



**Dorset Education Partnership**  
**FERNDOWN UPPER SCHOOL**  
**CHARGING & REMISSIONS POLICY**

Policy first adopted: November 1995

To be reviewed every three years

Reviewed December 2010

Reviewed December 2012

Reviewed October 2015

Reviewed

Reviewed

Reviewed.

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Reviewed

## **Policy on Charging and Remissions.**

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs and trips, can make towards a student's education.

The Governing Body aims to promote and provide such activities as part of a broad and balanced curriculum and as additional optional activities for the students of the school

The Education Reform Act 1988 sets out the law on charges for school activities. It prohibits charges to be made except in certain clearly defined circumstances where charging will be permitted at the discretion of the Governing Body. The Governing Body is obliged to draw up and keep under review, a policy in respect of charges and remission arrangements for the school.

The Governing Body is empowered to seek voluntary contributions from parents in situations where 'charging' is not permitted but –

- There is no obligation to contribute
- Registered students will not be treated differently according to whether or not their parents have made any contributions in response to the request.

There are also a number of areas in which the school makes charges to students, staff or others. These charges will be reviewed annually by the Governors and any changes will be notified.

The principle of the charging policy is to ensure, where appropriate, that the charge for a service, covers the cost of that service. If the Governors so decide, there may be some subsidy allowed, but close monitoring of any expenditure is required.

The charging policy covers the following:

- School Based Activities/Trips/visits
- Music Tuition and Exam fees
- Public Examinations
- Lettings
- Photocopying
- Travel Costs – School Buses
- Administration charges for lost examination results
- Minibus
- Supply
- School Uniform
- Miscellaneous charges – lost books, vandalism, accidental damage etc.

## **1. School Based activities/Trips/Visits**

### **1.1 Activities wholly during school hours** (where more than 50% of the time for the activity – with any associated traveling time – takes place within the school session times):

Students and parents are not required to pay for or supply any materials, books, instruments or other equipment for use in connection with their education provision during school hours. We do ask however, that students come to school equipped with general purpose writing and drawing equipment (pen, pencil, rubber, ruler, crayons etc).

In some subjects, such as Design Technology, a voluntary contribution may be requested to contribute to the cost of materials. **No student will be excluded from the activity if a voluntary contribution is not received.**

From time to time trips and visits, workshops and other activities will be organised for which parents will be asked to make a voluntary contribution. This will normally be based on the full cost of the trip, visit or activity and the number of students participating. It will be made clear to parents that:

- i) No student can be excluded from the trip, visit or activity if the voluntary contribution is not paid
- ii) It is highly likely that the trip, visit or activity will not take place unless all parents pay the voluntary contribution
- iii) Parents of PPG students may request to receive subsidy from the school to cover board and lodging of any residential trip.

### **1.2 Activities outside school hours**

No charges will be made for education and associated incidentals where education is:

- i) Required as part of a syllabus for a prescribed public examination
- ii) Provided specifically to fulfill statutory duties relating to the National Curriculum
- iii) Provided specifically to fulfill statutory duties relating to Religious Education.

In such circumstances voluntary contributions will be asked for on the same basis as during school hours.

For all other activities a charge based on the full cost of the activity and the number of students participating will be made.

## 2. Music Tuition and Exam Fees

All students are offered the opportunity to take instrumental tuition. Tuition is offered via peripatetic music teachers in school on various instruments.

Ferndown Upper School will cover the cost of music tuition for PPG students only. The cost to the school is approximately £30 per hour (as at September 2015). Students may opt to have an individual twenty minute lesson at the cost of £10 or a twenty minute group lesson at a cost of £5.00

The music department has no instruments to loan to students, so they are expected to provide their own instrument. The school can offer to buy instruments on the parent's behalf, in order to save the VAT element, which the school can claim back.

All music tuition is exempt from VAT.

## 3. Public Examination Fees

Students take examinations in Y10, Y11, Y12, Y13 and Y14. The school will pay for all initial examinations for which the students have been entered. Parents have to sign an examination declaration form, agreeing to pay for any exam entered which the student does not attend or does not comply with the coursework conditions.

All retakes will be charged at an average cost of £35 each.

All retakes have to be paid for prior to the examination taking place, if payment has not been received the student will not be allowed to retake the exam.

Examination Fees are exempt from VAT.

## 4. Lettings

Charges for the letting of the school are reviewed annually by the Governors. Please see the **Lettings Policy** for further information.

## 5. Reprographic charges

Departments are recharged costs for colour photocopying at 4p per copy. Black and white copying is charged to the central reprographics budget.

## 6. School Buses

The School organises two bus services:

- Bournemouth bus to transport students traveling to and from the Bournemouth area.
- Late minibus to Verwood and surrounding areas for children attending after school clubs etc.

### **6.1 Bournemouth Bus**

The Governors have decided that for the time being the Bournemouth bus will be free of charge to the FUS students. This will encourage more students to take up places at Ferndown Upper School from Bournemouth. FMS students may also travel on the bus for which there will be a charge of £80 per term.

The following section (*italicized*) is not currently relevant but has been left in for possible future use.

- *The charge for a student traveling to and from school will be £130 per term.*
- *The charge for a student traveling one way will be £65.*
- *There will be a 15% reduction for families where more than one child travels.*
- *Students may travel on an ad-hoc basis and will be charged on a pro rata basis depending on the number of school days in that term.*
- *The school will provide this service to students traveling to and from FMS also.*
- *Any student in receipt of FSM will be charged 50% of the full cost.*
- *Any student in the sixth form in receipt of the sixth form bursary will have their bus charges deducted from their bursary payment.*

*Bus passes are paid for within the first week of the term on a termly basis. Bus passes will be issued on receipt of payment and they must be shown to the bus driver daily. If payment is not received within the first week, the student will be stopped from using the bus until payment has been made.*

*There are no discounts in respect of families being on holiday or for occasional non-usage e.g. illness, work experience as the seat still has to be paid for by the school to the bus company. Y11 and sixth form students will have a slight reduction in the summer term in lieu of exam leave. Pro rata bus tickets may be issued for students only attending on a part time basis e.g. CACHE.*

### **6.2 Late Bus**

There is a £1.00 charge per trip for all students except PPG students who travel free.

## **7. Minibus charges**

The school minibus is available to all departments for their usage. Drivers must have undertaken the County minibus test before being allowed to drive the minibus and must have made themselves familiar with the Minibus Operating Standards.

Departments or Specific Trip Accounts will be charged as follows:

Up to 80 miles 70 pence per mile

Over 80 miles 50 pence per mile.

Outside hirers will be charged as follows:

- Immediate feeder schools £25 per day hire (or part day thereof) + 35 pence per mile
- Others £35 per day hire (or part day thereof) + 35 pence per mile

## 8. Supply

In some instances it is appropriate to recharge the cost of supply to an external body e.g. WMMS for the cost of art teachers, AQA for exam marking. In the majority of cases, the supply refund is specified by the external body themselves, however on the occasions when the school is able to recharge supply, this will be at the cost of the individual teacher concerned plus on costs and VAT exempt.

## 9. Administration charges

Occasionally the school is requested to photocopy student files for parents under the Freedom of Information Act. Charges as follows:

Administration Charge	£10 per hour	plus VAT at the standard rate
Duplicating Charges	£0.10 per copy	plus VAT at the standard rate

Ex-students occasionally lose their exam results and the school is requested to confirm exam results. Charges as follows:

Administration Charge	£10	plus VAT at the standard rate
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## 10. School Uniform

Families with children who are in the PPG category will be provided with a voucher to the value of £50 to be redeemed against school uniform once every two years.

## 11. Miscellaneous Charges

### Items made in school

The school will ask for the cost of materials, ingredients or equipment for certain aspects of the curriculum if the parents have indicated in advance that they wish to own the finished product.

Breakages (e.g. windows, equipment etc)

All accidental or non accidental breakages must be paid for (at the discretion of SLT).

When an incident occurs, the member of staff should report the breakage to the SBM, in order that the site staff can be informed if necessary. Then the member of staff should inform the House Manager concerned, who will write to the parents/guardians informing them of the incident and that a charge will be made in due course (letter to be copied to SBM).

When the SBM receives an invoice relating to the breakage, an invoice to the parents/guardians will be raised for the relevant amount attaching a copy of the invoice if appropriate.

Lost Books

All lost books or damaged books will be charged at their replacement value.  
VAT Exempt