



HAMILTON LODGE
SCHOOL AND COLLEGE

All policies are developed collaboratively to ensure we fulfil our mission to teach each one of our Primary, Secondary pupils and Further Education students to:

- develop a full language to support memory & learning
- achieve their academic and vocational potential
- be safe and confident in the modern world
- have happy memories of their childhood and make lasting friendships
- be healthy and resilient both physically and emotionally

02: Charging and Remissions Policy.

Compulsory Policy.



HLSC Specific Policy.

Date Approved:

27 October 2020

Chair of Governors:

Martin Redshaw.

Principal:

Billy Mc Inally.

Policy Lead:

Business Manager.

Expiry Date:

27 October 2021



Hamilton Lodge School and College Policy Document.

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Introduction:

1. Local Authorities are charged fees for placing pupils at the School & College. Fees are banded according to Key Stages and distinction is made between day and residential pupils. This document addresses charges relating to activities that are not covered by those fees.

Voluntary Contributions

2. Hamilton Lodge may invite parents and others to make voluntary contributions (in cash or in kind) to make School & College funds go further. All requests to parents for voluntary contributions are to make it quite clear that the contributions would be voluntary. Children of parents who do not contribute will not be treated any differently. If a particular activity cannot take place without some financial contribution from parents and should be explained to them at the planning stage. Where there are not enough voluntary contributions to make the activity possible, the matter is to be referred to the Leadership Team. If there is no way to make up the shortfall, either through voluntary contributions or by fundraising, then the activity will be cancelled. No pupil is to be left out of an activity because his or her parents cannot or will not make a contribution of any kind.

Ownership of Articles

3. Although Hamilton Lodge School & College will generally pay for materials and equipment, it may charge for (or require the supply of) ingredients and materials that a pupil will use to create his or her own article in a practical lesson. Any subject area may charge for materials, or require the materials to be provided, so long as:
 - the artefact is to belong to the pupil
 - it can be taken away by him or her, and
 - the parents/carers have indicated in advance a wish for their child to own the product.
 - The charge made must not be more than the actual cost of the ingredients or materials.

Education outside School & College/college hours

4. Parents/carers can only be charged for activities that happen outside School & College/college hours when these activities are not a necessary part of the National Curriculum or religious education. No charge can be made for activities that are an essential part of the syllabus for an approved examination.
5. Charges may be made for other activities that happen outside School & College/college hours if parents/carers agree to pay. The Education Act 1996 describes activities which can be charged for as 'optional extras'. The Board of Trustees will decide whether to make a charge. If a charge is to be made for a particular type of activity - for example 'optional extras' - parents are to be told how the charge will be worked out and who might qualify for help with the cost (or even get it free).
6. If a charge is made for each pupil, this is not to exceed the actual cost. If further funds need to be raised, for example, to help in hardship cases, this is to be by voluntary contributions or general fund-raising.
7. The permitted charge may include an allowance for the costs of staff from the School & College who supervise the activity, but only if those staff have been given a separate contract to provide the optional extra. A contract need not be a formal document. It could be a simple letter to a staff member asking him or her to provide a service on a particular occasion.

Education partly during School & College hours

8. Sometimes an activity may happen partly during and partly outside School & College hours. If most of the time spent on a non-residential activity occurs during School & College hours, that activity counts as taking place entirely in School & College hours and no charge may be made. (Time spent on travel only counts as being during School & College hours if the travel takes place during School & College hours). As an example, a long-distance trip might involve much travel before and after normal School & College hours, but if the time spent at the destination fell mainly within School & College hours, the trip would count as happening in School & College time and be free of charge. By contrast, a trip which involved leaving School & College an hour or so earlier than usual in the afternoon, but then went on until quite late in the evening, would be classified as taking place outside School & College time. Charges would then be allowed.

Residential activities away from School & College

9. Special rules apply for residential activities. A trip counts as falling within School & College time if the number of School & College sessions missed by the pupil's amounts to half or more of the number of half-days taken up by the activity. Each School & College day is normally divided into two sessions and each 24-hour period is divided into two half-days beginning at noon and at midnight. On this basis, a term-time trip from noon on Wednesday to 9 p.m. on Sunday would last for nine half-days, including five School & College sessions, and would count as taking place in School & College time. A trip from noon on Thursday to 9 p.m. on Sunday would count as seven half-days, including three School & College sessions, and would be classified for charging as taking place outside School & College time, therefore would be classed as a residential activity. If 50% or more of a half-day is spent on a

residential trip, the whole of that half-day is to be treated as spent on the trip. For example, a Duke of Edinburgh trip starting on a Tuesday at 4pm until 10pm on a Wednesday would be classed as a residential trip.

10. For a residential activity taking place largely during School & College time, or which meets the requirements of the syllabus for a public examination, or is to do with the National Curriculum or religious education, no charge may be made either for the education or for the cost of travel. However, charges can be made for board and lodging in these circumstances, except for pupils who are boarders or whose parents are receiving Income Support, Family Credit, Disability Working Allowance or an income-based Jobseeker's Allowance.

Hamilton Lodge Vehicles

11. Only Hamilton Lodge pupils, students, staff, Governors, volunteers, people on work experience or parents/carers may travel in our vehicles.
12. Hamilton Lodge may charge for transport in their minibuses only if it holds a permit in respect of the minibus issued under section 19 of the Transport Act 1985. The permit exempts the School & College from Public Service Vehicle (PSV) operator and driver licensing requirements. A permit is not required if no charge is made.
13. Hamilton Lodge will not raise funds to make a profit by charging for travel in their vehicles.
14. Charges may recover some or all of the costs of running the vehicle, including loss of value. But the service may not make a profit, either directly through the fares charged or incidentally as part of a profit-making activity, even if any profit would go into the School & College's other running costs or for charitable purposes. A charge is any payment made in cash or kind (for example, a club subscription) by or on behalf of a person which gives him or her a right to be carried.