



CHARGING & REMISSIONS POLICY

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Committee responsible	Finance
Authorisation	Debbie Doherty

HANSLOPE SCHOOL CHARGING & REMISSIONS POLICY

AIM

At Hanslope School, we aim to make appropriate charges which will enable and encourage the development of a wide range of enriching activities for children and will also extend the use of our facilities for the benefit of the community.

PRINCIPLES

1. We make no charge for National Curriculum and related activities in school time.
2. We may ask for voluntary contributions for activities wholly or partly in school time which otherwise would be prohibited by cost. No child is excluded from any such activity on the basis of non-contribution.
3. Support is available towards part or all the cost of activities where there are financial difficulties or the family is in receipt of benefit.
4. We may charge where it enables an increase or enriches non-statutory extra curricular provision at any time.
5. We may make a charge to replace library books and learning materials which have been lost.
6. With the exception of fees for residential and music tuition we try to restrict voluntary contributions required from parents to an annual limit (set at £30 in 2009 and determined annually by the governing body). Every effort would be made for the cost of further activities in excess of this limit to be met by the school budget.
7. We support the development of all community groups use of school facilities through a flexible charging approach
8. We may charge to replace or repair any item to which has been caused by malicious damage

KEY RESPONSIBILITIES

Finance Committee

- will review and amend the charging policy on behalf of the governing body
- will review annually the charges for supplies and services
- will monitor whether actual income is in line with anticipated income

HeadTeacher

- will be responsible for drafting proposals for charges
- will provide reports for the finance committee

- Bursar will provide effective financial administration enabling efficient budget management by the Headteacher.

School Administrator

- will manage the letting of school premises
- will maintain efficient and effective information systems

Caretaker

- will manage arrangements for the use of the school premises during each letting.

Users

- will abide by the terms and conditions of the booking and hiring contract

PROCEDURES

1. Curriculum Enriching Activities

Day visits and special activities which incur a cost

A voluntary contribution not exceeding the actual cost will be requested making it clear that no child will be prevented from taking part through non-payment. If insufficient funds are available, due to not enough parents being willing to make voluntary contributions, such activities may have to be cancelled.

Music instrumental teaching

Class based specialist teaching will be provided free of charge. The cost of instrumental lessons to individuals or small groups will be met through a combination of subsidy from the school's budget and charges to parents. Charges are set on an annual basis and paid termly in advance. Parents will be expected to hire or buy their child's own instrument; some instruments may be available for loan from Milton Keynes Music Service.

Extra curricular clubs organised by teaching staff

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

Residential study visits

These form a key part of the education experience provided at Hanslope School. A voluntary contribution to assist towards the total cost will be sought for any residential experience arranged by the school. No charge is made to cover accompanying staff or supply teacher costs. Charges will include the cost of board and lodging (except for those students whose parents are in receipt of specific benefits, such pupils would pay for transport and activity costs only). If insufficient funds are available, due to not enough parents being willing to make voluntary contributions, a trip may have to be cancelled.

2. Letting of premises

The annual charges are set by the Governing body and may include a partial subsidy from the school's budget. The conditions of hiring and booking are laid down in the contract.

3. Arrangements for part or full remissions of charges

The governors may provide financial support from the school budget or to refer for external grants those families unable to meet the full cost of voluntary contributions or charges on application to the head teacher. The finance committee will be informed in general terms of the total provided for each activity.

The governing body will support the development of all community groups use of the school through a flexible charging approach.