



Hednesford Valley High

Charging and Remissions Policy

Reviewed by: L. Fox

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1. Rationale

The school is committed to ensuring equal opportunities for all students, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

2. Legislation and Guidance

We are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE based on the Education Act 1996: Sections 449-462.

3. Responsibility of the School

The Governing Body of the School are responsible for determining the content of the policy and the head teacher for implementation. Any determinations with respect to individual parents will be considered jointly by the head teacher and/or Chair of Governors.

4. Charges

We will not charge parents for:

- Admission applications;
- Education provided during school hours (including the supply of any materials, books, or other equipment);
- Education provided outside school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the student is being prepared for by the school, or part of religious education;
- tuition for students learning to play musical instruments if the tuition is required as an essential part of the National Curriculum, or part of a syllabus for a prescribed public examination syllabus being followed by the student, or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities);
- entry for a prescribed public examination, if the student has been prepared for it at the school;
- education provided on any trip that takes place during school hours; education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of the schools basic curriculum for religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying students on a residential trip;

- transporting registered students to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered students to other premises where the governing body or local education authority has arranged for students to be educated;
- transport that enables a student to meet an examination requirement when he has been prepared for that examination at the school;
- transport provided in connection with an educational trip.
- Breakfast Club.

Voluntary Contributions

We may, from time-to-time, ask for voluntary contributions towards the benefit of the school, school activities or charitable fundraising events. If an activity cannot be funded without voluntary contributions, we will make this clear to parents at the outset. We will also make it clear that there is no obligation for parents to make a contribution, and notify parents whether assistance is available. No child will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity.

If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled. We will strive to ensure that parents do not feel pressurised into making voluntary contributions.

Parents will be invited to make a voluntary contribution for the following:-

- Entrance fees incurred on Educational visits/Reward Trips.
- Transport costs for Educational visits/Reward Trips.

Charges will be made for the following:

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|-----------------------------------|--|
| • Food Tec/Life Skills | £1.50/week |
| • Kingswood Residential | £151.00 |
| • Youth Club | £4.00/week |
| • Educational visits/Reward trips | Each individual visit/reward trip will be individually costed. |
| • Entry fee to Christmas Show | Approx £5.00/ticket |
| • School Prom | £20.00/student |
- To reclaim the cost from parents/carers for wilful or careless breakages and damage to school property and equipment.

- Replacement for lost Student Diary at a cost of £2.50

5. School Meals

School dinner payments are expected to be paid in advance.

Cost £2.34 for a student meal

£3.28 for an Adult meal.

Any debts relating to the non-payment of school meals is the responsibility of the school. Parents are asked to pay for school meals weekly. Non-payment will be allowed to a maximum debt of £10. Parents will then be asked to provide sandwiches until the debt is paid

6. Freedom of Information/Subject Access Requests

Hard copy of documents 20p per copy

£10 Administration Charge.

7. Method of Payment

Hednesford Valley High is a cashless school. Payments for all activities, including charitable events are made through ParentPay. ParentPay accepts payments online by a debit or credit card. For cash payments parents/carers can request a Bar-coded letter from school to pay for items in cash at participating Pay point stores.

8. Lettings

A charge will be made for the letting of the school premises or grounds in line with Hednesford Valley High School Lettings Policy. Chargeable rates are reviewed annually by the Governors. The charge should at least cover Services (heating & lighting), Staffing (caretaking and cleaning), administration and wear and tear.

Weekday Charges

Hire of Room:	£50/hour
Hire of Hall	£65/hour
Hire of Car Park:	£20/hour
Hire of Playing Field	£65/hour
Site Technician Charges:	£25/hour to open up
	£25/hour to lock up

A £70 weekend supplement will be levied to cover the extra cost of caretaking/cleaning incurred by the school outside of the standard school week.

9. Remissions

Students who are entitled to pupil premium funding will pay a 75% contribution towards the cost of the following:

- Residentials
- Duke of Edinburgh Club and Expeditions
- Youth Club
- Curriculum Educational visits **but not Reward Trips.**

10. Dissemination and Review

The policy will be disseminated widely both Staff and Governors through appropriate meetings.

The policy will be reviewed October 2024.