



THE MARK WAY SCHOOL

CHARGING AND REMISSIONS

Through this policy we aim to make appropriate charges which enable and encourage the development of a wider range of enriching activities and uses of our facilities.

PRINCIPLES

Educational Visits and Extra-curricular activities

The Governors will support off-site activities which the Headteacher considers to be of good educational value and complementary to the curriculum. Where costs are involved, parents will be asked to contribute so that each activity is self-funding. Mark Way school staff costs will be met by school. If funds received are insufficient, the visit may be underwritten by the school, or cancelled, at the discretion of the Headteacher.

Voluntary Contributions for Non Curriculum Activities

When organising school activities that are not part of the curriculum but enrich the educational experience of the children, the school will invite parents to contribute to the cost of the activity. These contributions are necessary to fund the activity but are voluntary as the school cannot make contributions mandatory. The level of contribution is decided by the Head Teacher and is designed to cover the cost of the activity without affecting the schools budget allocation. Staff costs will always be met by school. There are circumstances where the school will contribute towards an activity, but if the school does not receive sufficient voluntary contributions, the school may decide to cancel the activity. If the activity goes ahead, it will include children whose parents have not paid any contribution. In these circumstances the school would not treat these children differently from any others.

We may ask for voluntary contributions for activities wholly or partly in school time which otherwise would be prohibited by cost. No young person is excluded from any such activity on the basis of non-contribution.

Support is available towards part or all the cost of activity where there are financial difficulties or the family is in receipt of relevant benefits (please ask for information from the school office).

We may charge where it enables an increase or enriches non-statutory extra curricular provision at any time.

We support the development of all community groups use of school facilities through a flexible charging approach.

We offer minimum cost of facilities for non-profit making community activities.

KEY RESPONSIBILITIES

Resources Committee

- Will review and amend the charging and remission policy
- Will review annually the charges for supplies and services will monitor whether actual income is in line with anticipated income
- Finance Officer will be responsible for drafting proposals for charges
- Will provide reports for the finance & staffing committee
- Finance Officer will provide effective financial administration enabling efficient budget management.
- Will manage the letting of school premises
- Will maintain efficient and effective information systems
- Arrange management of the premises during lettings.

Users

- Will abide by the terms and conditions of the booking and hiring contract together with HCC/Mark Way School Conditions of Hire document

PROCEDURES

1. Off site extra curricular activities

A voluntary contribution not exceeding the actual cost will be requested.

2. On site activities

Curriculum Enriching Activities

3. Extra-curricular clubs

A charge may be levied for participation in extra curricular activities to meet the costs of materials and staffing as needed.

4. Residential Study Visits

A charge not exceeding the total cost will be made for specialist tuition and residency fees.

5. Letting of premises

The charges are set on the basis of Hampshire County Council suggested rates of hire.

6. Hire of Minibuses

Hire of minibuses is strictly to other Hampshire county schools or community groups on request. Charges will be negotiated accordingly and agreed with hirer.

7. Charges for services

Details of charges for photocopier, telephone and fax facilities are available from the school office.

8. Arrangements for part or full remissions of charges

The governors may provide financial support from the school budget or external grants for those families unable to meet the full cost of voluntary contributions or charges on application to the head teacher. The resources committee will be informed in general terms of the total provided for each activity.

The governing body support the development of all community groups use of the school through a flexible charging approach. This may include offering reduced rates at the discretion of the resources committee

Reviewing this policy

This policy was reviewed by governors in September 2023 and it was approved by the Full governing body on 20th September 2023. It will be reviewed in September 2026 or earlier if required.

Headteacher:

Date:

Chair of Governors:

Date: