



# **The Holt School Charging and Remission Policy**

**October 2018**

<b>Version</b>	<b>DATE</b>	<b>DESCRIPTION</b>
1	June 2016	Policy review
2	February 2018	Policy review
3	October 2018	Policy review

Reviewed	October 2018
Responsibility	Mrs J Perry
Committee	Finance & Premises
Review Date	October 2021

## **INCOME**

### **A DELEGATED BUDGET**

As a fully funded school, income for the School Budget is paid into the bank in regular monthly instalments.

### **B ADDITIONAL INCOME**

In addition to its Delegated Budget The Holt School raises income by hiring out its premises through lettings, reimbursement by staff for the cost of private phone calls or for private photocopying. Income is also received from other agencies for reimbursing the cost of supply cover e.g. Examination Boards; from Reading University for the PGCE Student Programme and from other consultancy income which varies from time to time. Donations may be received from Friends of The Holt School , the Holt Association or other sources.

Resources for use in the classroom will be provided to the point which the school budget allows and careful planning and scrutiny will ensure optimum use of such resources. From time to time, parents may be asked to contribute voluntarily towards the provision of textbooks in order to maintain the quality and quantity of classroom and homework resources at a satisfactory level, towards technology materials and for providing school lockers.

The Holt School manages its own Catering Budget and receives income from students and staff for school meals. Additional income may be received for functions.

All of the additional above income is paid into the bank account for the School Budget at Lloyds in Reading either directly into the bank account via Wisepay or supplier BACS payment or by cash/cheque collection on a regular weekly basis. All monies held on site are kept in a fire-proof safe overnight during the interim period.

### **C FRIENDS OF THE HOLT SCHOOL**

Parents are invited to make a contributions on a monthly, annual or adhoc basis to Friends of The Holt School, these may be made by Wisepay, standing order, cheque or cash. Monies collected are paid into Friends of The Holt School , a registered charity, to take advantage of the Gift Aid tax reclaim process run by the HM Revenue and Customs and also to benefit from the bank interest rates that the Trust accrues. Funds from the charity are transferred to the school to fund particular projects. Any request is verified by the Schools Business Manager and agreed by The Holt School Trust and the Finance and Premises Committee.

In addition, Friends of The Holt School offers opportunities for parents to take part in fund raising activities or to contribute by giving their time.

## **THE HOLT SCHOOL 100 CLUB**

The school runs the 100 Club as an additional source of income for Friends of The Holt School .

Each of the above has a separate bank account with Lloyds in Reading. All monies are banked in the same way as for the School Budget.

### **D CHARITY MONIES**

Pupils raise monies for various charitable organisations by holding events and weekly collections for their chosen House Charity. All monies collected are taken to the Finance Office and checked before being paid into The school bank account with Lloyds in Reading. At the end of each year donations are paid to these chosen charities as well as one-off donations for National or International appeals.

#### **CHARGING**

The school reserves the right to levy a charge in any circumstances permissible under the Education Reform Act of 1988

### **A DURING THE SCHOOL DAY**

#### **[i] Music Lessons and Musical Instruments**

A charge will be made for individual music lessons where they are not part of the prescribed public examination system. Payment for lessons is made directly to Berkshire Maestros.

A parent may purchase a musical instrument through the School in the following circumstances: -

- a) the sale must be at cost
- b) the equipment must be brought to school on a regular basis
- c) it must be portable
- d) it must be required for lessons forming a normal part of the curriculum.

VAT is not payable when the above conditions apply. The Head of Music must authorise a request from parents before the purchase goes ahead. An administration fee of £25 for instruments over £1,000 or £15 for those under £1,000 will be charged.

#### **[ii] Charging in kind**

Where parents indicate in advance that they wish to own the finished product of a practical activity they may be asked to provide or pay for ingredients, materials, equipment, etc. This will also include the cost of texts which the girls are allowed to annotate. No pupil will be at a disadvantage because of a parent's unwillingness or inability to contribute in this way.

#### **[iii] Voluntary contributions for Curriculum required non-residential school trips**

Parents may be asked to make voluntary contributions for any non-residential visits and/or journeys organised by the school required by the school curriculum and approved by the Governors. Although the matter of a voluntary contribution will not be a factor in deciding whether a pupil is allowed to participate in an activity to be financed by voluntary contributions,

the school reserves the absolute right to determine whether the level of voluntary contributions is sufficient to enable the activity to take place.

#### Contributions for all other school trips

Parents will be asked to make contributions sufficient to cover the full cost of the trip for any other school trips organised by the school and approved by the Governors. Refunds will only be offered if a child is withdrawn in the following circumstances:

- at the request of the school
- a claim can be made against the trip insurance due to medical/other reasons
- the vacancy is filled by another student on the waiting list in which case an admin fee of £20.00 plus any third party costs will be deducted from the refund provided
- any other extra-ordinary reasons approved by the Co-Headteacher i.e. bereavement

Where refunds are £20 or below they will be credited to the students catering account

#### [iv] Breakages

Parents will be expected to pay for breakages either in part or in total, depending on the circumstances. They will also have to pay for defaced or lost books, equipment and materials.

#### [v] Work Experience

Travelling expenses from home to work experience placements are met by the parents.

### **B OUTSIDE THE SCHOOL**

Activities entirely outside school hours are optional extras and the full charge for participation in these will be levied from the parents. This includes the full charge for all board and lodging costs on residential visits.

### **C PUBLIC EXAMINATION FEES**

These are paid by the school except where:

- [i] the school has not prepared pupils for the examination in the year for which the entry is made, or
- [ii] a pupil has failed, for no good reason, to complete the requirements of the examination or to attend for it, or
- [iii] a pupil wishes to re-sit an examination.

### **D REMISSION OF CHARGES**

Remission of charges will be made on a case by case basis for students where the school receives a 'Pupil Premium' or Looked After Children Grant. Further remission will be at the discretion of the Governors and will be considered on a case by case basis.

The school subsidises certain activities to a limited extent as funding allows. This is at the discretion of the Co-Headteachers.