

# SPALDING HIGH SCHOOL



## CHARGING POLICY

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<b>HEADMISTRESS:</b>	<b>MRS M K ANDERSON</b>
<b>LINK GOVERNOR:</b>	<b>MR P BARKS</b>
<b>DATE AGREED:</b>	<b>November 2024</b>
<b>Review Frequency:</b>	<b>Biennial</b>

### Executive Summary:

This policy sets out the policy for charging and remission for school activities for Spalding High School.

Sections 449 – 462 of the Education Act 1996 sets out the law on charging for school activities and are reflected within the Department For Education “Charging for School Activities” departmental advice for governing bodies, school leaders, school staff and local authorities May 2018 [Charging for school activities \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/724242/charging-for-school-activities-may-2018.pdf). This policy reflects the statutory and advisory guidance within these documents and due credit is given to them for the content in this policy.

### Related Policies:

Finance Policy

\_\_\_\_\_  
**Chair of Governors**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Headmistress**

\_\_\_\_\_  
**Date**

## **Section 1: General principles**

- 1.1 Under the charging provisions set out in legislation, governing bodies and local authorities of state funded schools may charge for certain defined activities.
- 1.2 The Governors of Spalding High School fully support the belief that state education should be free. However, there are certain exceptions where charges need to be made to parents/carers. This policy sets out the position for charging and remission.
- 1.3 Charges will be levied for “optional extras” i.e. activities taking place outside of school time or not related to statutory duties.
- 1.4 The School will not charge for books, materials, equipment and instruction in connection with the National Curriculum, examination subjects or Statutory Religious Education taught at school. Books and equipment may be issued “on loan” and a deposit taken, which will be returned at the end of the course of study providing the books/equipment are returned in good condition. Students may wish to buy their own personal copy of text books in order to annotate, highlight or use for revision for example. Departments may write to parents offering the opportunity to buy copies of texts/equipment via the department. This is because the School can often benefit from “bulk buy” offers which can substantially reduce the purchase price for parents/carers. Departments offer revision books or materials for sale on the same basis. These are “optional extras” and it will not disadvantage the student to revise from other material.
- 1.5 The School will charge for some extra-curricular and school-time activities by inviting parents/carers to make voluntary contributions. Children of parents/carers who do not contribute will not be treated differently from those who do make contributions.
- 1.6 The School reserve the right to cancel an activity if there are insufficient voluntary contributions to make the activity possible.
- 1.7 The School carefully monitor charges for school activities and their timing across the academic year and individual year groups. We aim to keep charges as low as possible and never do more than cover our costs.
- 1.8 The School includes a 2.5% charge to cover our costs relating to transactions and administration, this is a cost to the school regardless of whether a refund is issued and is therefore non-refundable.
- 1.9 Any charge made in respect of the individual student does not exceed the actual cost of providing the activity, divided equally by the number of students participating. This may be rounded up to the nearest whole pound.
- 1.10 The actual cost of the activity does not include any element of subsidy for other students wishing to participate in the activity whose parents are unwilling or unable to pay the full charge. If not enough parents/carers provide the voluntary contribution the activity will be cancelled. See point 1.5 and 1.6 above.
- 1.11 Schools and governing bodies may ask parents/carers for voluntary contributions towards the cost of:
  - Any activity which takes place during school hours
  - School equipment
  - School funds generally

## **Section 2: Low income and Pupil Premium Grants**

- 2.1 If students are in receipt of free school meals, are of a service family or are in care, pupil premium funding is available to support their costs. Parents/carers should email [enquiries@spaldinghigh.lincs.sch.uk](mailto:enquiries@spaldinghigh.lincs.sch.uk) and mark it: For the attention of Mr Blackburn (Assistant Headteacher) with their requests. These requests will be treated with sensitivity and confidentiality.
- 2.2 The School is very aware that at times families can experience periods of financial uncertainty and shortfall. We would not wish this to disadvantage any child at the school. If parents/carers feel that they are unable to meet the cost of activities, we would encourage them to contact the Headmistress in confidence. We would always work with families to either support the cost of the activity in some way or agree a payment schedule which means the child can participate.

## **Section 3: Music Tuition**

- 3.1 The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition. They allow charging for tuition in larger groups than was previously the case.
- 3.2 Charges may now be made for vocal or instrumental tuition provided either individually, or to groups of any size, 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 who provide the tuition.
- 3.3 All bookings for the music tuition should be made via this link <https://www.lincsmusicservice.org/learning-an-instrument/speedadmin-links-and-registration>

## **Section 4: Subject based trips**

- 4.1 School trips are not a prescribed or statutory part of any National Curriculum programme of study or examination specification. However, it is widely agreed that these "optional extra" trips can enhance a child's understanding and appreciation of the world they live in and the subjects they study. Children do not have to participate in these visits and they will not be disadvantaged if parents/carers cannot or will not pay the voluntary contribution (see point 1.5/1.6 above).
- 4.2 Schools can charge for board and lodging on residential trips but it must not exceed the actual cost. Parents who are in receipt of the following benefits will be exempt from paying the cost of board and lodging: Universal Credit (in prescribed circumstances); Income Support; Income Based Jobseekers Allowance; support under part VI of the Immigration and Asylum Act 1999; Child Tax Credit, providing the Working Tax Credit is not also received and the family's income (as assessed by HMRC) does not exceed a specified amount; the guaranteed element of State Pension Credit; an income related employment and support allowance that was introduced in 27/10/2008; Working tax credit run-on – paid for four weeks after you stop qualifying for Working Tax Credits. Parents/carers who believe they are exempt from board and lodging charges should contact the Headmistress in confidence and provide the relevant benefit documentation to support their exemption claim.

## **Section 5: Extra-curricular residential trips**

- 5.1 On occasion the School will offer extra-curricular residential trips such as the ski trip, exchanges and residential. Participation in such extra-curricular trips is completely optional and as such parents/carers are expected to meet the cost in full.

## **Section 6: Subject contributions & printing**

- 6.1 Schools can make a charge to cover the costs of materials/ingredients for subjects such as Art, Design and Technology (Product Design & Textiles) and Food and Nutrition/Food Technology where the child will bring the finished product home.
- 6.2 Contributions for these subjects are very carefully calculated and scrutinised by the School and Governing Body. We always aim to keep charges as low as possible and never do more than cover our costs.

## **Section 7: Examination charges**

- 7.1 The School does not charge for entry for a prescribed examination or examination re-sits if the student has been prepared for it at school. However, if the student fails, without good reason, to meet the examination requirement for a syllabus (e.g. failure to submit assessed controlled work or attend a scheduled external examination) then the School can recover the cost of entry from the parent/carer.
- 7.2 The cost of a review of marking of the examination result or return of copies of scripts will be paid by the parents/carers unless the School wishes to have the papers of a number of students reviewed.
- 7.3 Charges will be made for an examination entry if (a) the student has not been prepared for the examination by the School (b) the examination is not on the prescribed list (c) the preparation for the examination takes place outside school hours (d) the student elects to re-take an examination in order to improve their grade (e) fails to complete the examination course where fees have been incurred.

## **Section 8: Damage to School property**

- 8.1 As a school we are very well stocked with text books, library materials and equipment. Students are responsible for a number of items belonging to the School and are expected to treat them well and return them in a fit state when they leave or have finished a course of study.
- 8.2 If books or school property (including items such as windows or furniture) is damaged through poor behaviour, the School expects parents/carers to refund the school wholly or to an agreed sum.
- 8.3 All Staff and Sixth Form Students will be issued with a lanyard and ID card which enables entry to the School premises, if either a staff member or student then loses or damages the ID card they must inform Mr Smith and the Finance Department immediately to enable the access to be revoked. The £5.00 cost of a new card will then be charged to that staff member or student and a new ID card issued.

## **Section 9: Lockers**

- 9.1 The School has lockers for students to store books and equipment and are available to rent for £3.00 per academic year (£1 per long term).
- 9.2 With effect from September 2016 we introduced an annual rental fee of £3 per year.
- 9.3 The padlock issued to a student with their locker is their responsibility. If a student loses the padlock this must be reimbursed to enable the School to purchase a new lock at a cost of £3.00 to be given to the Finance Office who will then issue a new padlock.

## **Section 10: Transport**

- 10.1 Transport to and from school is governed by separate regulations for the Local Authority and not the School. Please see <https://www.lincolnshire.gov.uk/school-college-transport> for details.
- 10.2 Transport provided by the school in school hours must be provided free of charge, although a voluntary contribution can be requested. See 1.5 and 1.6 above.
- 10.3 Parents/carers pay for transport to work experience, except pupils who hold an EHCP where the document refers to transport.

## **Section 11: Community Facilities**

- 11.1 Schools are allowed to provide facilities that can be used by the local community for example out of hour's childcare, leisure or gym facilities and use of the school hall or field for example.
- 11.2 Schools are permitted to charge for the use of these facilities and a profit can be generated provided it is spent on the purposes of the school and/or on the community facilities.
- 11.3 Spalding High School believes that our facilities offer significant opportunities within the local community and to individuals, clubs and groups who wish to make use of them. This is covered within our leasing agreement procedure. The rates of use are set by the Local Authority and not aimed at making a significant profit which may preclude local groups from being able to afford the use.