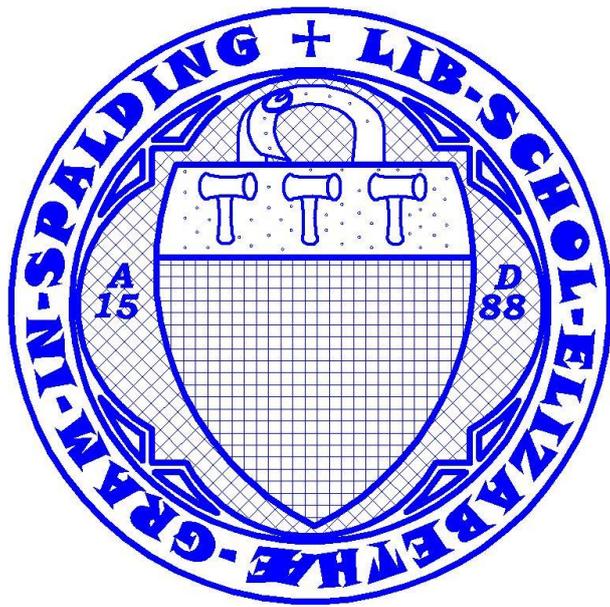


Spalding Grammar School



Fees and Charges Policy

Author:	A H Wild
Ratified by:	SLT
Review Cycle:	Annual
Next Review Date:	September 2019

Introduction

- Spalding Grammar School has set the Fees and Charges Policy in line with the guidance in the Department For Education's 'Charging for school activities'
- Subject to exceptions listed below, we are not able to charge for education provided during school hours
- Where possible, Spalding Grammar School endeavours to keep all fees and charges to Students and Parents at a minimum
- At no point will the Fees and Charges Policy at Spalding Grammar School, exclude any student from accessing the curriculum or put a child at a disadvantage
- Each activity which may be subject to a charge, is considered on an individual basis

Pupil Premium

- Pupils on low income, such as students on Pupil Premium are given support with fees and charges
- Each case is considered on its own merits. (Please refer to the Pupil Premium Policy and Bursary information for Sixth Form

Free School Meals

- Those Students in receipt of Free School Meals, will have (FSM) daily allowance added on the Cashless System, which will enable access to a meal from any catering outlet on site
- Those Students will have a credit balance for that day, which if unused does not roll over to the next day
- Sixth Form Students previously in receipt of FSM, will also have the same daily balance applied

Catering

- The In-house Catering department charges are set to cover the cost of running the department, including cost of sales and staffing
- The charges are kept to the minimum

Payment

- Fees and Charges are usually collectable via the ParentMail Cashless System
- All costs and payments are recorded by the Finance Department
- Costs calculated and detailed expenditure, can be made available on request

Trips

Fees and charges for trips is outlined in the Trips Policy

- Each trip has a Lead Organiser, who liaises with the Finance Department on the calculation of cost
- A FRA (Financial Risk Assessment) is completed for all trips, in order for the correct costs to be charged to each student
- Discretionary trips cover their costs and are not designed to make a profit
- Individual trip letters are issued for each trip and Parents are asked to give consent
- We do state that contributions towards 'Non-Discretionary' trips are Voluntary
- Those Parents who choose not to make a Voluntary Contribution towards a 'Non-Discretionary' trip, does not exclude their child from taking part on the trip

Admissions

- We cannot ask for a financial contribution towards any admission to the school

Education

We Cannot Charge For:

- We cannot charge for items shown as 'Cannot be charged' for in the 'Charging for School Activities' Department for Education (May 2018)

We Can Charge For:

- Any materials, books, instruments, or equipment, where a Parent chooses to purchase their own
- Damage, vandalism or loss to school property, if fault can be ascertained
- We can charge for items such as locker storage, or any such item which is considered part of the school uniform
- Concessions can be given to those students in receipt of Pupil Premium/FSM.
- Optional Extras- Please see ('Charging for School Activities' Department for Education (May 2018))

Optional Extras may be charged for in certain circumstances, which fall under the following categories;

Some examples are as follows;

- Education provided out of school time that is not part of the national curriculum
 - Not part of a syllabus
 - Not part of Religious Education
 - Examination Entry Fees, where a pupil has not been prepared at Spalding Grammar School
 - Transport, other than transport to and from school
 - Board and lodging for a residential visit
 - Extended day services, for example breakfast, after school and supervised homework sessions
- When 'Optional Extras' charges are calculated, the following may be included; materials, books, costs of buildings, accommodation, non teaching staff, specific teaching staff directed to provide an optional extra activity
 - Charges are made transparent and charges made to pupils are not to exceed the costs incurred in providing the optional extra
 - Music and vocal tuition in limited circumstances. Please see section Music Tuition see ('Charging for School Activities' Department for Education (May 2018))
 - Community Facilities (Please refer to booking form for Lettings)

Lettings

- Lettings- Charges are discretionary and set as per the Lettings booking form
- Clubs and Societies may be entitled to concessions for the following reasons;
 - Primary liaison benefits to the school
 - Work in partnership with the school
 - Other Educational establishments
 - Charities
 - Block Bookings
 - Regular Bookings
 - Keyholder Responsibility

- As per the booking form, payments will be made in advance
- A booking form will be completed by the third party
- An invoice will be raised by the Finance Department

Voluntary Contributions

- Legislation does not prevent Spalding Grammar School from asking for Voluntary Contributions for the benefit of the school, or for any school activities
- Unless a trip is discretionary, we should make clear at the outset that the activity cannot go ahead, if it cannot be funded by Voluntary Contributions. This is usually stated in the trip letter
- We make it clear that parents are not obliged to make a Voluntary Contribution and children will not be excluded from the activity or trip if a Voluntary Contribution is not made
- Spalding Grammar School has the right to withdraw from a trip if sufficient Voluntary Contributions are not made
- It is important to Spalding Grammar School that no child is excluded from an activity, if a Voluntary Contribution is not made
- If a parent is unwilling to pay, or unable to pay, their child shall not be excluded from the activity
- No distinction is made within communications, to disadvantage students in receipt of benefits