



RAINHILL HIGH SCHOOL

CHARGING POLICY



LFC ACADEMY
EDUCATION
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**RAINHILL
HIGH SCHOOL**

Charging Policy

Approved by :	Board of Trustees
Signed:	Rob Owens Accounting Officer Lisa Flaherty Chair of Trustees
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Associated documentation	
Name	Version



Introduction

The Trust conforms to the stipulations (as stated below) made within its Master Funding Agreement in relation to Charges for School activities.

The Board of Trustees recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. The Board of Trustees aim to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the School and as additional optional activities.

Extract from Master Funding Agreement for Stephenson MAT:

Charging

- 2.1 For all its Academies except 16 to 19 Academies, the Academy Trust must comply with sections 402, 450-457 and 459-462 of the Education Act 1996 with regard to public examinations, charging, providing information, inviting voluntary contributions and recovering civil debts, as if its Academies were maintained schools.
- 2.2 There must be no charge for admission to or attendance at any of the Academies, and the Academies will only charge pupils where the law allows maintained schools to charge.
- 2.3 Clause 2.16 does not prevent the Academy Trust receiving funds from an LA or a charity in respect of the admission and attendance of a pupil with SEN to an Academy.
- 2.4 Notwithstanding clause 2.16, the Academy Trust may charge people who are not registered pupils at one of its Academies for education or use of facilities.
- 2.5 Where an Academy provides a pupil with board and lodging, the Academy Trust must not charge the parent of that pupil more than the cost to the Academy Trust of providing the board and lodging, except as required by the Fees, Charges and Levies guidance in HM Treasury's publication 'Managing Public Money'.

The objectives of the charging provisions in the 1996 Education Reform Act are:

- *To maintain the right to free School education;*
- *To establish that activities offered wholly or mainly during normal teaching time should be available to all pupils regardless of their parents' ability or willingness to help meet the cost;*
- *To emphasise that there is no statutory requirement to charge for any form of education or related activity, but to give LAs and Schools the discretion to charge for optional activities provided wholly or mainly out of School hours;*
- *To confirm the right of LAs and Schools to invite voluntary contributions for the benefit of the School, or in support of any activity organised by the School, whether during or outside School hours.*

Due to the limited funds in the delegated budget the Board of Trustees reserves the right to make a charge in the following circumstances for activities organised by the School:

Board and Lodgings

For trips necessary as part of the curriculum - the full cost of board and lodging will be borne by the school.

For enrichment trips, not part of the curriculum – the school reserves the right to charge parents/carers for part/all of the cost of board/lodgings associated with the trip.

Transport

For transport and other costs associated with trips which occur wholly or mainly outside School time and do not relate to a public examination, the National Curriculum or statutory duties relating to RE and delegate responsibility to the Accounting Officer for the collection of charges.

Payment of Examination Fees

- For an examination for which the pupil has not been entered by School;
- For an examination where no further preparation has been provided by the School;
- Where a pupil entered for an examination, fails to complete the examination requirement (including failing to sit the examination);
- For an examination result being re-marked at the request of a parent/guardian.
- Agree to delegate responsibility to the Accounting Officer for the collection of charges.

Peripatetic music lessons

For students who take advantage of the peripatetic music lessons offered by private tutors for non-examination lessons.

Materials

- For lost or damaged textbooks, exercise books and breakages of any School equipment at cost if damaged or broken as a direct result of misconduct on the pupil's part.
- For ingredients, materials or equipment (or the provision of them by parents) or require them to be provided if the parents have indicated in advance that they wish to own the 'finished product'.
- For any materials purchased by the School and offered to pupils for sale, e.g. stationery, calculators, art folders that may enrich pupils' learning, but is not a statutory requirement of the School to provide.
- For Departments selling goods not linked to the National Curriculum for a small profit to raise money for departmental resources.

Voluntary Contributions

To charge for non-curriculum related or seek voluntary contributions for curriculum related:

- Residential courses/trips
- Non residential courses/trips
- Materials
- Services of visiting performers

If a parent is unwilling or unable to pay, their child, in the case of a curriculum related trip, must be given an equal chance to go on the course/trip or engage the services of visiting performers.

The collection of charges has been delegated to the Accounting Officer by the Board of Trustees. The Board of Trustees will from time to time, review and amend the categories of activity for which a charge may be made.

Assistance to Parents

Where family income is limited, there are various forms of help available to parents. This is an entitlement and not charity and parents are encouraged to make use of these facilities where applicable. Confidential advice will always be given by staff at the School.

Examples of assistance to parents are:

Free Meals – where a family is in receipt of Income Support. Applications can be made to the Benefits Department at the LA.

Travel Claims – assistance may be given for students living over 3 miles from School and for students whose parents are on low income – further information from the LA.

Looked After or Adopted children – Please seek advice from the school if your child/children are eligible under this category.

Children who have one or more parents/guardians in the armed forces - Please seek advice from the school if your child/children are eligible under this category.

Lettings and Use of the Sports Facilities

Charges for the use of the Sports Hall, Gymnasium and Outdoor Pitches are reviewed annually for which VAT charges are payable unless blocks of 10 or more bookings are made.

All users must complete a booking form and sign a copy of the Conditions of Use document.

School Buildings

Costs of hiring a facility within the School i.e. Arts Theatre or Dance Studio are also reviewed annually. Appropriate VAT charges are also applicable unless a block of 10 or more bookings are made. All users must complete a booking form and sign a copy of the Conditions of Use document.