

Building resilience not reliance.



# Charging and Fee Remission Policy

We are a Rights Respecting School in accordance with UNICEF (United Nations Children's Fund). Our aim is to promote and protect the rights of all children in Ganton School to an education, to be healthy, to have a childhood, to be treated fairly and to be heard so that they can survive, grow, participate and fulfil their potential. Ganton School puts the United Nations Convention on the Rights of the Child (CRC) at the heart of all policies, practice and ethos.

Everyone at Ganton School who comes into contact with children and families has a role to play in safeguarding and promoting the welfare of children by;

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes.
- Working Together to Safeguard Children 2018 (updated 2019)

Headteacher: Mr Eddy Wharton

Review Date: July 2022

An inclusive community committed to excellence in personalised learning and well-being.



## CHARGING FOR SCHOOL ACTIVITIES

<b>Intended Audience</b>	<input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Parents <input checked="" type="checkbox"/> Staff <input checked="" type="checkbox"/> Governors <input checked="" type="checkbox"/> Other (Please state) – General Public
<b>Linked Documents</b>	Single Equality Policy – see Impact Assessment
<b>Distribution</b>	<input checked="" type="checkbox"/> Internet <input checked="" type="checkbox"/> Intranet (Staff) <input type="checkbox"/> Intranet (Students) <input type="checkbox"/> Classroom Display <input checked="" type="checkbox"/> Hard copy (Available on request)
<b>Change Record</b> (Date and summary of changes. Confirmation that impacts on other policies/documents have been considered.	First produced - January 2009 Produced by - Ganton School Reviewed - Annually most recently July 2021 Next review - June 2022
This policy supports the UN Convention on the Rights of the Child in particular Articles 23, The Right for Children with Disabilities to have Access to Education, Care and Support, 29, The Right to an Education and 31, The Right to Relax, Play and Participate in a Range of Activities.	

## CHARGING FOR SCHOOL ACTIVITIES

### Introduction

Increasingly Schools have become hubs of the community where a whole range of activities has taken place quite apart from the educational activities during the School day. It has long been recognised that the relationship between the School, parents, children and the community is pivotal to the development of success for children and young people.

In constructing this policy, the School has considered the benefits that providing extended services can help in promoting community cohesion however it has had to consider whether / what it is appropriate to charge for the services it offers.

### The Law on Charging

Where Schools offer extended activities through third-party providers from the voluntary and private sectors, whether on the School site or elsewhere, those providers are **not** subject to any of the following legal constraints; however Schools providing activities direct must comply with the law as follows:

- Every School Governing Body must devise and publish a charging and fee remission policy, in consultation with parents. A School cannot make any charges to parents unless this policy is in place. (The relevant regulations are summarised in the *Guide to the Law for School Governors* and in *Guidance on Charging for School Activities*.)
- School Governing Bodies have powers to provide any facilities or services that further any charitable purpose for pupils, their families and for people who live and work in the local community. This includes childcare.
- Any profits made by a School from providing facilities or services must be reinvested in the School or in the service.
- Schools may use their delegated budgets to subsidise a child's access to chargeable extended activities, where they consider that the activities are provided for the purposes of the School, because they are of educational benefit to the child.
- Schools may **not** charge for: any study support activities provided during the School day, except for music tuition, or for provision before or after the School day which delivers the National Curriculum or prepares a child for a public examination.
- Schools may **not** levy a compulsory charge for transport or admission costs for swimming lessons or for visits to museums, etc. during School hours.
- Schools may lawfully charge for other study support (for example, additional sport, drama and music clubs, holiday activities, visits and additional courses, such as first aid), following consultation. Please see "Optional Extras" section below.
- Schools **will** be expected to use their delegated budgets including relevant grants to help meet the costs of providing extended service activities, including those developed as part of the extended Schools core offer of activities.

## Optional Extras

Charges may be made for some activities that are known as “optional extras”. Where an optional extra is being provided, a charge **can** be made for providing materials, books, instruments, or equipment. **Optional extras are:**

- education provided outside of school time that is not:
  - a) part of the National Curriculum;
  - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
  - c) part of religious education.
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- transport that is not required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education; and
- board and lodging for a pupil on a residential visit.

In calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments, or equipment provided in connection with the optional extra;
- non-teaching staff;
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and
- the cost, 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.

Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Furthermore in cases where a small proportion of the activity takes place during school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. Therefore no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

## Voluntary Contributions

Headteachers or Governing Bodies may ask parents/carers for a voluntary contribution towards the cost of:

- Any activity which takes place during School hours;
- School equipment;
- School funds generally.

The contribution must be genuinely voluntary though, and the pupils of parents who are unable or unwilling to contribute may not be discriminated against. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it must be cancelled.

## Residential Trips

Schools are permitted to charge for the cost of board and lodging during residential School trips. This cost must not exceed the actual cost of the provision.

Where the trip takes place wholly, or mainly during School hours, children whose parents are in receipt of the following support payments will, in addition to having a free School lunch entitlement, also be entitled to the remission of these charges:

- Income Support;
- Income-based Jobseeker's Allowance;
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Guaranteed State Pension Credit.

A similar entitlement applies where the trip takes place outside of School hours but it is necessary as part of the National Curriculum, forms part of the syllabus for a prescribed examination that the School is preparing the pupil to sit, or the syllabus for Religious Education.

## Instrumental Music Lessons

A charge may be made for instrumental music tuition for up to and including four pupils, unless the tuition forms part of the syllabus for a prescribed public examination (e.g. GCSE), that the School is preparing the child to sit, or is part of the National Curriculum or the syllabus for Religious Education, in which case a charge is not permissible.

The School has employed the services of the Music Support Service to provide certain children with additional musical lessons pertaining to a specific instrument.

***For the 2021-2022 Academic Year, the School will not charge ANY student for instrumental music tuition or singing lessons.***

## School Uniform

The School currently has a commercial arrangement with *Steady School + Sports Wear* to provide us with Sweatshirts, Cardigans, Fleece, Book-bags and Gym Shoe bags, etc. which bear our School logo.

The website address is: <https://steadyschoolwear.co.uk>

Parents/Carers can purchase uniform items direct from the school whilst stock still remains.

## School Meal Charges

### ***Pupils/Students***

Unless a pupil/student is entitled to free school meals, they will be charged for their meal, as follows:

- Pupils in Reception to Year 2 (Key Stage 1) qualify for Universal Free School Meals and are not charged for their meals.
- £1.50 for pupils in Year 3 to Year 6 (Key Stage 2)
- £2.00 for pupils in Year 7 to Year 14 (Key Stage 3 to 5)

### ***School Staff***

Certain staff are entitled to a free school meal as part of their contract.

All other staff pay the rate set by North Yorkshire Catering Team which is currently £2.25 (inclusive of VAT). They must book their meal with the Admin Team and pay for it prior to it being taken.

## Private Telephone Calls

The School encourages all staff not to make personal calls using the School's telephone system, but accepts that in certain circumstances this may be difficult to enforce.

Therefore, the School has adopted a policy of honesty with regards to personal telephone calls relying on staff to seek permission before using the School telephone for personal uses.

It is expected that personal use would be very minimal and possibly even non-existent except in emergency situations. Therefore, as the cost to try and monitor the level of private telephone calls would probably be greater than any monies recouped, the School will **NOT** levy any charge for private usage for the 2021-2022 Academic Year in cases of emergency.

## Examination Fees

Candidates will not be charged for changes of tier, withdrawals made by the proper procedures or alterations arising from administrative processes provided these are made within the time allowed by the awarding bodies.

All entry examination fees, re-sit fees, late entry or amendment fees are paid by the School.

In the event of a candidate failing to attend an examination without good reason, the candidate may be charged the full fee payable at the discretion of the Headteacher.

## Reprographics

### For documents covered by the School Publication Scheme

From time to time, parents may wish to have copies of information held by the School. There will be no charge for this.

### Documents and information not covered by the Publication Scheme

There will be no charge for this if requested by a parent or carer.

For the 2021-2022 Academic Year, the School has the following scale of charges for private photocopying by staff, students and external users:

Price List for Photocopying		
<b><u>A4 Sheets</u></b>		
	Single sided	Double sided
B+W	10p per sheet	16p per sheet
Colour	25p per sheet	40p per sheet
<b><u>A3 Sheets</u></b>		
	Single sided	Double sided
B+W	15p per sheet	25p per sheet
Colour	45p per sheet	80p per sheet
Laminating	A4 50p	A3 £1.00p

## Scale of Charges for the Use of School Facilities - Sept 2021 - Aug 2022

### GANTON SCHOOL Schedule of Charges (All charges are per hour)

Facility	Commercial Rate		Discounted Rate		Subsidised Rate	
Basic classroom/ small meeting room	£16	Mon - Fri	£13	Mon - Fri	£10	Mon - Fri
	£19	Sat	£14	Sat	£11	Sat
	£22	Sun	£17	Sun	£13	Sun
Conference Room Specialist Classroom Large Meeting/Training Room (including use of equipment)	£79	Mon - Fri	£54	Mon - Fri	£29	Mon - Fri
	£104	Sat	£70	Sat	£37	Sat
	£179	Sun	£119	Sun	£62	Sun
Sports Hall Playground Music Studio Hydrotherapy Pool	£54	Mon - Fri	£41	Mon - Fri	£29	Mon - Fri
	£66	Sat	£50	Sat	£35	Sat
	£79	Sun	£60	Sun	£41	Sun
Setting out chairs/tables (minimum one hour)	£16	Mon - Fri	£13	Mon - Fri	£10	Mon - Fri
	£19	Sat	£14	Sat	£12	Sat
	£22	Sun	£17	Sun	£13	Sun

Caretaking will be charged at £15.00 per hour on a Saturday and £30.00 per hour on a Sunday for all rates

Lifeguard services for the Hydrotherapy Pool will be charged at £17.00 per hour for all rates

VAT will be added where a sports facility is used for a sporting activity and is a one off booking.  
Non-sporting activities and block bookings for sporting activities are VAT exempt.



## GANTON SCHOOL - Definition of User Groups and Category of Charge

Description	Definition	Category
<b>Area Committees</b>	Area committee meetings or other Local Authority area meetings.	Discounted Rate
<b>Childcare - Private</b>	Childcare provisions organised and managed by a private organisation / business. Profit making and paying salaries to staff.	Discounted Rate
<b>Childcare - School</b>	Childcare provision organised and managed by the school. Childcare within the school linked to Extended School provision.	Discounted Rate
<b>Childcare - VolCom</b>	Childcare provision organised and managed by the Voluntary / Community sector. None profit making.	Discounted Rate
<b>Councillor Surgery</b>	Councillors Surgery.	Discounted Rate
<b>Education - Hcc</b>	Education organised and managed City Councils Adult Education Department.	Discounted Rate
<b>Education - Other</b>	All other education not connected to the Local Authority.	Discounted Rate
<b>Other</b>	Any other group that does not fit into another definition.	Commercial Rate
<b>Private Group - Non Profit Making</b>	Private groups that are none profit making. This would include things like Neighbourhood Watch.	Discounted Rate
<b>Private Group - Profit Making</b>	All other private groups that are profit making. This would include things like Slimming Clubs, Weight Watchers etc.	Commercial Rate
<b>Registered Charity</b>	Registered Charities.	Subsidised Rate
<b>Scouts / Guides</b>	Scouts, Guides, Brownies etc	Subsidised Rate
<b>Sports Fitness - Private Group</b>	Sports and fitness activities such as Dance, Gymnastics, Judo, Martial Arts where the group is organised and managed by an individual or a company as a business. This would include those groups where the children pay for the training and the manager of the activity is paid a salary to deliver the training. Many dance groups, Martial Arts; boxing etc might fall into this group.	Discounted Rate
<b>Sports Fitness - VolCom</b>	Sports and fitness where the activity is delivered on a non-profit making basis. This should only include those activities where the person delivering the training is not paid a salary but works purely on a voluntary basis. This might include things like Senior Citizens fitness group.	Discounted Rate
<b>Sports Team</b>	Team sports such as Football, Rugby and Netball for children and young people up to 17 years old.	Subsidised Rate
<b>Sports Team - Adults</b>	Team sports such as Football, Rugby, Netball for adults and young people over 18.	Discounted Rate
<b>Youth Group - HCC</b>	Youth groups run by Hull City Council	Discounted Rate
<b>Youth Group – VolCom</b>	Youth groups run by the Voluntary Community sector.	Subsidised Rate

## Team Teach Training

Ganton School have three qualified Team Teach trained professionals who are able to deliver training. As Ganton School buy the licence which enables us to be able to train external schools (or any other establishment outside the Trust) we reserve the right to charge for this service. We can also train internal schools (Trust schools) however do not require a licence to do so.

There is a minimum of 12 people per course maximum of 24 per 2 trainers. Courses for over 24 staff would occur a further costs as additional trainers would be required. If you require less than this to be trained we can accommodate and place you with another group to make up the correct numbers.

A 'Team Teach Needs Analysis' will be conducted by a Team Teach tutor on a pre-visit prior to any training which will enable the Team Teacher tutors to determine whether the provision requires a 6 hours or 12 hour course (1 or 2 day).

Costs are as follows

<b>Facility</b>	<b>Cost for Training</b>	<b>Refreshments</b>	<b>Cost for books &amp; certificates (based on 24)</b>
Internal training (schools within the Trust)	£40- per person (1 day training) £60- per person (2 day training)	£10 (if offsite) £25 (if based at Ganton)	£150
External training (anyone outside the Trust)	£60- per person (1 day training) £100- per person (2 day training)	£10 (if offsite) £25 (if based at Ganton)	£150

Initial Equality Impact Assessment																									
Impact Groups			Pupils			Staff			Families			Governors			Volunteers			Visitors			Wider Community				
			✓			✓			✓			✓			✓			✓			✓				
Does or could this policy have a negative impact on any of the following?																									
Age			Disability			Gender			Gender Identity			Pregnancy or Maternity			Race			Religion or Belief			Sexual Orientation			Verdict	
Y	N	?	Y	N	?	Y	N	?	Y	N	?	Y	N	?	Y	N	?	Y	N	?	Y	N	?	Y	N
	✓			✓			✓			✓			✓			✓			✓			✓			✓
Does or could this policy help to promote equality for any of the following?																									
Age			Disability			Gender			Gender Identity			Pregnancy or Maternity			Race			Religion or Belief			Sexual Orientation			Verdict	
Y	N	?	Y	N	?	Y	N	?	Y	N	?	Y	N	?	Y	N	?	Y	N	?	Y	N	?	Y	N
✓			✓			✓			✓			✓			✓			✓			✓			✓	
Does data collected from the equality groups have a positive impact on this policy?																									
Age			Disability			Gender			Gender Identity			Pregnancy or Maternity			Race			Religion or Belief			Sexual Orientation			Verdict	
Y	N	?	Y	N	?	Y	N	?	Y	N	?	Y	N	?	Y	N	?	Y	N	?	Y	N	?	Y	N
✓			✓			✓			✓			✓			✓			✓			✓			✓	
Conclusion:			We have come to the conclusion after taking an initial equality impact assessment that a full assessment is / <b>is not</b> required.																						
Status of Policy:			Existing Policy																						
			New/Proposed Policy																						
			Updated Policy																						
			✓																						
Initial Equality Impact Assessment completed by:																									
Eddy Wharton																									
Initial Equality Impact Assessment approved by:																									
SLT																									
Date: 01.07.20																									