

Seaford Head School

Achieving Excellence Together



Charging Policy

Governors Committee Responsible for the Policy:	Full Governing Body
Date Approved:	November 2023
Recommended Review Period:	2 years
Date for Review:	November 2025
Leadership Team Role Responsible for the Operation of the Policy:	Business Manager

Background

The Seaford Head School Charging and Remission Policy is cognisant of The Education Reform Act 1988.

The 1988 Act gives the school discretion to charge for optional activities provided wholly or mainly out of school hours and the right to invite voluntary contributions for the benefit of the school or in support of any activity organised by the school, whether during or outside school hours.

At Seaford Head School, charges for such optional activities outside of school hours may include:

- Staff costs – including management, support [including site, ICT and other] and supervisor and teacher costs. (A separate contract should be given to staff involved in activities).
- The additional cost of support services, such as power, water and insurance.
- Materials, books and equipment.
- Travel, board and lodging for pupils.
- Entrance charges to facilities.

With these optional activities:

- Parents can choose whether their children attend or not;
- No profit can be included from any charges made – it is to be based on the actual cost of the activity divided by the number of pupils taking part;
- Charges on some cannot be used to subsidise others, i.e. the cost will not include a share of the cost of any remissions – if further funds need to be raised, for example, to help in hardship cases, this must be by voluntary contributions, general fundraising, from the school's delegated budget [if an appropriate activity], or from another agency or organisation;
- A charge cannot be made for alternative provision for any pupils not attending.

Charges

The school will charge in the following circumstances allowed by the Act:

1. The provision of music tuition given to pupils as individuals or in groups of up to four except where it is given to fulfil:
 - Statutory duties relating to the National Curriculum or
 - Requirements specified in the syllabus for a public examination
2. Ingredients for Food Technology and materials for Design & Technology:

Materials will be charged for, or parents will be required to supply these, if the parents have indicated, in advance, a wish to own the finished product.

3. Activities which take place wholly or mainly outside school hours and which are not a statutory part of the National Curriculum. Such activities are provided as part of the extended school programme and may include a range of study support, such as additional sport, drama and music clubs, holiday activities, visits, accredited courses, such as First Aid Training, before and after school study support clubs and other forms of child care. The school will normally charge for use of the climbing wall and the dance studio when used outside the regular PE curriculum. (See scale of approved charges)

[The school does not charge for out of school hours activities which are directly focused on improving students' performance in the National Curriculum, eg 'Catch Up' Maths, revision charges. Further approved examples for guidance are available at the school].

To help distinguish between out of school hours activities which incur charge and those which do not, they are identified as *Leisure [charge]* and *Learning [no charge]*.

Charges will be made for all or part of a pupil's travel costs, board and lodging costs, materials and equipment, entrance fees, non-teaching staff costs, any insurance and costs of engaging teaching, coaching and support staff specifically for the activity.

The school reserves the right to withdraw any pupil from any activity, or trip, including residential, if their behaviour during the previous term has caused concern, and resulted, (as a normal indication of severity), in a fixed term exclusion. The ultimate decision rests with the Headteacher in consultation with the activity leader. This is to protect the well-being and safety of other members attending the activity. Where possible, a substitute pupil will be found to cover the cost. Where this is not possible, and the cost of reimbursement would make the activity or trip non-viable for the whole group, the pupil may risk forfeiting any monies already paid or due to be paid. These expectations must be made clear in the letter written to parents at the beginning of each trip-booking process.

4. Activities which involve pupils in nights away from home:

Charges will be made for board and lodging. Families receiving Income Support or Working Family Tax Credit will be exempt from board and lodging charges.

5. No charges will be made for examination entries except where:

- The school has not prepared the pupil to take an earlier examination.
- The pupil has already sat an examination and wishes to re-sit to improve their mark (unless there are extenuating circumstances such as a medical certificate relating to the first sitting).
- The pupil has failed to complete the requirements of the examination without a valid reason.

Work Experience Placement Costs

- The costs (administrative and ICT systems support only) will be met from the school's resources.
- Costs of travel to the work placement whether in Seaford or another town are to be the responsibility of parents/carers.
- Should a work placement allocated by the school prove unsuitable for any reason the related costs of obtaining a different placement (£17.00 for 2023/2024) are to be paid by the parents/carers.
- Should a placement which is required be classed as "out of area" then parents/carers will be responsible for the Risk Assessment fee (maximum of £65).

In any cases where a surplus occurs, this surplus will be reinvested in the school or service.

Voluntary Contributions

Voluntary contributions will be sought from parents for activities which supplement the normal school curriculum, e.g. outings and visits which take place wholly or mainly during school hours; visits to the school by theatre groups and other organisations providing an educational service.

When voluntary contributions are requested, the terms of the request will clearly state:

- [i] There is no obligation to contribute.
- [ii] Pupils will not be treated differently according to whether their parents have made a contribution.
- [iii] The proposed activity may not take place unless a substantial majority of parents contribute.
- [iv] A suggested amount for a contribution to cover costs.

Remission

It is the policy of the Governing Body:

- To remit charges in full or in part for any charge payable for a pupil for school activities if it is satisfied that there are exceptional circumstances in which the pupil's participation in the activity should be regarded as a priority, but the parents are unable to meet all or part of the charge. This will normally be the case where parents are in receipt of income support and working family tax credit and who are unable to give a donation.
- To look at individual cases where parents have been unable to give a donation.
- To agree how to fund shortfalls for activities.

Other Charges

Hire of School Minibus

The Governors should agree a charge to cover insurance for hiring the school minibus. These charges are to be reviewed annually.

Income from Sales – Non-profit Making

Some goods may be purchased through the school for the convenience of parents, pupils or teachers. The school will not seek to make a profit from these sales. Goods in this category include books, art supplies, etc.

Income from Sales – Profit Making

Some goods will be sold through the school with the intention of making a profit and thus raising money for the school, PTFA or other charity. Goods in this category include school photographs, bring and buy items, etc which may be subject to VAT.

Income from Donations

From time to time the school will seek voluntary donations for specific purposes. This may be via non-uniform days, sponsorship, etc. It will be made clear at the time of asking that such donations are voluntary and the purpose for which the donations will be used.

Income from Lettings

The Governing Body periodically review and set charges made for use of school premises. The charges include actual caretaking costs, insurance and a premises charge.

The Governing Body will endeavour to avoid charging the PTFA for its activities in the school.

Responsibilities

Authority for day-to-day management of the policy is delegated to the Headteacher who will determine the costs of activities other than those set by the Governors.

The level of charges is for the Governing Body to decide and includes overheads such as electricity, heating, caretaker's overtime, etc. except in any circumstances specified above.

All staff responsible for collecting income should be made aware of the current charge rates and of VAT implications.

Model A

School invites private coaches to run clubs. The school markets the clubs, but the coach is responsible for setting/collecting fees. There is nominally no admin burden on the school. The school charges a fair rent. There is little input from the school in terms of quality management. Risk assessments and CRB/DBS will still need to be carried out. Often attractive as pay as you go.

Estimated Cost: £3.00 - £4.50 per session

Model B

Individuals only run clubs etc if they agree to be an associate trainer employed by the school. School then has some admin tasks. School has greater control in terms of risk/quality. Not all external coaches may want to be employed. School would have to decide level of rent to charge. Would be subject to minimum recruitment up front.

Estimated Cost: Five week programme of one hour sessions. £16.50 for a group of ten.
[Less if room rental not charged] £3.30 per session

Model C

Clubs are run by teaching staff employed by school. School has greater control in terms of risk/quality. Potential for extended provision to feed into core provision. Staff have obligation to plan and assess and to maintain their own CPD. Not all external coaches may want to be employed. School would have to decide level of rent to charge. Would be subject to minimum recruitment up front.

Estimated Cost: Five week programme of one hour sessions. £26.00 for a group of ten.
[Less if room rental not charged] £5.20 per session

Addendum

Seaford Head School - Letting Charges 2023/2024

Facilities to Let	Weekday Rate per hour / match
Main Hall	£25.00
Dining Hall	£25.00
Gymnasium	£25.00
Meeting Room	£25.00
LRC - meetings	£25.00
Frank Price Gallery	£25.00
Classroom	£25.00
Sports Hall	£25.00
Car Park	£25.00
Sports Field – Training	£25.00
Sports Field - Matches	£25.00
Caravans	£6.00 per pitch per night
Other Facilities and Equipment	By arrangement
Should a letting require Caretaking staff to attend, overtime costs of £25.00 per hour will be charged in addition to the lettings charge.	
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