

WYVERN COLLEGE POLICY NUMBER 3 CHARGING

PURPOSE AND RATIONALE

Ideally, the college would like to make no charge for any activity, which is relevant to education provision, however, the limits of the college's budget force charges to be made for certain activities.

There are many activities arranged both within and outside of college premises and normal lesson time, some of which can be chargeable under the law, and some may be subject to voluntary contributions so that the activities can take place. The purpose of this policy is therefore to inform parents and staff about how the cost of activities, arranged by the college, are covered.

PRINCIPLES AND CONTENTS

(Appendix 1 to this policy provides a guide to when costs are passed to students.)

The college will make no charge for books, equipment, materials, incidental transport, and instruction in connection with the National Curriculum or statutory Religious Education taught in college. Additional Items e.g. revision books, calculators, musical instruments etc. purchased in bulk or individually will be sold on to students who request them, at cost price.

All charges levied will go towards the cost of the individual activity and no profit will accrue from activities for which charges are made, subject to the provisions in 'Refunds for Trips' sections below.

A It is the policy of the Trustee body:

1. To levy a charge for all board and lodging costs on residential visits (see Remission below);
2. To levy a charge for activities wholly or mainly outside hours which are not part of the taught curriculum (the course entitlement), however no charge is levied for transport costs when only College owned mini-buses are used.
3. To levy no charge for examination entries except where:
 - (a) the college has not prepared students for the examination in the year for which entry is made, or
 - (b) the student has failed, for no acceptable reason, to complete the requirements of the examination, or to attend for it;
4. To levy a charge for materials where parents or students have indicated, in advance, their wish to purchase the product;
5. To request voluntary contributions from parents for activities in or outside of normal hours for which compulsory charges cannot be levied, but which can only be provided if there is sufficient voluntary funding. No student will be excluded from the activity by reason of inability or unwillingness to make a voluntary contribution;
6. To seek payment from parents for loss or damage to college property caused wilfully or negligently by their children;
7. To levy a charge to cover the cost of specific sports coaching given by outside providers e.g. golf, where the student and parents have agreed in advance, due to their preference of the P.E. GCSE syllabus;
- To levy a charge towards the cost of peripatetic and instrumental music tuition at the rate of £250 per year (£8.33 per lesson) with effect from September 2020. Invoices are issued in advance and payment is expected by the end of the first two weeks of the autumn term. Refunds or credit is given for shortfall in service only if less than 30 lessons are made available during the period. No other refunds will be considered, e.g. if the students decide to discontinue;
8. To levy a charge in addition to any charges mentioned above, where there is a need to obtain a supply teacher to cover for those absent due to the activity. Staff assessing the cost of the activity are to calculate this additional sum by using the following formula:

$$\{a\} \text{ times } \pounds 50 \text{ times } \{c\} \text{ divided by } \{b\} = \{d\}$$

where {a} is the number of whole college days that cover is required,
{b} is the total number of students on the activity
{c} is the number of cover teachers required
{d} is the supply cost charged (limited to increase the cost by 25% maximum)

B Remission

Discretionary remission will be granted after a case by case decision, for students who are looked after by the local authority (within the meaning of section 22(1) of the Children Act 1989), of all or some board and lodging costs, during residential trips. The full cost of day curriculum visits will be covered for eligible looked after designated children.

Pupil Premium funding will be used to offset 50% of the cost of essential curriculum visits for Pupil Premium eligible students, but this does not extend to residential enrichment trips.

Any further remission is granted solely at the discretion of the Headteacher.

Where annual payments are required, the Headteacher may use discretion, in special cases, to agree to an alternative payment system.

C Refunds for trips

After all costs including photocopying, telephone etc. have been allowed for, any remaining funds are to be divided equally by the number of paying students and refunded by cheque or by the cashless catering account system within 3 term-time months of the completion of the activity, unless foreseen accounts/invoices are delayed. However, refunds will only be made if the following conditions apply:-

if the original cost was under £50 and the surplus is £2.50 or more per student

or if the original cost was £50 or more and the surplus is 6 % of the original cost

or any sum of £10 or above regardless of the original cost.

If the sum involved is less than the above alternatives, then the balance of the trip or activity account is to be transferred into the college's charity account used to support disadvantaged students and/or their families. Alternatively, at the discretion of Headteacher, a maximum of 50% of the surplus balances may be utilised in a follow-up activity or equipment purchase that directly benefits the same group of students.

Shortfalls may be written off to the charity account with a report made to the Trustees' finance committee.

D Policy on cashless catering misuse

If a student requests a meal that is over in value than the sum available within their account, then the following action is taken:

- The student is referred to the finance office staff who record the situation and issue the student with a note to allow him/her to obtain their meal.
- If this occurs on consecutive days, then the meal will not be authorised until the account is topped up. The student's parent/guardian is contacted if possible.
- The minimum deposit accepted into the accounts for catering is £10.

RESPONSIBILITY FOR IMPLEMENTATION

- Once an activity has been approved, the college finance team is responsible for assessing the costs involved and the prices to be applied. This will be carried out with the assistance of the staff who are organising the activity. Arrangements for collection of the funds involved are by arrangement between the finance team and the organising staff, depending on the activity involved.
- The Business Manager will oversee the processes to consider value for money.
- The Trustees have delegated to the Chair of Trustees and Headteacher the determination of any individual case arising from the implementation of this policy.
- Where losses have been incurred, the circumstances are to be reported to the finance committee by the Finance Officer or Business Manager with reasons for the shortfall. The committee will then maintain a list of accounts written off, or unrecoverable debts, to be reported as required in the college's annual report.

ACCOUNTABILITY

The full Trustee body is responsible for this policy, but has delegated its review and revision to the Trustee's finance committee, who will report any changes to the FGB by way of the minutes. Where activities are partly chargeable to students but are subsidised by college funds, the finance committee is responsible for monitoring the extent of that subsidy, to ensure that it remains at an acceptable level.

SUPPORTING DOCUMENTS AND APPROPRIATE LINKS

DfE Guidance on charging for school activities

Link: <https://www.gov.uk/government/publications/charging-for-school-activities>

The Childrens Act 1989

Link: <https://www.gov.uk/government/publications/children-act-1989-care-planning-placement-and-case-review>

REVIEW SCHEDULE

Reviewed by Finance & Audit Committee on: 10th May 2021

Ratified by the FTB 25th May 2021.

Next Review Due:

May 2022 (annual)

APPENDIX 1

CHARGING REQUIREMENTS

PUBLIC EXAMINATIONS	No Charge	Charge
Entry for all subjects prepared for in any part of college time	✓	
Books, materials, equipment, instruments (used in exams)	✓	
Entry of a re-sit for which no preparation was provided		✓
Entry if student fails to sit an exam or to complete the requirement for no acceptable reason		✓
ACTIVITIES INSIDE COLLEGE HOURS	No Charge	Charge
• Materials for practical lessons	✓	✓ +
• PE kit (temporary loan)		✓
• Protective clothing (e.g. science/design – goggles, gloves, boots etc)	✓	
Transport (e.g. PE, fieldwork etc.) (voluntary contribution)	✓	
Music tuition including vocal if not an essential part of an examination, or a lesson within the curriculum		✓
Visits IN or OUT of college hours arranged through a travel company		✓ ±
ACTIVITIES OUTSIDE COLLEGE HOURS		
Activities which are part of prescribed public examination	✓	
Activities which are part of preparation for public examination but chosen by the student as an option to others which do not incur direct costs e.g. golf, swimming		✓ ++
Activities provided to students as additional opportunities for booster or revision sessions, where the College incurs a cost for staffing eg Saturday Schools, Evening sessions, Easter Revision		✓ +++
Part of delivery of an aspect of National Curriculum	✓	
To fulfil delivery of the RE requirement	✓	
OPTIONAL EXTRA ACTIVITIES		
Music, theatre, visits		✓ ±
Visits including board and lodging costs		✓ ±
EDUCATION PARTLY IN COLLEGE HOURS.		
More than 50% in college hours - deemed to be IN college hours	✓	
Less than 50% in college hours - deemed to be OUT of college hours		✓ ±

- Used in lessons
- + Only if parents agree in advance to purchase finished items
- ++ Only if parents agree in advance. Note: These activities may be during college hours.
- +++ Cost will be a contribution towards the overall cost
- ± Costs can include elements for:
 1. Travel
 2. Board and lodging
 3. Materials, books, instruments, equipment
 4. Teaching staff and non-teaching staff and a contract for that service
 5. Entrance fees
 6. Insurance
 7. Supply teacher costs to cover teachers supervising the activity
 8. A built-in additional sum to cover administration

Parents or guardians must agree with any charges first.