

# The Highfield School

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## Policy & Resources Advisory Group

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### **CHARGING, REMISSIONS, and LETTINGS POLICY - PRAG05 (excluding school meals charging)**

#### **1. Purpose**

This policy conforms to the requirements of The Education Act 1996

The policy summarises the cost basis for charges relating to :

- in school activities
- out of school activities
- Remissions
- Lettings

#### **1.1 In School Activities**

School text books are normally provided for students.

Where a text book is required for a specific purpose or where it has been annotated then parents may be asked to make a contribution to the cost.

Where parents have indicated in advance their wish to own the finished product, parents may be asked to make a contribution for ingredients and materials needed for practical subjects.

Charges are levied for music lessons given by peripatetic music staff.

These charges are reviewed annually and are adjusted to cover increases in tuition costs and materials used in lessons.

Students taking GCSE, AS or A2 level Music are entitled to a subsidy for their first instrument only. This entitlement is dependent upon the lessons being taken either as part of the Music Service provision within school, at the Music Service, or with a North Herts Music School private tutor approved by the Head of Music.

Generally no charges may be made for entering pupils for a prescribed public examination.

Charges are levied for:-

- Students taking public examination/s not prescribed in regulations, and any costs relating to out of hours preparation for these.
- Charges are levied for the cost of re-sits of prescribed public examinations where no further preparation has been provided by the school.
- Charges are levied for the cost of any scrutiny of examination results if so requested by parents.

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## 1.2 Out of school Activities

Some out of school activities are organised at zero cost to parents.

The Authority's Policy and Education Act 1996 allow us to ask parents to pay for board and lodging on residential visits.

Supplemental costs, including travel expenses, have to be met by parents.

Field study visits and residential courses can only be undertaken if sufficient funds are available through parental contributions.

Where there are obvious cases of hardship, that would prevent a student from attending these activities, then these will be reviewed on an individual basis.

## 2. Remissions – Residential visits

The charge for the board and lodging cost of a residential visit, where the education on that visit must otherwise be provided free, will be remitted in the case of pupils whose parents or guardians are in receipt of certain stated benefits, as described in "A Guide to the Law for School Governors: Community Schools (Charging for School Activities)". Charges can be made for board and lodging in these circumstances except for pupils whose parents are receiving: Income Support; Income-based Jobseeker's Allowance; Income-related Employment and Support Allowance; Support under Part VI of the Immigration and Asylum Act 1999; or Child Tax Credit (providing that they are not also entitled to Working Tax Credit and have an annual income, assessed by The Inland Revenue, that does not exceed the latest advice from the Department of Work and Pensions); Working Tax credit run-on; Guarantee Element of State Pension Credit, or Universal Credit. The Headteacher should tell all parents of the rights to claim free activities if they are receiving these benefits.

### 2.1 Remissions – Music fees

The Authority operates a remission policy in relation to individual tuition in playing a musical instrument. Details of the scheme are available from The Highfield's finance office who will assist parents in applying to the Hertfordshire Music Service if required.

## 3. Refunds

In the event of a trip or other activity making a surplus in excess of 5% or £5 per head whichever is the larger, a refund will be made to parents/carers.

## 4. Lettings – Summary

The Governing Body is responsible for the use of school premises outside normal school hours.

The opening of the school and its facilities to the local community is an activity that is supported by the governing body and staff.

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It is an opportunity to increase contact with the local community and to enhance the school's reputation.

It is also a potential important source of income to the school.

All economic, security, and policy considerations applying to lettings will be fully evaluated before any facilities are released.

The Authority may require governors to make premises available for certain activities such as: planning for/civil emergencies; public consultation; out of school hours activities for students and/or adults including those defined within Extended Schools Status.

**The Highfield School is a no smoking site.**

## 4.1 Lettings - Criteria

Lettings will only be made to reputable organisations or individuals and always at the discretion of the school.

Lettings will not be made where there is a risk to the fabric of the school or to its reputation.

Public liability insurance will be arranged through Hertfordshire County Council.

(If necessary, appropriate qualifications will be checked).

If there is any doubt as to the organisation or individual then reference should be made to :

- The Chair of PRAG
- Chair or Vice-Chair of the governing body

LA Property Unit Premises Manual – *Hiring Accommodation and Index*

## 4.2 Lettings - Charges

The charging tariff for lettings will be submitted to PRAG for approval at least on an annual basis or when a change in tariff is considered appropriate.

The Headteacher has discretion to waive or reduce the charges made to outside organisations.

There are 2 tariffs according to the type of user :

- 1 **Domestic** – school functions etc. where no charge will be levied for school societies. The societies should be encouraged to use the school when it is open to at least one other group.
- 2 **Economic** – Scouts, Guides, Rotary etc. where a charge will be levied at 50% of the Commercial rate.

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