



# Heathfield School

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## POLICY OR DOCUMENT

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### CHARGING AND REMISSIONS

#### **Part 1: Charging and Remissions Policy**

#### **Part 2: Charging and Remissions Procedure**

Policy By: Kathy Wheeler (Assistant Head (Business))

Date: March 2017

Signed:  
Chair of Governors: June Goble

To be reviewed: March 2018

## **CHARGING AND REMISSIONS PRINCIPLES**

Heathfield School aims to make appropriate charges which enable and encourage the development of a wide range of enriching activities and uses of our facilities.

Charges are based on Manual of Financial Practice and Procedure which is adopted by Heathfield School

Heathfield School makes no charge for National Curriculum and related activities in school time.

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.

Support is available towards part or all the cost of activity where there are financial difficulties or the family is in receipt of relevant benefits (please ask for information from the school office).

We may charge where it enables us to increase or enrich non-statutory extra- curricular provision at any time.

We support the development of all community groups use of school facilities through a flexible charging approach.

We offer minimum cost of facilities for non-profit making community activities.

We raise income for school from local groups using the facilities.  
We offer caretaking services to users.

## **KEY RESPONSIBILITIES**

The Resources Committee:

- Will review and amend the charging and remission policy
- Will review annually the charges for supplies and services and will monitor whether actual income is in line with anticipated income

The Assistant Head (Business):

- Will be responsible for drafting proposals for charges
- Will provide reports for the Resources committee
- Will provide effective financial administration enabling efficient budget management.
- Will manage the letting of school premises
- Will maintain efficient and effective information systems
- Will arrange management of the premises during lettings.

Users:

- Will abide by the terms and conditions of the booking and hiring contract together with Heathfield School Conditions of Hire document

## **PART 2 - CHARGING AND REMISSIONS PROCEDURES**

### **1. Off site extra-curricular activities:**

A voluntary contribution not exceeding the actual cost will be requested.

### **2. On site Curriculum enriching activities:**

#### Music Instrumental Teaching (if provided)

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 Hampshire Music Service.

#### Extra-curricular clubs

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

#### Residential Study Visits

A charge not exceeding the total cost will be made for specialist tuition and residency fees.

### **3. Letting of premises**

The charges are set on the basis of Hampshire County Council suggested rates of hire.

### **4. Hire of Minibuses**

Hire of minibuses is strictly to other Hampshire county schools or community groups on request. Charges will be negotiated accordingly and agreed with hirer.

### **5. Charges for services**

Details of charges for photocopier, telephone and fax facilities are available from the school office.

### **6. Arrangements for part or full remissions of charges**

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

The governing body supports the development of all community groups' use of the school through a flexible charging approach. This may include offering reduced rates at the discretion of the Resources committee.