

Marshland High School



Charging, Refund and Lettings Policy

Approved - September 2014

'Success Through Learning'

Marshland High School Specialist Science College



Charges for School Activities

We the Governors of Marshland High School follow the Charging Policy adopted by Norfolk County Council. Legislation allows schools to charge for certain activities which take place both inside and outside school hours. The School's charging policy is described in its brochure, which can be obtained from the school, and on the school website at marshlandhigh.co.uk.

These are the activities and materials for which parents/guardians may be charged:

- **Music tuition**: individual tuition in playing a musical instrument which is neither part of the syllabus for an approved public examination, nor part of the National Curriculum. Schools may charge for instrumental tuition given to groups of no more than four students.
- **Ingredients and materials**: ingredients and materials for practical subjects where parents have indicated in advance that they wish to receive the finished articles.
- **Travel**: the cost of travel when a student makes use of transport not provided by the authority or school, to travel direct from home to an activity approved of, but not provided by, the authority or school.
- **Board and lodging**: board and lodging will be charged in all cases where a school activity involves students in nights away from home.

Activities outside school hours

A charge will be made for all non-residential activities which take place wholly or more than 50% outside school hours, where the child's participation has been agreed in advance by the parents. The charge will include the cost of travel, entrance fees, insurance, books, equipment and any staff (teaching or non-teaching) engaged specifically for the activity.

Residential trips outside school hours - a residential trip is deemed to take place outside school hours if the number of "missed" school sessions is less than half of the number of half days taken up by the trip. Charges will be made as described above.

Public Examinations

Charges are made for the entry of a student for a prescribed examination for which

- a) he/she has not been prepared by the school
- b) the student fails to attend an examination or complete coursework requirements satisfactorily, without good reason (e.g. a doctor's note)
- c) or where the student is entered for examinations in the same subject, with two examination boards
- d) an examination subject is not on the school's prescribed list.

Loss or Damage

Books, equipment or school property lost or damaged (e.g. broken windows).

Remission of charges

Parents/guardians who are suffering financial difficulties and are having difficulty meeting any charges should discuss the matter in confidence with the Head Teacher.

Refunds

Trips and Visits

Refunds will only be offered in exceptional circumstances, e.g. if a school visit is cancelled, or if the surplus collected for an activity exceeds the cost of that activity by an amount pre-determined by the governing body e.g. £5 per student.

Should the amount collected per student exceed the governors stated amount, parents/carers should be offered the refund in writing, with a reply slip attached to the letter stating whether they wish to take up the offer, or decline it, along with a deadline by which a response is required. It should be clearly stated where the surplus will be placed e.g. to offset a future visit etc. and that if no reply is received by the deadline, the school will assume that the parent/carer intends for the school to retain the funds.

Cashless Catering

When a student leaves the school, the following will apply to any negative or positive balance on their cashless catering account. Automatic refunds will be given for any balance over 50p (cash refund up to £4.99, cheque for £5.00 and over). Balances under 50p will only be refunded on request.

As the work involved in chasing small debts is not cost-effective, debts under £1.00 will not be pursued. Any small positive balances that are not refunded should compensate (particularly when there are a large number of leavers, i.e. Year 11).

All refunds will be made by cheque payment to the parent/carer concerned.

Charges for use of school premises/(lettings)

The governors may authorize rates of charges for the use of any part of school premises other than its normal use for the purpose of ordinary school activities whether in or out of term time.

HIRE CHARGES

School Hall	£35 per hour Includes use of tables and chairs
Kitchen Facilities	£45 per event Does not include crockery or cutlery
Small marquee	£40 per event
Cream linen tablecloths	£5 each
Hall/Sports Hall (negotiable for longer term or regular bookings)	£25 per session 1 ½ hours (1 hour session plus preparation/ clear up time)

All venues:

A £100 refundable deposit is payable with the booking, this is to cover any costs incurred through damage or negligence.

Please note the facilities should be left in a reasonable state.

Rubbish bags are provided and disposed of by the school.

This is strictly a no smoking venue. Cigarette ends must be disposed of outside the building, in the receptacles provided.