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Headteacher: Mr R Baker

# Charging & Remissions Policy

Policy Reviewed May 2017

Ratified by Governors at a meeting of the  
Resources Committee on  
Wednesday 3<sup>rd</sup> May 2017

Mr D. Cairns



**SIDDAL  
MOOR**

Where students *fly high* through the  
expectation of *excellence* in *everything* we do

## **1. Introduction**

This charging policy has been compiled in line with DfE requirements and in accordance with S449-462 of the Education Act, 1996. By law, a school cannot charge for education provided during school hours (including the supply of any materials, books, instruments or other equipment).

## **2. Voluntary contributions**

- 2.1. The school, school governing body, or Local Authority may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our student's education.
- 2.2. In any case where an activity cannot be afforded without voluntary funding, parents/carers will be advised accordingly by the school. If an activity is cancelled owing to lack of sufficient voluntary contributions, all monies paid will be refunded to parent/carers.
- 2.3. There is no obligation for a parent/carer to make any contribution. The school will not put pressure on them to make a contribution and their child will not be prevented from participating should the activity go ahead.

## **3. Admissions**

- 3.1. No charge will be made for admissions to the school.

## **4. Provision of education**

- 4.1. No charge shall be made in relation to the education of registered pupils where education is provided during school hours.
- 4.2. Where education is provided outside of the normal school hours, no charge shall be made provided it is required as part of the syllabus/curriculum of a prescribed public examination that the student is being prepared for at the school.
- 4.3. The school may charge persons who are not registered pupils at Siddal Moor Sports College for education provided or for facilities used by them belonging to the School.

## **5. Materials & textbooks**

- 5.1. Where a student or parent/carer wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used.
- 5.2. In the case of Food Technology, students can provide their own ingredients, but if the student wishes, the school can provide the ingredients.
- 5.3. Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge is made.
- 5.4. Students will be charged for replacement planners.

## **6. Public examinations**

- 6.1. No charge shall be made in respect of the entry of a registered student at school for examinations that are part of the curriculum and on the school's set examinations list, where the student has been prepared for the examinations by the school.
- 6.2. A charge will be levied in respect of examination entries for a student where the school has not prepared the student for the examination.
- 6.3. Entry for resit examinations is also subject to charge. Where a student has paid for an examination re-mark and the new grade exceeds the original, and then a refund is made for the fee.  
Or

- 6.4. No charge is made for resit examinations if, in the school's view, there is a reasonable chance of the grade being changed. If a parent /carer insists on a re-mark against the advice of the school and the grade is subsequently not changed, a charge will be made
- 6.5. A charge will be levied in respect of examination entries for a student where the school has prepared the student for the examination and it considers that for educational reasons the student should not be entered and the student's parents/carers wishes the student to be entered. In these circumstances, if the student subsequently passes the examination, the school may refund the cost.

## **7. Music tuition**

- 7.1. Music tuition is provided free of charge to students in Years 10 and 11 who are undertaking a GCSE examination (or equivalent) in Music.
- 7.2. Charges will be made if the tuition is not an essential part of either the National Curriculum or a public examination syllabus being followed by the student(s).
- 7.3. The school may charge for teaching requested by parents/carers and delivered by specialist tutors given to either an individual student or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.
- 7.4. Any student wishing to take music tuition is provided with an instrument either through the Music Service or School.
- 7.5. Parents are responsible for insuring the instrument allocated to their child by the Music service or school.

## **8. Damage/Loss to property**

- 8.1. A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.
- 8.2. A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.
- 8.3. Charges are recoverable from parents/carers and can be pursued as a civil debt

## **9. School trips**

### **9.1. Day trips**

No charge will be levied in respect of trips that take place during school

hours which are part of the curriculum. A voluntary charge may be requested to cover the cost of the visit and any related activities. If the level of voluntary donations renders a trip financially unviable, consideration will be given to cancellation.

### **9.2 Residential trips: essential**

For residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied for board and lodging.

### **9.3 Residential trips: non-essential**

For residential trips which are not essential to the National Curriculum, statutory RE or in preparation for prescribed examinations:

9.3.1 If the amount of school time on the trip is less than half of the total time of the trip, a charge will be levied up to the full cost of the trip.

9.3.2. If the amount of school time on the trip is half or more of the total time of the trip, a charge will be levied for board and lodging.

#### **10. P E kit**

10.1. A charge is made for P E Kit, which can only be purchased through the school's P E Department, or through student services.

10.2. In case of financial difficulties, payment for PE Kit may be made in instalments.

#### **11. Other Charges/optional extras**

11.1. The headteacher will decide when it is necessary to charge for optional activities, and the levels of charge will be set annually by the headteacher on the recommendation of the finance committee.

11.2. Any charge made in respect of individual students will not exceed the actual cost of providing the optional extra activity, divided equally by the number of students participating. In no circumstances will there be an element of subsidy required for any students wishing to participate in the activity whose parents are unwilling or unable to pay the full charge (section 2.2.3).

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

11.3.1. Any materials, books, instruments, or equipment provided in connection with the optional extra.

11.3.2. Non-teaching staff.

11.3.3. Teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers engaged specifically to provide the optional extra.

11.3.4. The costs, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

11.4. Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The school will need to have the agreement of parents before organising the provision of an optional extra where charges will be made.

#### **12. Remissions and concessions**

The school will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Income Support
- Income Based Job-Seekers Allowance
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed the current year's level
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed element of State Pension Credit
- Universal Credit (in prescribed circumstances)
- Students who qualify for student premium funding

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The headteacher and chair of governors may authorise the remission of charges.

### 13. Refunds

Refunds of charges (subject to deduction of non-refundable deposits) or voluntary contributions will be made:

13.1. If trips or activities are cancelled owing to circumstances beyond the student's or parent's/carer's control.

13.2. If the school determines, for whatever reason, that a student should not take part in any trip or activity.

13.3. Charges incurred for any school meals where a student subsequently becomes eligible for free school meals will be refunded on notification from the local authority. Only those charges incurred from the date that eligibility commenced will be refunded.

### 14. Facilities used by private individuals

Currently this only refers to reprographic facilities used by staff members, other local schools, sporting and community organisations. Charging is on the basis of measured copy volumes.

### 15. Lettings/Use of facilities

Charges for lettings are detailed within the Schools Finance Policy. They are agreed by the Resources Committee and are reviewed annually. The current charges for lettings are:

FACILITY			Charge (Ex VAT)	Charge (VAT Inc)
SPORTS HALL	Full	Adults	£38.00 per hour	£45.60 per hour
	Half	Adults	£20.00 per hour	£24.00 per hour
	Full	Under 16's	£24.00 per hour	£28.80 per hour
	Half	Under 16's	£14.00 per hour	£16.80 per hour
GYM		Adults	£22.00 per hour	£26.40 per hour
		Under 16's	£16.00 per hour	£19.20 per hour
MAIN SCHOOL HALL		Adults	£22.00 per hour	£26.40 per hour
		Under 16's	£16.00 per hour	£19.20 per hour
PITCH & CHANGING ROOM		Adults	£44.00 per match	£52.80 per match
		Under 16's	£33.00 per match	£39.60 per match
PITCH ONLY		Under 16's	£26.00 per match	£31.20 per match
		Mini- Soccer Pitch	£18.00 per match	£21.60 per match
BOARD ROOM		Full Day (7 Hours)	£75.00	£90.00
		Half Day (3.5 Hours)	£50.00	£60.00
		1 hour	£20.00	£24.00
		2 hours	£30.00	£36.00
		3 hours	£40.00	£48.00
CLASSROOM		Adult	£20 per hour	£24.00 per hour

		Under 16's	£15 per hour	£18.00 per hour
With refreshments		Adult	£35 per hour	£42.00 per hour
BADMINTON COURT		All	£8 per court per hour	£9.60 per court per hour
OUTDOOR COURTS		Adult	£20 per hour	£24.00 per hour
		Under 16's	£14 per hour	£16.80 per hour
ATRIUM		All	£35 per hour	£42.00 per hour
DINING HALL		All	£25 per hour	£30.00 per hour
IT SUITE (with 30 computers)		All	£50 per hour	£60.00 per hour
DRAMA/DANCE STUDIO		Adult	£22 per hour	£26.40 per hour
		Under 16's	£16 per hour	£19.20 per hour

The lettings charges are made inclusive of standard rated VAT unless the lessee meets Conditions for exemption from VAT of sports lettings.

The letting of a sports facility is exempt from VAT where:

- a) The let/booking is for a continuous period of use exceeding 24 hours; or
- b) The let/booking is one of a series of 10 or more sessions where :
  - i) each session is for the same sport or activity; and
  - ii) each session is in the same place, not necessarily the same court but at the same premises; and
  - iii) the interval between each session is at least a day and not more than 14 days; and
  - iv) the series is paid in full with written evidence to that effect, payment in advance is not required; and
  - v) the facility is let to a school, club or association or an organisation representing affiliated clubs or constituent associations (such as a local league). This precludes lettings of sports facilities to a commercial organisation or to a private individual, being eligible for exemption; and
  - vi) the organisation to whom the facility is let has exclusive use of the facility during the sessions booked.

c) Charging for Damage

Any group hiring the facilities will be liable for any damage to the property. The school will reclaim all costs for repairs for the results of such damage.

**Contributory Fee for the Minibus when used by other organisations**

The following contributory fees will be 'requested' when a minibus is used by other organisations:

0-6 hours	£35
6-12 hours	£50
12-24 hours	£65
Weekend	£100

The Community Sports Manager will maintain a record of hires and will pass them to the Finance Clerk on a monthly basis in order that invoices may be issued.

Organisations using the minibus should return the minibus full of diesel and report any issues with the minibus during their hire time by completion of a defects form.

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**Agreed by the Governing Body of Siddal Moor Sports College**

**Signed by:**

\_\_\_\_\_ **The chair of governors**      **Date:** .....

\_\_\_\_\_ **Headteacher**      **Date:** .....

\_\_\_\_\_ **School Manager**      **Date:** .....

This policy will be reviewed annually

