



## Charging & Remissions Policy

Adopted by Governors:	November 2014
Committee Link:	Finance & Staffing Committee
Review Timetable:	3 Years
Renewal Date:	November 2017

### Charging & Remissions Policy

#### 1.0 Introduction

All education during normal school hours is free. No charge is made for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition.

#### 2.0 Voluntary Contributions

- 2.1 When organising school trips or visits that enrich the curriculum and enhance the educational experience of pupils the school invites parents to contribute to the cost of these activities. All such contributions are voluntary.
- 2.2 These trips and visits are known as optional extras and may include visits to museums, theatre productions, musical events, sporting activities and other places of interest related to the curriculum. This is not an exhaustive list.
- 2.3 If insufficient voluntary contributions are received the trip or visit may be cancelled.
- 2.4 When a parent wishes their child to take part in such an event but is unwilling or unable to make a voluntary contribution their child is allowed to fully participate.
- 2.5 A trip or visit may, therefore, include children whose parents have not contributed. These children will not be treated differently from any others.
- 2.6 If voluntary contributions are less than the cost of a trip or visit the school may sometimes provide financial support to ensure it goes ahead. Parents may receive, upon written request to the school, details of how each trip or visit has been funded.
- 2.7 The school may invite voluntary contributions towards the cost of ingredients, materials and equipment where it is considered that students/parents may wish to have the finished product.
- 2.8 For students eligible for Pupil Premium funding, the school will not require a voluntary donation from parents for curriculum-based trips taking place during the school day. For curriculum trips taking place outside the school day, or rewards-based trips, the school will subsidise the trips by an agreed amount as given in the Educational Visits Policy (currently £20) or the full cost of the trip, whichever is the lesser.
- 2.9 The school will consider subsidising trips for other students, and optional trips for Pupil premium students, on a discretionary basis, using the process set out in the Educational Visits Policy.

### **3.0 Residential Visits & Optional Trips**

- 3.1 If the school organises residential visits to provide education directly related to the National Curriculum that takes place mainly in school time no charge will be made for the education element. A charge will, however, be made to cover the costs of transportation, meals and accommodation. Parents in receipt of state benefits are exempt from paying these charges.
- 3.2 Optional trips wholly or mainly outside school hours will be charged at full cost. These visits will not proceed where full costs are not met by all those who wish to partake in the activity. Charges and contributions requested are set to cover the anticipated costs. If the income from an activity exceeds the actual cost, the school will refund any surplus of £10 or more per student. Any surplus of less than £10 per student is transferred to the School Fund to help support other activities for the whole school.

### **4.0 Music Tuition**

- 4.1 All children study music as part of the normal school curriculum. No charge is made for this.
- 4.2 There is a charge for individual or group music tuition if this is not part of the National Curriculum. These lessons are taken by peripatetic music teachers employed by the Local Authority. The charges are set by the Local Authority but parents in receipt of state benefits are exempt.

### **5.0 Sports Coaching**

From time to time the school organises additional sports coaching outside normal school hours. A small charge is made for these sessions for example to cover the costs of qualified coaches who are not members of the school staff.

### **6.0 Hire of school premises (lettings)**

- 6.1 Governors, on the advice of the Headteacher, may grant permission for external organisations to hire school premises. Responsibility for dealing with routine requests is delegated to the Headteacher (see the most recent Governors' Scheme of Delegation to the Headteacher).
- 6.2 Hirers must agree to abide by the Local Authority's standard terms and conditions of hire and must complete a Details of Hire form (see appendix A). This includes providing evidence of holding current valid Public Liability Insurance to the required level.
- 6.3 If they are planning to work with children, young people or vulnerable adults, hirers will also be required to provide evidence of adequate safeguarding procedures and relevant CRB checking for staff.
- 6.4 A charge will be made that is not less than the full costs involved. A charge lower than that advertised may be negotiated for a long-term arrangement; or where the activity offered makes a positive contribution to the local community or creates a valuable opportunity for Millthorpe students. Arrangements where the charges do not cover the actual costs involved will only be made on an exceptional basis at the discretion of the Headteacher and reported to Finance and Staffing Committee.
- 6.5 Tacit Endorsement  
In all arrangements for lettings there is a risk that organisations using the school will be perceived by parents and the community as having been endorsed by Millthorpe School. Where organisations are merely letting premises (and there is no other partnership arrangement with the school) then this should be made clear in their

materials. Where this risk is judged to be problematic for the school, the school reserves the right to refuse or terminate lettings agreements.

- 6.6 Charges will be reviewed annually by the Finance Committee during the Summer Term for implementation from 1<sup>st</sup> September. Hirers will be given at least one month's notice of any changes.

## 7.0 Breakages & Damage to Property

The school may make charges for breakages and damage to property including window breakage and the cost of graffiti removal.

## 8.0 Remissions

Where the parents of a pupil are in receipt of income support or family credit, the Governing Body will offer to remit in full the cost of full board and lodging for any residential activity which is deemed to take place in school hours.

The Governing Body may consider remitting, in full or in part, the cost of other activities for particular groups of parents, for example, in the case of family hardship.

When arranging a chargeable activity such parents will be invited **in confidence** to receive remission of charges in full or in part. Authorisation for such remission will be made by the Headteacher in consultation with the Chair of Governors.

## 9.0 Examination Charges

No charge is made for examination fees, unless:

- The examination is on the set list\*, but the student was not prepared for it at the school
- The examination is not on the set list\*, but the school arranges for the student to take it
- A student fails without good reason to complete the requirements of the examination where the governing body or LA originally paid or agreed to pay the entry fee
- A student is re-sitting an examination
- A parent requests a re-mark or a script and this is not supported by the school

Reimbursement will be sought from students who decide to sit an examination after the late entry/withdrawal deadline or who fail to sit an examination/do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.

\* Set list = list of approved qualifications



**Appendix A  
Millthorpe School**

Nunthorpe Ave  
York  
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Tel No : 01904 686400  
e-mail: admin@millthorpeschool.co.uk

**APPLICATION FOR HIRE OF  
SCHOOL FACILITIES**

Please see the Conditions of Hire attached.  
Please complete all details clearly in block capitals, black or blue ink.

**Hirer's details**

Name of person or organisation:		Please specify the age group for your activity and state whether male / female / mixed:	
Type of activity:			
	Details for invoice	Details of 1 <sup>st</sup> contact	Details of 2 <sup>nd</sup> contact
Title			
Surname			
Forename			
Address			
Post Code			
Home Phone			
Mobile Phone			
Email address			

**Facility to be Hired** – please tick

Sports Hall (55 min booking)		Gymnasium (55 min booking)		Library (55 min booking)	
School Hall (55 min booking)		Classroom A (55 min booking)		Drama Hall (55 min booking)	
Dining Hall (55 min booking)		Classroom B (55 minute booking)			

**Times & Dates** – Please complete both options in case your first choice is not available

	Start Time	Finish Time	Day of the Week	Start Date	End Date
1 <sup>st</sup> choice					
2 <sup>nd</sup> choice					

I understand this is a request form and the booking is not confirmed until I have received confirmation from the School. I understand, under City of York Council insurance rules, that all hirers using the facilities are required to have their own liability insurance to at least £5m (see Rule 23 for further information). I accept and understand all the Rules of Hire of the School supplied with this form.

Name	Signature	Date

## MILLTHORPE SCHOOL - CONDITIONS OF HIRE

- Millthorpe School cannot accept responsibility for the loss of or damage to any property during use of the premises.
- Hirers must be responsible for:

Ensuring Public Liability cover for the organisation

Supervision and care of the premises, including the premises being left in a clean and tidy condition

Charges incurred by the school for damage to equipment or premises which occurred as a result of the hiring

Security/access during use

Health and safety of those present (including the provision of a first aid box)

Risk assessment for suitability before use

External equipment having an up-to-date electrical check and being used in a safe manner

Participants being aware of emergency evacuation procedures and fire procedures

Reporting any accident to the Site Manager/Caretaker

Keeping a register of those present

The premises being vacated by the stipulated time

No smoking on the school site

Paying all charges promptly

Millthorpe School reserves the right to cancel any booking, with suitable notice, should the premises be required for school use.

### **Cancellation by the Hirer:**

Short-term lettings: One week's notice of cancellation is required or total hire charge will be payable.

Long-term lettings: Four weeks' notice of cancellation of the booking or four weeks' hiring costs will be payable.

Hire charges will be subject to regular review