

**SIR GRAHAM BALFOUR**



**SCHOOL**

**CHARGING**

**POLICY**

# SIR GRAHAM BALFOUR POLICIES AND PROCEDURES

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## CHANGE CONTROL

Date	Issue	Details of change
Sept 03	1	Initial Document
June 04	2	As agreed by Finance Committee
June 05	3	Agreed by Finance Committee 7 <sup>th</sup> June '05
06/06/06	3.a	Updated as per Resources review 6 <sup>th</sup> June '06
26/06/06	4.0	Issue etc. updated following goverenor approval
08/02/08	4.a	Updated as agreed by Resources Committee
24/06/08	4.b	Updated following review by Resources Committee
25/11/08	5.0	Issue etc. updated following goverenor approval
24/02/10	5.a	Updated following review by Resources Committee
09/03/10	6.0	Issue etc. updated following goverenor approval

## AUTHORISATION

Approved at full Governors Meeting on 8<sup>th</sup> March 2010

Signed:

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Chair of Governors

Date

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## **INTRODUCTION**

The Governing Body of any school can only charge for school activities as set out in the Education Act 1996: Sections 449-462 and any such charges may only be levied if there is an appropriate Charging and Remissions Policy in place. This document has been generated to meet that requirement.

The document also specifies charges applicable to services available for third party purchase or use by school staff for personal non school activities.

## **AIM**

The aim of this policy is to detail the methodology of Sir Graham Balfour High School charging for activities and, where appropriate, detail the charges that may be incurred.

## **KEY ELEMENTS**

### **DEFINITIONS**

#### **SCHOOL HOURS**

In this document School Hours are defined as follows and do not include the break in the middle of the day.

Morning ( 4 Hours 40 Minutes)

8:50 Period 1  
9:50 Period 2  
10:50 Period 3  
11:15 Break  
11:30 Period 4  
12:30 Period 5  
13:30 End of Morning Session

Afternoon (1 Hour)

14:20 Period 6  
15:20 End of Afternoon Session

#### **DURING or OUTSIDE SCHOOL HOURS**

##### **Non-Residential**

If a non-residential activity takes place partly during and partly outside of school hours and most of the time spent occurs during school hours the

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activity is deemed to be taking place entirely in school hours and no charge may be made.

Time spent on travel only counts as being during school hours if the travel takes place during school hours.

If an activity involves much travel before and after normal school hours and the time spent at the destination falls mainly within school hours the activity is considered as taking place in school time and a charge may be made.

If an activity involves leaving school an hour or so earlier than the end of the school day and goes on until quite late in the evening the activity will be considered as taking place outside of school time and a charge may be made.

### **Residential**

Special rules apply for residential activities. Each school day is divided into two sessions and each 24 hour period is divided into two half days beginning at noon and midnight.

An activity is considered to fall within school time if the number of school sessions missed by the pupils amounts to half or more of the number of half-days taken up by the activity.

If fifty percent or more of a half-day is spent on a residential trip the whole of that half-day is considered as spent on the activity.

On this basis, a term-time trip from noon on Wednesday to 9 pm Sunday would be counted as taking place in school time as it lasts nine half-days and includes five school sessions.

An activity from from noon Thursday to 9 pm Sunday would be counted as taking place outside school time as it lasts seven half-days and includes three school sessions.

### **ACTIVITIES NOT RUN BY THE SCHOOL OR LA**

If an organisation acting independently of the school or LA arranges an activity to take place during school hours the organisation may apply a charge. If parents wish their children to participate in any such activity they must ask the school to agree to their children being absent in the same manner as if they wished to take their children out of school for a family holiday.

Where an activity organised by a third party and approved by the school, is educational, or is supervised by someone authorised by the school, then it will be treated as if it were provided by the school and treated accordingly from a charging aspect.

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## BACKGROUND

Education provided during school hours, including material, equipment and transport provided in school hours by the Local Authority or by the school carrying pupils between the school and an activity, must be provided free of charge.

The school will, however, charge for:

- Optional, extra activities provided mainly or wholly outside of school hours as long as such activities are not a necessary part of the national curriculum or do not form part of the school's basic curriculum for religious education.
- Other activities that happen outside of school hours if parents agree to pay.

and in the circumstances detailed below for the following:

- Residential Activities
- Musical Instrument Tuition
- Public examination entry fees
- Transport in the school minibus

The school will also invite voluntary contributions from parents or others if it wishes to run an activity mainly or wholly during the school day for which it would require additional funding. However, no student should be excluded from such an activity because his or her parent cannot or will not contribute. When inviting voluntary contributions for an activity parents will be, advised of the following, as appropriate:

The activity cannot take place without some help from them.

If there are insufficient voluntary contributions to make the activity possible and there is no way to make up the shortfall the activity will be cancelled.

## CHARGES

### STUDENT RELATED

Where charges are made they will be based on the cost to fund the activity with no profit to the school with the cost for an individual pupil being calculated on the basis that all pupils participating in the activity will be contributing.

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## Residential Activities

If a residential activity takes place largely during school time, meets the syllabus for a public examination, or is to do with the national curriculum or religious education, no charge will be made for either the education or for the cost of travel. However, charges will be made for board and lodging except for pupils whose parents are receiving:

- Income Support
- Income-based Jobseeker's Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- Child Tax Credit (providing that they are not entitled to Working Tax Credit and have an annual income assessed by Her Majesty's Revenue and Customs, that does not exceed the published figure for the then current tax year)
- The guaranteed element of State Pension Credit

All parents will be advised of their rights to claim free activities if they are receiving these benefits.

## Musical Instrument Tuition

All students are entitled to instrumental lessons with payment being governed as follows:

- Charges will not be made where Instrument tuition forms an essential part of either the national curriculum or a public examination syllabus being followed by a pupil.
- Where charges are made the following will apply:
  - A charge of £150 per year, payable during the Autumn term, will be made for Instrumental lessons.
  - Students who give up tuition during the year will not be entitled to a refund because the school has already bought in the music tuition.
  - Students receiving free school meals will receive a 50% reduction.
  - Assistance from the Endowment Charity will be considered for those who request it.

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## **Public Examinations**

### **Entry Fees**

Charges will be made for pupils entry for public examinations that are set out in Regulations in the following circumstances:

- The examination is not on the set list but the school arranged for the pupil to take it.
- The examination is on the set list but the pupil was not prepared for it at Sir Graham Balfour.
- A pupil fails without good reason to complete the requirement of any public examination where the governing body or the local authority originally paid or agreed to pay the entry fee.

### **Other Costs**

Charges will be made for tuition and other costs if a pupil is prepared outside of school hours for an examination that is not set out in Regulations.

### **Transport in School Minibus**

Charges are only made for use of the school minibus in the following instances:

- Optional, extra activities provided mainly or wholly outside of school hours where such activities are not a necessary part of the national curriculum and do not form part of the school's basic curriculum for religious education.
- Other activities that happen outside of school hours if parents agree to pay.
- Where voluntary contributions have been invited to run an activity mainly or wholly during the school day for which additional funding is required.

## **NON STUDENTS RELATED**

### **Private Telephone Calls**

Brief, necessary calls will be free of charge.

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## Private Photocopying and Laser Printing

The following charges will apply irrespective of document size up to A3 maximum:

Black and White	5p per copy
Colour	25p per copy

At the discretion of the Business Manager large volumes may attract a slightly reduced charge.

## Laminating

A charge of 10p per sheet will be made for up to a maximum of A3.

## Binding

Charges for document binding will be:

Comb	50p per document
Thermal	Price on Application

## Minibus Charges

Rates of hire:

	£
Hourly	5
Half Day	15
Daily	30
Weekly	190

+ 25p per mile.

Proof that appropriate vehicle, passenger and contents insurance, provision of which will be the responsibility of the hirer, is in place will be required before release of the vehicle to the hirer.

If at the end of the hire period the vehicle is returned with less fuel than was provided at commencement of the hire the hirer will be charged for the shortfall at the then current rate.

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### **Lettings**

Daytime use of teaching rooms by external agencies will be charged at:

Hall	£30 per hour
Other classrooms, (including the Conference Room)	£10 per hour

and, if required, the following may be provided at an additional cost of:

Tea, Coffee and biscuits	£2 per person
TV	£2 per hour
Video/DVD	£2 per hour
OHP	£1 per hour
Multimedia Projector	£5 per hour

### **Other Charges**

Where items are purchased specifically for students to purchase for their own personal use e.g. Revision Guides, Arts Materials, Memory Sticks, etc. such items will be sold on at their cost to the school.

### **MONITORING & EVALUATION**

The policy, which will be monitored through:

- Feedback from personnel operating the policy day to day.
- Recommendations from personnel involved in the delivery or procurement of any facilities covered herein.

Will be evaluated by the Resources Sub-Committee annually, or more frequently, if legislation or experience suggests it is appropriate.