



Marple Hall School

Policy Document

# Marple Hall School Charging Policy

Staff responsible for policy: Lisa Bower

Date reviewed: Spring 2023

Date approved by Governors: TBC

Signed by Chair of Committee: Dr Caroline Milner

Signed by Headteacher: .....

Date for next review: Spring 2025

## CHARGING POLICY

**As legislated by the Education Reform Act 1988, as amended, the School Governors are required to determine and publish a charging and remissions policy.**

**The School Governors anticipate that it may be necessary from time to time to amend the policy but, if they do parents / guardians will be notified accordingly.**

### Terms

Terms used within this policy are as those defined within the legislation.

### School Hours

School Hours are those when the school is actually in session. They do not include midday break.

School Hours are:                      8.35am to 2.00pm Mondays  
    8.35am to 2.50pm Tuesdays to Fridays

### School Aims

- To ensure that education in school is free
- To ensure that activities offered wholly or mainly during normal school teaching time should be available to all pupils regardless of their parents / guardians' ability or willingness to help meet the cost
- To ensure that there is no statutory requirement to charge for any form of education but the school has the discretion to charge for optional activities provided wholly or mainly out of school hours
- To ensure that the school has the right to invite voluntary contributions for the benefit of the school or in support of activities organised by the school, whether during or outside school hours

### Activities

The policy confirms the right for the school to request voluntary contributions from parents / guardians towards activities organised by the school during and outside school hours.

For trips during school hours or outside school hours but required to fulfil a statutory requirement of the curriculum, no charge will be made for pupils whose parents / guardians are in receipt of Social Support. This will be identified by reference to the Free School Meals record.

Subsidies may be available for pupils whose parents / guardians are unable or unwilling to give a voluntary contribution.

If insufficient voluntary contributions are obtained and insufficient subsidies are available it may be necessary to cancel the activity.

Charges will be made for other activities which are recognisably distinct from the curriculum where parents / guardians have indicated their agreement in advance. These visits will not proceed where full costs are not met by those wishing to participate.

Charges may be made for materials or ingredients required for practical subjects where parents / guardians have indicated in advance their desire to own the product.

### **Damages and Losses**

Charges may be made for the cost of replacing or repairing any damaged property or item resulting from a pupil's inappropriate behaviour.

Charges may be made for the cost of replacing any property or item which has been loaned or hired to a pupil and not returned.

### **Remissions**

The discretion to remit in whole or in part any charge, which may be made by the school, has been vested in the Headteacher.

Remission may be made on the grounds of educational considerations with regard to both the pupil and the school needs.

Remission may be made on the grounds of financial considerations with regard to both the pupil and the school needs.

Remissions may be made on a group or individual pupil basis.

### **Examinations**

Charges will be made to recover the wasted examination fee from the parent of a pupil who has failed, without good reason, to take a public examination.

A charge will be made for a late entry request from a parent.

Charges will be made to recover the cost of examination re-sits where the school has provided no further preparation.

### **Facilities**

Bookings are handled by an external company called [Vivify](#) and their email address is: [bookings@vivifyvenues.com](mailto:bookings@vivifyvenues.com)

If you are interested in hiring our sports facilities, meeting rooms etc, please get in touch with Vivify.

### **School to School Support**

Marple Hall School is committed to ensuring that the School to School Support programme serves the contextualised need of our locality and contributes to a school driven self-improvement model.

Daily rates are based on the average cost of an Assistant Headteacher (for a SLE commission) and a Post Threshold Teacher (for a Teacher/Aspirant SLE), including on-costs, administration, travel and subsistence.

A working day is 5 hours, plus preparation plus follow-up. A working half day is 3 hours, plus preparation plus follow-up. The cost of preparation and follow-up report writing is included in the daily rate.

Rates are exclusive of VAT.

Once a written or email request for support has been received and confirmed, Marple Hall School will invoice the client school for the full cost, which will include the number of contracted days, half days or hours.

Payment must be made in advance and within 28 days of the invoice.

Charging rates:

Full Day Rate:	SLE	£350
	Teacher/Aspirant SLE	£220
Half Day Rate:	SLE	£175
	Teacher/Aspirant SLE	£110
Hourly Rate:	SLE	£60
	Teacher/Aspirant SLE	£40