

**HIGHCLIFFE SCHOOL
FINANCE FACILITIES and audit COMMITTEE – 2 OCTOBER 2014**

CHARGING POLICY 2014-15

In order for Schools to levy a charge for any activities, it is necessary for the Governing Body to have in place a general policy on charging.

Voluntary Contributions

Parents will be asked to make voluntary contributions towards the cost of running offsite activities that take place during school hours. If there are insufficient voluntary contributions to make the activity possible and there is no way to make up the shortfall, the activity must be cancelled.

Voluntary contributions will also be requested from time to time to assist in raising funds for specific items of school equipment, or to increase the level of unofficial funds held for general school use.

Residential Trips

Parents will be charged the full cost of residential school trips. Parents of children who are eligible for free school meals will have these charges remitted if the trip takes place wholly or mainly during school hours, and it is necessary as part of the national curriculum.

Instrumental Music Lessons

Parents of students who wish to take instrumental music lessons at the school, will be required to make payments in accordance with the latest schedule of charges approved by the Governors. Reductions will be made for parents of children who are eligible and registered for free school meals, in accordance with the schedule at Annex 1.

Transport

Sixth Form Transport

Students attending Highcliffe sixth form who do not have practical access to public transport for the journey to school are able to apply for a space on the in-house minibus service. There is a limited supply of spaces, and students are required to pay a contribution to the cost of the service as shown in the attached schedule.

Main School – Transport for Hampshire Students

From September 2013, Hampshire County Council's transport policy affecting Highcliffe students changed. Hampshire CC withdrew free transport for students (from intake September 2013) who live in Hampshire, more than 3 miles from Highcliffe School, and for whom Highcliffe is not the nearest school.

Highcliffe School will purchase seats on Hampshire's coaches and will provide these at a subsidised price to students who have had free transport withdrawn by Hampshire. The first two seats per family unit will be chargeable, with

additional seats for siblings within the same family unit being provided at no further cost.

Work Experience

The school pays a fee to an external organisation for each work experience placement. This fee covers the cost of health and safety checks and the maintenance of a data base of availability of local work placements. Now that the Business Link funding that supported this activity has been withdrawn, parents will be asked to pay a contribution if they wish their child to take up a work experience placement. The current contribution is shown in the attached schedule of charges.

Equipment purchased on behalf of individual students

Where the school purchases specialist equipment on behalf of individual students for use in school, (e.g. graphics packs), parents will be recharged with the actual cost to the school. This enables the school to select appropriate equipment on the basis of both quality and price and helps to keep down costs for parents.

Public Examinations

An examination fee will be charged to parents if a student fails, without good reason, to complete a public examination where the Governing Body originally paid the entry fee.

Re-sit fees for the first and any subsequent re-sits will be paid by the candidates.

Students wishing to re-sit GCSE Mathematics, English and Science in Year 12 and Year 13 will be expected to pay for the examination entry fees in advance.

Candidates wishing to pursue an enquiry about a result where the enquiry is not supported by the school must pay the enquiry fee.

Fees for enquiries initiated by the school will be paid for by the school.

Lettings

Organisations or individuals wishing to hire out the school premises must complete a "request for school letting" form, and sign it to confirm that they will abide by the conditions of hire.

Fees will be charged in accordance with the schedule determined and reviewed annually by the Governors.

Twilight Language Lessons

Individuals attending twilight language lessons are required to make a payment for the academic year in accordance with the amount shown in Annex 1

Freedom of Information Act – requests for information

Where information is requested under this Act, it is made available for inspection at the school. If the relevant documents are required to be copied and posted to the recipient, a charge representing the cost of copying and postage will be levied.

Recommendation

It is recommended that governors approve the schedule of charges for the academic year 2014/15 as shown in Annex 1

Annex 1

HIGHCLIFFE SCHOOL SCHEDULE OF CHARGES 2014/15

Lettings

Gym / Hall / Performance Hall / Dance Studio	£20 per hour £150 full day (8 hours)
Team Elite Youth Sessions / Other Schools	£25 per 2 hour session
Classrooms	£15 per hour
Additional Classroom	£ 5 per hour

Instrumental Music Lessons

Group Lessons	£4.25 per 20 minute session
Individual Lessons	£8.50 per 20 minute session

Students eligible and registered for free school meals:

Group Lessons	£2.25 per 20 minute session
Individual Lessons	£6.50 per 20 minute session

Lockers

Hire of Locker	£3 per year, payable in advance
Deposit for lock	£5, refundable providing lock and locker in good condition

Sixth Form Transport (minibus)

Year 12	£106 autumn term, £105 spring & summer term (Total £316)
Year 13	£106 autumn term £105 spring term, £80 summer term (Total £291)

Payable termly in advance

Main School Transport – Hampshire Students (coach)

Charge per student	£316 per year for first two from family unit Free for additional siblings from the same family
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Work Experience

Charge per placement	£20
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Twilight Language Lessons

Charge for Academic Year:

Adults	£30
Highcliffe School Staff and Students	No charge
Senior citizens	No charge