



CHARGING AND REMISSIONS POLICY

20th March 2018

POLICY

The Governing Body has agreed to have 4 categories of charging:

- Subsidised i.e. below the direct cost of provision. This includes no charge.
- Break even i.e. covers direct cost of provision
- Contribution i.e. covers direct costs with a contribution to administration and other overheads
- Profit i.e. covers all associated costs with an anticipated profit margin built in.

Remissions of charges are made at the discretion of the school to ensure that no student is disadvantaged as compared to others and equal access is given to all educational trips and visits for all students; in accordance with the ethos and policy of the school. A review of fees and charges is carried out annually by the Leadership, Management & Finance committee and approved by the Governing Body. The review takes account of the following:

- Current and anticipated rate of inflation
- Pay awards
- Hidden costs of providing the service e.g. income collection process
- Discount for prompt payment or volume.

All lettings of school equipment and facilities **must** be in accordance with the school's terms of letting and the rates currently in force as prepared by the Business Manager, approved by the Leadership, Management and Finance Committee and formally approved by the board of governors. Free use and charges below economic cost may be permitted in line with the school policy of supporting local need.

The Headteacher/Business Manager consider all enquiries and the level of costs involved before granting a booking. Letting rates are subject to review annually by the Leadership, Management and Finance Committee. The procedure will be as follows:

- All hiring of school facilities will be recorded in a lettings diary which will be maintained by the Finance Officer. The entries will be transferred into the School diary which is maintained by the Head's PA.
- The lettings diary will be subject to review by the Business Manager to ensure that all lettings have been invoiced.
- The Finance Officer will generate the lettings invoices and will record all income received in line with the normal procedures stipulated in section 4 of this manual.
- The Business Manager will ensure that lettings licences are issued to each licensee.
- Any VAT will be charged in accordance with the VAT Guidelines issued by Financial Services.

Named Governors:	John Watts
Monitoring of the Policy:	The Headteacher
Reporting to:	The Governors
Next Review Date:	March 2019