

# The Federation of Heathfield and St Francis Schools



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Executive Headteacher  
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## STATUTORY POLICY

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### The Federation of Heathfield and St Francis Schools Charging and Remissions Policy

Policy by: Rachel Weldon, Executive Headteacher

Date: January 2021

Signed: *Chris Mowat*  
Chair of Governors

To be reviewed: Biennially

# CHARGING AND REMISSIONS POLICY

## PRINCIPLES

The Federation of Heathfield and St Francis Schools aims to make appropriate charges which enable and encourage the development of a wide range of enriching activities and uses of our facilities.

Charges are based on Hampshire's Manual of Financial Practice and Procedure, which is adopted by The Federation of Heathfield and St Francis Schools.

The Federation of Heathfield and St Francis Schools makes no charge for National Curriculum and related activities in school time.

We may ask for voluntary contributions for activities wholly or partly in school time which otherwise would be prohibited by cost. No child 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 see below).

We may charge where it enables us to increase or enrich 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.

We raise income for school from local groups using the facilities.

We offer caretaking services to users.

## KEY RESPONSIBILITIES

The Governors will:

- review and amend the charging and remission policy; and
- review annually the charges for supplies and services, and will monitor whether actual income is in line with anticipated income.

The Federation Business Manager will:

- be responsible for drafting proposals for charges;
- provide reports for the Governors;
- provide effective financial administration enabling efficient budget management;

- manage the letting of school premises;
- maintain efficient and effective information systems; and
- arrange management of the premises during lettings.

Users will:

- abide by the terms and conditions of the booking and hiring agreement together with The Federation of Heathfield and St Francis Schools Conditions of Hire document.

## **CHARGING PROCEDURES**

### **School Meals**

There is no charge for pupils who are entitled to free school meals or infant free school meals. Pupils who are not entitled to free school meals will be charged a set amount, which is decided by the Hampshire County Council.

### **Offsite Extra-Curricular Activities**

A voluntary contribution, not exceeding the actual cost, will be requested. As a last resort, because of limited budgets, we may have to cancel some trips that we might wish to offer if voluntary contributions are not forthcoming. If the activity is cancelled all monies paid will be returned to parents and carers.

### **Onsite Curriculum Enriching Activities**

#### Music Instrumental Teaching (if provided)

Class based specialist teaching will be provided free of charge. The cost of instrumental lessons to individuals or small groups will be met through a combination of subsidy from the school's budget and charges to parents and carers. Charges are set on an annual basis and paid termly in advance. Parents and carers will be expected to hire or buy their child's own instrument; some instruments may be available for loan from Hampshire Music Service.

#### Extra-Curricular Clubs

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

#### Residential Visits

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

### **Damage to Property and Breakages**

Where school property has been wilfully or recklessly damaged by a pupil, the Federation may charge parents and carers for some or all the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the Federation has been charged, the Federation may charge some or all the cost to those responsible.

Whether or not these charges will be made will be decided by the Executive Headteacher and dependent on the situation.

### **Letting of premises**

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

### **Hire of Minibuses**

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

The Federation does not permit school vehicles to be used by private individuals or for private use by Hampshire County Council employees as they are not insured for this purpose.

All drivers of the minibuses must be MIDAS trained.

### **Charges for Services**

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

## **REMISSIONS AND CONCESSIONS**

The Federation will consider the remission of charges to parents and carers who receive the following support payments:

- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well and have an annual gross income of no more than £16,190)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of Pension Credit
- Working Tax Credit run-on
- Income related Employment and Support Allowance
- Universal Credit

Children of families who receive these payments are also entitled to free school meals. Parents and carers who are eligible for the remission of charges will be dealt with confidentially.

The Executive Headteacher and Chair of Governors will authorise the remission of charges.

The Federation may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the Executive Headteacher and Governing

Body.

The Governing Body supports 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 Governing Body.

**Inability or unwillingness to pay**

The Federation of Heathfield and St Francis is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

**Complaints**

Complaints about the implementation of this policy or any decisions taken in line with the policy will be considered as part of the school's complaints procedures.