



# Charging and Remissions Policy

Date of issue	March 2019	Review period	Annually
Date of next review	March 2020	Author	L Minchell
Type of policy	Statutory	Approval	Governing Board

## **CHARGING AND REMISSION POLICY FOR SCHOOL ACTIVITIES UNDER THE EDUCATION ACT, 1996**

### **Charging Policy**

The basic principle of the charging provisions is that education provided by any maintained school for its registered students shall be free of charge if it takes place wholly or mainly during school hours. The following are exceptions to this principle.

- **Music Tuition**

Following the change in arrangements with the Local Authority the School now has a separate policy regarding music tuition and the relevant charges are outlined in that document.

- **Ingredients and Materials for Food Technology and CDT**

In respect of the above, a charge may be made if parents have indicated in advance a wish to own the finished product.

- **Day Trips and Non-Residential Activities**

If an activity in this category takes place more than 50% during school hours, no charge may be made. If less than 50% takes place during school hours, a charge may be made, except where the activity is part of the National Curriculum or of a syllabus related to a prescribed public examination. This does not apply to the designated "Activities Week" which can only take place if charges are levied.

- **Residential Trips**

A charge may be made for board and lodgings for students in respect of residential activities organised by the school or LEA deemed to be within school hours.

- **Optional Extras**

Activities outside school hours and not part of the curriculum are regarded as optional extras. Charges may be made for these but such charges must not exceed the actual cost to each individual student.

- **Examinations**

Charging is prohibited in respect of prescribed public examinations for which student are being prepared at the school. Charges may be levied for non-prescribed examination entries and tuition, examination re-sit entries for which no tuition is provided, optional extras and fees paid by the School or LA in respect of examinations not completed by a student (without there being, in the opinion of the Authority, good cause for such failure to complete).

### **Policy on Remission of Charges**

- **Residential Trips**

Charges for board and lodgings in respect of activities deemed to take place during school hours and organised by the LA may be remitted in the case of students whose parents receive income support or family credit or income based job seekers allowance.

### • Examinations

The charge for a non-prescribed examination may be remitted if this examination is included on a school approved list.

### Voluntary Contributions from Parents

The Education Act, 1996, confirms the right of LAs and schools to invite voluntary contributions for the benefit of any activity organised by the school, whether during or outside school hours.

### Items to be charged

Listed below are charges, which are considered to be non-profit making, however, still covering the costs incurred by the school.

The only items which are charged are: -

Photocopying; Mini Bus; Use of facilities by external organisations (taken out ICT Services)

The costs are correct at the time of publication; however, they can be reviewed at any time, after consultation with the Governing Body.

### Photocopying

#### Black and White

#### Per Copy Single Sided

#### Price per Copy

Up to 100

3p

101+

2.5p

#### Per Copy Double Sided

#### Price per sheet

Up to 100

3.5p

101 +

3p

#### Booklets A4/A5

Up to 5 sheets A4 (double sided)

20p per book

10 Sheets A4 (double sided)

30p per book

More than 10 Sheets

POA

#### Colour

Per Copy

#### Schools

#### Private

5p

10p

Double Sided

7p

12p

**Booklet A5/A4**

Up to 5 Sheets A4	30p per book	50p
10 Sheets A4	50p per book	80p
Additional A4 sheets	5p each	8p
Up to 5 Sheets A4 (double sided)	40p per book	80p
10 Sheets A4 (double sided)	60p per book	90p
Additional Sheets	5p	10p

**Mini Bus**

£40 per day plus diesel / petrol

The mini bus will only be hired to a current member of staff at Boldon School. The criteria are as follows:

- Transportation of Students / Children
- Named driver within the LA insurance scheme
- Permission from the Head Teacher

The school and its students are the primary users of the bus and as such have preference. The mini bus policy must be read and adhered to.

**External Booking Charges**

These charges will only apply during designated school time i.e. 3.30 pm to 6:30 pm Monday to Friday. At other times the rates will be determined by Mitie in line with the contractual agreement.

<b>Area</b>	<b>Hourly Charge</b>
Sports Hall	£30
Gymnasium	£18
Fitness Suite	£18
Assembly Hall	£18
Full size STP	£37
Swimming Pool	£30
Theatre	£30
Tennis Courts	£12