip, 3 weeks' notice, cost **£15 - £50**

Drama: 4 days trips, 2 weeks' notice, cost approx **£10** per trip

Psychology: 2 day trips, 4 weeks' notice, cost **£20 - £25 per trip.**

Health and Social Care: 1 day trip, 4 weeks' notice, cost **£10-£15**

Business: 2 day trips, 4 weeks' notice, cost **£15-£20**

Christmas Enrichment: 1 visit, students choose from a selection of activities whose cost ranges from **free of charge to £30**

Enrichment Week: students choose from a booklet of activities whose cost ranges from **free of charge to £500** for a trip abroad

Duke of Edinburgh Award Scheme Gold: certificated programme including a minimum of 2 expeditions (practice 2 nights, qualifier 4-5 nights), 3 weeks' notice, cost will be dependent on the number of students taking part and the agreed expedition locations

4.4 Voluntary contributions may be requested from parents to cover the cost of ingredients or materials for practical subjects, particularly where the finished article is kept by the student.

Year 7 Food Technology: students are asked to bring in ingredients or to make a voluntary contribution of **up to £2**, for approx 10 weeks and **up to 50 pence** per year for recipe books. Free copies of recipe books are available in the school library and on Weblearn

Technology (Resistant Materials, Graphics, Textiles and Electronics): a voluntary contribution of **£10** may be requested once a year

Art: a voluntary contribution of **up to £1** may be requested once a year

Year 8 Food Technology: students are asked to bring in ingredients or to make a voluntary contribution of **up to £2**, for approx 10 weeks and **up to 50 pence** per year for recipe books. Free copies of recipe books are available in the school library and on Weblearn

Technology (Resistant Materials, Graphics, Textiles and Electronics): a voluntary contribution of **£10** may be requested once a year

- Art: a voluntary contribution of **up to £1** may be requested once a year
- Year 9 Food Technology: students are asked to bring in ingredients or to make a voluntary contribution of **up to £2**, for approx 10 weeks and **up to 50 pence** per year for recipe books. Free copies of recipe books are available in the school library and on Weblearn
- Technology (Resistant Materials, Graphics, Textiles and Electronics): a voluntary contribution of **£10** may be requested once a year
- Art: a voluntary contribution of **up to £1** may be requested once a year
- Year 10/11 Food Technology and Catering: students are asked to bring in ingredients or to make a contribution of **up to £2**, each week and **£1** per year for recipe books. Free copies of recipe books are available in the school library and on Weblearn
- Resistant Materials: a voluntary contribution of **£10** may be requested once a year. By exception, students may choose to undertake a larger project or one using more expensive materials. A larger contribution would be agreed with the student in advance in this circumstance. Students have the option to purchase revision books and software for £5
- Electronics: a voluntary contribution of materials or **£10** per year may be requested. By exception, students may choose to undertake a larger project or one using more expensive materials. A larger contribution would be agreed with the student in advance in this circumstance. Students have the option to purchase revision books and software for £5
- Graphics: a voluntary contribution of materials or **£10** may be requested once a year. Students have the option to purchase revision books and software for £5
- Textiles: a voluntary contribution of materials and patterns may be requested once a term. Students have the option to purchase revision books and software for £5
- Art: Fine Art/Graphics/Photography: a voluntary contribution of **up to £10** over the whole course may be requested for sketchbook and folder. An additional voluntary contribution of **up to £10** over the whole course may be requested for additional printing costs for Graphics and Photography students. Fine Art students may choose to undertake a project using canvas: a larger contribution would be agreed with the student in advance in this circumstance
- Year 12/13 Costs will vary according to the student's choice of work. Average cost is **£10** per subject per year. By exception, students may choose to undertake a larger project or one using more expensive materials. A larger contribution would be agreed with the student in advance in this circumstance. English Literature students are expected to provide their

own copy of texts, however clean copies of Year 12 poetry texts are provided for examination use.

- 4.5 Individual music and drama tuition takes place on the basis of private charges between tutors and parents.
- 4.6 Parents / guardians will be charged for: extra examination entries; resits without tuition; entries for examinations not on the prescribed lists; and "wasted" examination entries. Parents/guardians may be charged for re-marks if they request them.
- 4.7 Parents / guardians will be expected to meet some or all of the replacement costs of lost school books or equipment.
- 4.8 Parents / guardians will be expected to meet some or all of the costs of breakages or damage to school buildings, furniture or property.
- 4.9 The school sells a variety of materials to students in the school shop and in class, ranging from stationery and calculators to commercially produced revision guides. Students may also have the opportunity to buy items related to extra-curricular activities, for example Sports Leader t-shirts or Leavers hoodies. Prices are set to cover the school's costs.
- 4.10 A refundable deposit may be taken for A level text books. Students may also have the option to buy their book.

5 Miscellaneous Charges (other than for students)

5.1 Lettings

Charges for lettings are agreed annually by the Governors' Personnel & Finance Committee.

5.2 Photocopying

Charges for private printing and photocopying (including VAT where appropriate) are as follows:

Black & white	A4	<u>5p/copy</u>	A3	<u>10p/copy</u>
Colour	A4	<u>15p/copy</u>	A3	<u>25p/copy</u>
B&W double-sided	A4	<u>8p/copy</u>	A3	<u>12p/copy</u>
Laminator	A4	<u>15p/copy</u>	A3	<u>30p/copy</u>
Laminator			A2	<u>90p/copy</u>
Spiral binding		Small <u>15p</u>		Large <u>20p</u>

Charges for private photocopying (including VAT) to Belper School Private School Fund accounts are as follows:

Black& white (bulk)	A4	<u>2p/copy</u>	A3	<u>4p/copy</u>
Black & white	A4	<u>5p/copy</u>	A3	<u>10p/copy</u>

5.3 Private telephone calls and faxes

Staff and others using the school telephone or fax machine may do so at cost.