



## NEWLAND SCHOOL FOR GIRLS

Pride Aspire Excellence

# CHARGE AND ALLOWANCE POLICY

Draft	15 June 2016
Approved by Governors	29 June 2016
Review	As necessary

**POLICY TITLE: CHARGES AND ALLOWANCES**

**Date Issued: January 2015**

**Written by: CWO**

**Reason: Government Legislation – Sections 449-462 of the Education Act 1996**

**Provisional Date for Policy Revision: As necessary**

**AIMS**

School visits enhance the formal curriculum by:

- (i) providing dramatic, cultural, aesthetic, linguistic, sporting etc. experiences which are not possible in school.
- (ii) allowing pupils to gain an insight into industrial and commercial practices and to the way of life in other countries and cultures.
- (iii) Charges for visits which form part of the school curriculum cannot be made compulsory but voluntary contributions can be requested. (Education Reform Act 1988)

Music Tuition enhances the formal curriculum by:

- (i) giving pupils the opportunity to play a musical instrument or have professional singing lessons
- (ii) giving pupils the opportunity to take part in choirs / orchestras not only in this school but also within the Hull local authority.

Sale of goods

- (i) allows pupils to take made work home
- (ii) allows pupils to purchase suitable revision guides for examination work
- (iii) gives pupils the opportunity to purchase subject specific goods (e.g. calculators, art equipment)

**Purposes**

The purposes of this policy are :

- (i) to clarify when charges can and cannot be made.
- (ii) to explain possible procedures if insufficient voluntary contributions are made.

**Visits**

When letters proposing a visit are written, the expected cost of the visit per pupil must be indicated. If the visit is for education provided during school hours or if it is for education outside school hours and it is part of the National Curriculum the school must not charge. Voluntary contributions can still be requested, however, as long as this is made clear in the letter to parents. The letter must also include a paragraph which also makes it clear that the visit is likely to be cancelled if there are insufficient contributions. If the visit is not a statutory requirement and is happening outside of school hours then the full cost can be levied. If a Pupil is in receipt of Pupil Premium this could be used to support the visit if the school considers this appropriate although a voluntary contribution will still be requested.

**Music Tuition**

After consultation between the Head of Music and the Music Support Service, an agreement is reached on the number of hours of peripatetic music the school wishes to purchase during the coming academic year. Based on previous year's parental contributions, the Business Manager prepares calculations to present to the School's Governing body Finance Committee recommending fees to apply. On the 2 June 2014 Governors gave approval to charge £135 per term or £400 per year. If the pupil is entitled to Pupil Premium this can be used to offset these charges.

### **Sale of Goods**

Items required to be used for the curriculum i.e. revision guides, calculators, art books, and “made” goods from Design and Technology, for example, may be sold at cost. Goods required for extra curricular activities must include VAT. Voluntary contributions are requested.

### **Private Photocopying**

Following review of general photocopying invoices (April 2013) charges have been maintained at 3p inc VAT per copy for Black and White and 10p inc VAT per copy for colour.

### **COMMUNITY USE**

Please see “Community Use” Policy for full list of charges.

### **SCHOOL UNIFORM**

Price and Buckland supply the school uniform. Full costs are passed onto parents to include VAT where necessary. Current charges are:-

Jacket - £26.95 sizes 24” to 36”  
Jacket with VAT £32.35 sizes 38” to 48”  
2<sup>nd</sup> hand jacket £13.00  
Clip on tie with VAT £5.95  
Sport Polo £10.00 sized 32” to S  
Sport Polo £12.00 with VAT sized M to XXL  
V-Neck Jumper £12.95 sizes 24” to 34”  
V-Neck Jumper with VAT £15.55 sizes 36” to 48”  
PE Skort £10.50 sizes 24” to 26”  
PE Skort with VAT £12.60 sizes 28” to 36”  
Reversible fleece £13.50 sizes 11/12 to 13  
Reversible fleece with VAT sizes £20.40 S to XXL

	<b>ROLES</b>	<b>WHO</b>	<b>WHEN</b>	<b>HOW</b>
1	Lead Person	CWO		
2	Implementation	CWO		
3	Management	HoD/HoH	As necessary	
4	Parental Involvement	HOD/HoH	"	Letter
5	Monitoring	CWO	"	
6	Evaluation	CWO	"	

### **RESOURCES**

Where Standard Letter and Procedures - Main Office

Polofsted/Charges&Remissions