



ILKLEY GRAMMAR SCHOOL

A MOORLANDS LEARNING TRUST SCHOOL

Charging & Remissions Policy

	Position/Committee	Date
Prepared by	Business & Finance Director	March 2019
Approved by	Headteacher/Governors Resources Committee	March 2019
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1. Aims

Our school aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will be made

2. Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449-462 of which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements.

3. Definitions

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable

4. Roles and responsibilities

4.1 The governing board

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.

The governing board also has overall responsibility for monitoring the implementation of this policy.

In our school, responsibility for approving the charging and remissions policy has been delegated to the Resources Committee.

In our school, monitoring the implementation of this policy is within the internal audit programme approved by the Trustees.

4.2 The Headteacher

The Headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

4.3 Staff

Our staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The senior leadership team will provide staff with appropriate training in relation to this policy and its implementation.

4.4 Parents

Parents are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

5. Where charges cannot be made

Below we set out **what the school cannot charge for**:

5.1 Education

- Admission applications
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside school hours if it is part of:
 - The national curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent.
- Entry for a prescribed public examination if the pupil has been prepared for it at the school
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

5.2 Transport

- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school
- Transport provided in connection with an educational visit

5.3 Residential visits

- Education provided on any visit that takes place during school hours
- Education provided on any visit that takes place outside school hours if it is part of:
 - The national curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

6. Where charges can be made

Below we set out **what the school can charge for**.

6.1 Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see below)
- Music and vocal tuition, where the tuition is not required as part of the national curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
- Community facilities

6.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, the school can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of school time that is not part of:
 - The national curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing board has arranged for the pupil to be provided with education)
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils (such as breakfast club)

When calculating the cost of optional extras, an amount may be included in relation to:

- Any materials, books, instruments or equipment provided in connection with the optional extra
- The cost of buildings and accommodation
- Non-teaching staff and staff expenses
- Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

6.3 Music tuition

The school can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- If the teaching is an essential part of the national curriculum
- For a pupil who is looked after by a local authority

6.4 Residential visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

7. Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

Some activities for which the school may ask parents for voluntary contributions include trips and sports activities.

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay. If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

8. Additional activities this school charges for:

8.1 Willful damage

Where a student causes willful damage to school property, parents will be asked to pay for repair.

8.2 iPad Scheme

The school operates an e-learning scheme where students can have access to a one-to-one device (currently an iPad). This scheme can be accessed by all students regardless of affordability. Parents have the choice to enter into an agreement to procure the device via a third party, any parents who are unwilling or unable to enter into such an agreement will be supported by the school to ensure that the student has access to an appropriate device.

In the event of breaks, or failure to notify the insurance company of a break within 2 weeks, parents will be asked to pay for the repair.

8.3 External Examinations

Internal Candidates

Where a student enters an external examination which is not part of the school's current curriculum a charge will be made for the full cost of entering the student for the examination and for any tuition provided to prepare the student for the examination.

External Candidates

External candidates will be charged the relevant exam entry fee plus an administration fee of £30 per candidate. One administration fee will be charged in an examination session (of which there are normally four per year) per candidate for any amount of exams/modules entered. Ex-students will have up to one academic year following their official leaving date to retake an examination without being charged the administration fee. Members of staff taking examination will be charged the relevant exam entry fee, but not the administration fee.

AS Levels

The school will fund one AS level exam for those students undertaking 4 AS level subjects. This will be for the subject that the student is dropping at the end of year 12. Any further exams undertaken at the end of year 12 will be charged to the candidate.

Enquiry about results (remarks)

Individual candidates who request an enquiry about results will be charged a fee for this service. The school will pay if it is deemed that an enquiry should be requested for a group of candidates. It should also be remembered that an enquiry about the result of a module could result in the module result and overall subject grade being lowered.

Access to marked Examination Scripts

After results are published, candidates can request the return of their original script or a photocopy. There is a charge for this service.

8.4 Hire and letting school premises/equipment

Charges, which are reviewed annually are shown in the table at the end of this policy and are inclusive of support from the site team and other costs (for example heating and lighting).

8.5 Voluntary donations

The school operates a voluntary donation scheme.

9. Remissions

In some circumstances the school may not charge for items or activities set out in sections 6 and 8 of this policy. For example, students for whom the school is in receipt of Pupil Premium funding may be eligible for financial support. There is also a bursary scheme for trips and visits funded by PTA donations to which parents are able to apply for support.

10. Monitoring arrangements

The Business & Finance Director monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed and approved by the Resources Committee annually.

	COMMERCIAL RATE 2018/19	COMMUNITY RATE 2018/19
SPORT		
CRICKET FIELD	£41.00 / match	£31.50 / match
CRICKET NETS	£22.50 / hour	£22.50 / hour
FOOTBALL PITCH (X3) FOOTBALL TRAINING	£41.00 / match £20.00 / hour	25.00 / match £16.00 / hour
9 A SIDE FOOTBALL PITCH (X1)	£31.00 / match	£20.00 / match
GYMNASIUM	£25.00 / hour	£22.00 / hour
RUGBY PITCH (X1)	£41.00 / match	£31.50 / match
FOOTBALL & RUGBY PITCHES PER SEASON PER PITCH (based on alternate week use) Contact the school for season bookings requiring weekly use.	SENIORS £588 / season 9 a side £480 / season	JUNIORS £287 / season 9 a side £240 / season
SWIMMING POOL	£32.00 / hour £40.00 / hour – Sundays £160.00/day – Sundays £560/week	£22.00 / hour
SPORTS FIELD / RUNNING TRACKS	£22.50 / hour	£20.00 / hour
SPORTS HALL	£36.00 / hour	£29.50 / hour
TENNIS COURT	£12.50 / hour	£11.50 / hour
PAVILION	£19.50 / match	£12.00 / match
GENERAL		
ART ROOM	£18.50 / hour	£14.50 / hour
COOKERY ROOMS	£25.00 / hour	£23.00 / hour
B HALL	£48.00 / hour	£40.00 / hour
P HALL	£25.00 / hour	£23.00 / hour
COURTYARD CAFÉ	£30.00 / hour	£25.00 / hour
BUNGALOW	£30.00 / hour	£25.00 / hour
STANDARD CLASSROOM	£18.50 / hour	£15.00 / hour
DRAMA (B7) / MUSIC (B8) ROOMS	£25.00 / hour	£23.00 / hour
ICT ROOM (B10)	£39.00 / hour (£137 / day)	£30.00 / hour
POST 16 CENTRE (F HALL)	£30.00 / hour	£25.00 / hour

LIBRARY	£30.00 / hour	£25.00 / hour
TRAINING ROOM (A5)	£14.00 / hour	£12.50 / hour
MINIBUS		
MINIBUS	£30.00 / day	£30.00 / day
* VAT may be chargeable on hire of sports facilities if certain conditions are not met.		