

# University of Birmingham School

## Charges and Remission Policy

<b>Review Frequency</b>	Annually		<b>Review date</b>	June 2017
<b>Governing Committee Responsible</b>	Resources	<u>Approved(date)</u> 5 June 2017	<b>Next Due</b>	June 2018
<b>Governor Approval (date)</b>	17 September 2015		<b>Website</b>	Yes
<b>Staff Responsible</b>	M Roden		<b>Date Produced</b>	8 July 2015

<b>Contents</b>	<b>Page</b>
1. Aims	2
2. Activities for which the Governing Body may make a charge	2
3. Policy Statement	3
4. Grants and subsidies	3
5. Implementation	3
6. School Policy	3
7. Making the Charge	4
8. Scale of Charges	4
9. Art/Technology Projects	5
<p style="text-align: center;">At the University of Birmingham School we refer to <b>Pupils</b> (who are in Years 7-11 and aged 11-16) and <b>Students</b> (who are in Years 12/13 and aged 17-18)</p>	

## **1 Aims**

- a) To ensure that all pupils and students have the opportunity to access School activities and trips regardless of family income. Where such an activity or trip is only viable with voluntary contributions, parents and carers will be informed of the level and cost of contribution as soon as possible.
- b) To provide opportunities for the pupils and students to develop their character virtues by engaging in the School's extensive, stimulating and engaging enrichment and extra-curricular programme.
- c) To ensure the School is able to recoup costs or charges incurred by use of its facilities or premises over and above that required to deliver the curriculum.
- d) To ensure the School is able to recoup costs or charges incurred whilst fulfilling its obligation under the Freedom of Information Act.

## **2 Activities which the Governing Body may make a charge include:**

- a) Music Tuition except where such tuition is required as part of the syllabus for a public examination or the National Curriculum (see section 4 below);
- b) Education, Transport and Examination fees except where specifically prohibited;
- c) Board and Lodging (but not for travel or fees) on residential activities in school time or as required for an examination course except for students whose parents are in receipt of income support or family credit or qualify for the Pupil Premium;
- d) 'Optional' trips and visits wholly outside normal School hours e.g. sports tours, ski trips, theatre visits.
- e) Recovery of wasted examination fees;
- f) The replacement of lost books and damage caused through misbehaviour;
- g) Reprographics and associated disbursements when the school is dealing with outside agencies;
- h) Personal telephone calls and use of photocopiers made by staff and/or parents, carers or members of the local community.
- i) Use of school premises by outside agencies during normal School opening time;
- j) Recover costs from students who have been witnessed causing damage to school premises/property, and;
- k) Hire of staff to support students in other schools.

## **3 Policy Statement**

- a) The School will charge wherever appropriate but the charge will never exceed the actual cost and may be subsidised from School funds.
- b) Where an activity cannot be funded without voluntary contributions parents will be informed at the outset as to the level of contribution required to render the activity viable. Parents will be informed that there is no obligation to contribute but it will also

be made clear that the activity will not take place unless there is the necessary level of support.

- c) The Governing Body will encourage parents to make voluntary contributions to their children's education by providing such items as pens, pencils, rulers, bags, materials, ingredients and materials etc. They recognise, however, that no student will be excluded from any activity by reason of the failure of a parent to make such a contribution.
- d) The Governing Body intends to recoup the full costs but it undertakes to keep this policy under review and examine individual cases of hardship.

## **4 Grants**

4.1 Eligibility for free school meals may also entitle parents and carers to receive one-off small grants for home to school travel costs and uniform.

4.2 Pupils and students who are in receipt of free school meals will also be entitled to receive music tuition on one instrument at no cost, subject to their continued attendance at lessons.

4.3 For School trips which take place wholly outside the School timetable, such as sports tours, pupils and students in receipt of free school meals shall be entitled to a subsidised rate to be decided on a case-by-case basis by the Principal.

4.4 In both of these cases, the grants and subsidies will be paid for by the pupil premium grant and not by increasing the charges for other pupils and students.

## **5 Implementation**

Notification will be via induction evenings for new parents and carers, School newsletters and via the School website.

## **6 School Policy**

- 6.1 All charges will be reviewed, at least annually, by the Governing Body who should take into account the following criteria:
- a) The level of demand and competition for the services in question;
  - b) All elements of cost (e.g. labour, energy, materials) and inflation since the date the charge was last reviewed;
  - c) The degree to which it is intended to subsidise or profit from the charges rendered. However, it should be noted that the School may cross-subsidise lettings for community and voluntary use with income from other lettings, provided there is no net cost to the delegated budget;

- d) It is recommended that the level of charges that may be reimbursed in connection with any kind of approved use should be regarded as a basic minimum when considering charges to other users.
  - e) Determine whether VAT is chargeable (see guidance in School Finance Manual Section 16) and, if chargeable, decide if the charge is either “VAT inclusive” or “VAT exclusive”.
- 2.2 The agreed scale of charges, including the basis of any remission arrangements approved by the Governing Body, should be known to all staff involved in income collection and set out on a printed list which can be made available, or displayed, to all prospective customers.

## 7 Making the Charge

- 3.1 For each service which is to be the subject of a charge it is necessary to consider and determine how the income is to be collected; here the aim is to collect the amount due as efficiently and quickly as possible but by arrangements which also ensure that all amounts due are actually collected.
- 3.2 If the scale of charges is known before the service is provided and the amounts involved are relatively low, the aim should be to make the charge at the ‘point of sale’ by collecting cash or cheque.
- 3.3 In other cases it may prove necessary to invoice the debtor. If the sum involved is significant, consideration should be given to requiring that a deposit or advanced payment be made.

## 8 Scale of Charges

Intended Cost/hire of Premises:

Area to be hired	Educational or charitable organisations		Other organisations	
	Hourly rate	Daily rate	Hourly rate	Daily rate
Sports hall	£30	£180	£34	£200
Main hall	£50	£300	£75	£300
Main hall & drama studio	£75	£450	£100	£500
Activity studio	£30	£180	£34	£200
Classroom	£10	£60	£15	£90
MUGA	£20	£120	£25	£150

- 8.1 Photocopying will be charged at the rate equivalent to the cost to the School.
- 8.2 Private telephone calls are to be discouraged but a fee equivalent to the cost of the call charge will be made.

## 9 For Art/Technology Projects, teachers will:

- a) Identify projects and produce example costings at the start of each Key Stage;
- b) Identify those students on free school meals at the start of each Key Stage;
- c) Produce an estimated cost for free school meals students at the start of each Key Stage for SLT to make a decision about how to allocate funding (department capitation or other source);
- d) Money collected will be paid into the office weekly with a clear indication of which subject area the money has originated from;

- e) At the start of a student's Key Stage 3 teachers will produce a letter giving details of the project, cost and details of the schools charging policy. Parents will be asked for a contribution at the start of the project – and money will be collected at the start of the project;
- f) At the end of a project students who have paid are able to take projects home. Those students who have not paid (except FSM) will have projects recycled where possible;
- g) A similar process will operate for Key Stage 4;
- h) As students will choose projects, a costing will be produced by the student with teacher support and checking ;
- i) The teacher in discussion with the student will make decisions about how the materials for the project will be sourced;
- j) The teacher will set a floor budget for FSM students and those students unwilling to pay and this will be discussed with Subject and Senior Leadership before the start of the project, and;
- k) Clear and detailed records of this process will be kept to maintain accountability.