

SHARNBROOK ACADEMY FEDERATION MIDDLE SCHOOLS

Charging & Remissions Policy

Notes for 2015/2016 Increases (Increase):

1. Document boxes reinstated. Homework Diaries, Book Covers are free & Locker Keys initial deposit plus, replacements are to be paid for.
2. School Meals – increased to £2.30 for pupils in SAF Middles & £2.20 Harrold Priory September 2014, (£2.20 in Sept 13).
3. Lettings remain the same in 15/16, (3% in September 2013).

The following sales are made and VAT charged where applicable[#]:

1. Stationery & Miscellaneous Items

Description	Charge	HPMS	MBMS
Exercise Books (small)	0.30	0.30	0.30
Exercise Books (large)	0.40	0.40	0.40
Homework Diaries – Replacement only	0.50	0.50	2.00
Locker Key, £10 deposit when starting, replacement	6.50	6.50	6.50
Photocopying [#] (per copy)	0.05	0.05	0.05

2. School Meals

Catering is under review & prices will be further aligned in 15/16

Description	Charge	HPMS	MBMS
Breakfast (pupils)	0.70	0.70	0.50 – 1.00/item
Drinks – Flavoured Water	0.60	0.60	0.60
Drinks – Bottled Water	0.50	0.50	0.50
Drinks - Served with midday meal, cup of juice	0.20	N/A	N/A
Drinks – Slush (8oz)	0.80	N/A	0.80
Drinks - Milkshakes	0.40	0.50/0.80	1.00 large
Pupils Midday Meal from 1 st September 2015	2.30	2.30	2.30
Staff Midday Meal (Hot) [#]	2.50	2.50	2.50
Staff Sandwich Meal (includes fruit or cake) [#]	1.80	1.80	1.80
Staff Jacket Potato	1.50	2.50	N/A
Staff Sandwich/Wrap/Pitta/Panini (one of)	1.20	N/A	1.20
Fruit (per piece)	0.40	0.40	0.40
Pudding	0.50	0.50	0.50

3. Charges for Services

Description	Charge	HPMS	MBMS
Mini-Bus – if available, request details			

4. Lettings

Description	Charge/ Concession	HPMS	MBMS
Football Pitch & Changing (11 a-side, per match)	46.00		
Football Pitch & Changing (6, 7, 8 or 9 a-side, per match)	28.00	28.00	28.00
Football Pitch & Changing – Per Season	428.00		
Netball Court & Changing (per match)	24.00		
Changing Rooms	24.00		
Playground (per session – up to 2 hours)	37.00		
Playing Field (Summer term, per session – up to 2 hours)	31.00	31.00	31.00
Tennis Court (Summer term – 2 hours)	24.00	24.00	24.00
Classroom (general - two hours) £12 thereafter	1 st hour 24.00	1 st hour 24.00	1 st hour 24.00
Hall (per session – up to 2 hours)	48.00	48.00	48.00
Kitchen (per session – up to 2 hours)	31.00	31.00	31.00
Sports Hall (Regular User per hour) £24 thereafter	44.00	N/A	N/A
Sports Hall (Commercial User per hour) £24 thereafter	48.00	N/A	N/A
Package – Sports Hall & Classrooms (Regular User) £24 thereafter	1 st hour 66.00	N/A	N/A
Package – Sports Hall & Classrooms (Commercial User) £24 thereafter	1 st hour 70.00	N/A	N/A
Sports Hall 20% Concession for Youth Groups 10% for Charities			
MUGA – Basketball, Netball, Football, Tennis			25.00hr

5. Music Hire/ Services/ Repairs

Description	Charge	MBMS
Repair to School Instrument	As quoted	

6. Remissions and Voluntary Contributions

The Governing Body is required to determine policies for (a) making charges for school activities (b) remitting such charges.

Where education is provided for registered pupils outside school hours and is not required as part of the National Curriculum or religious education, such education is defined by 1988 Education Act as an “Optional Extra” and charges may be made.

Charging

Charges will be made for optional extras and will include an element for:

- ◆ A pupil's travel costs
- ◆ A pupil's board and lodging costs
- ◆ Materials, books, instruments or other equipment costs
- ◆ Non-teaching staff costs
- ◆ Entrance fees to museums, castles, theatres, etc.
- ◆ Insurance costs
- ◆ Teaching staff costs, including the cost of travel and board and lodging where a teacher has been engaged specifically for the purpose of providing the activity.

The charge levied for each optional extra will not exceed the total cost of the activity.

The cost of an optional extra will be determined on the basis of the cost to each individual pupil participating in the activity. The amount of any charge shall be payable by the parent or guardian of the pupil concerned.

In all instances where a school activity involves pupils in nights away from home, a charge will be levied to meet the cost of board and lodging, except in those cases where the Remission Policy is applicable.

Statutory Remissions

Parents in receipt of income support may not be charged for board and lodging for participation in a residential visit which is provided specifically to fulfil statutory duties under the National Curriculum.

Other Remissions

A parent can apply to the school for a discretionary partial or total remission of charges in cases of hardship.

Voluntary Contributions

The existence of the school's policies on charging and remissions does not prohibit voluntary contributions being sought for the benefit of any school activity.

Should the school make a request or invitation for voluntary contributions, there is no obligation for parents to contribute and their child will not be treated differently accordingly.

If the school decides to put on an activity that could not be funded without voluntary contributions, it shall not be under any obligation to provide that activity should the level of voluntary contributions received make the activity financially non-viable.

Third Party Activities

None of the provisions of these policies will apply where a third party levies a charge directly on parents in return for services provided.

Music Tuition

Where individual tuition is provided for a pupil, except as part of the syllabus for a prescribed public examination, or as required by the National Curriculum, whether inside or outside school hours, a charge is made. Such charges also include the cost of the teacher providing the lesson as well as the cost of music, the hire and insurance of the musical instrument and allied tuition, such as ensemble playing.

Legal Status	Statutory/website
Approved by	Executive Principal
Date	November 2015
Next review	Annual
Further information	Tracy McDonagh, Clerk to the Governors.
