



NEWLAND SCHOOL FOR GIRLS

Pride **Aspire** **Excellence**

CHARGE AND ALLOWANCE POLICY

Draft	19 th November 2019
Approved by Governors	Awaiting Ratification
Review	As required

POLICY TITLE: CHARGES AND ALLOWANCES

Date Issued: January 2015; Reviewed 2019

Written by: CWO

Reason: Government Legislation – Sections 449-462 of the Education Act 1996

Provisional Date for Policy Revision: As necessary

AIMS

School visits enhance the formal curriculum by:

- (i) providing dramatic, cultural, aesthetic, linguistic, sporting etc. experiences which are not possible in school.
- (ii) allowing pupils to gain an insight into industrial and commercial practices and to the way of life in other countries and cultures.
- (iii) Charges for visits which form part of the school curriculum cannot be made compulsory but voluntary contributions can be requested. (Education Reform Act 1988)

Music Tuition enhances the formal curriculum by:

- (i) giving pupils the opportunity to play a musical instrument or have professional singing lessons
- (ii) giving pupils the opportunity to take part in choirs / orchestras not only in this school but also within the Hull local authority.

Sale of goods

- (i) allows pupils to take made work home
- (ii) allows pupils to purchase suitable revision guides for examination work
- (iii) gives pupils the opportunity to purchase subject specific goods (e.g. calculators, art equipment)

Purposes

The purposes of this policy are :

- (i) to clarify when charges can and cannot be made.
- (ii) to explain possible procedures if insufficient voluntary contributions are made.

Visits

When letters proposing a visit are written, the expected cost of the visit per pupil must be indicated. If the visit is for education provided during school hours or if it is for education outside school hours and it is part of the National Curriculum the school must not charge. Voluntary contributions can still be requested, however, as long as this is made clear in the letter to parents. The letter must also include a paragraph which also makes it clear that the visit is likely to be cancelled if there are insufficient contributions. If the visit is not a statutory requirement and is happening outside of school hours then the full cost can be levied. If a Pupil is in receipt of Pupil Premium this could be used to support the visit if the school considers this appropriate although a voluntary contribution will still be requested.

Music Tuition

After consultation between the Progress Leader Music and the Music Support Service, an agreement is reached on the number of hours of peripatetic music the school wishes to purchase during the coming academic year. Based on previous year's parental contributions, the Business Manager prepares calculations to present to the CFO recommending fees to apply. On the 2 June 2014 Governors gave approval to charge £135 per term or £400 per year. If the pupil is entitled to Pupil Premium this can be used to offset these charges. These charges have not been increased .

Sale of Goods

Items required to be used for the curriculum i.e. revision guides, calculators, art books, and “made” goods from Design and Technology, for example, may be sold at cost. Goods required for extra curricular activities must include VAT. Voluntary contributions are requested.

Private Photocopying

Following review of general photocopying invoices charges have been maintained at 1p inc VAT per copy for Black and White and 10p inc VAT per copy for colour.

COMMUNITY USE

Please see “Community Use” Policy for full list of charges.

SCHOOL UNIFORM

Price and Buckland supply the school uniform. Full costs are passed onto parents to include VAT where necessary. Current charges are:-

UNIFORM ORDER FORM - 2019 – 2020

Student Name: Tutor:

	Size						
SUIT JACKET - £28.95 (no VAT)	24"	26"	28"	30"	32"	34"	36"
SUIT JACKET - £34.74 (inc. VAT)	38"	40"	42"	44"	46"	48"	
SPORT POLO - £13.00 (no VAT)	32"	XS	S				
SPORT POLO - £15.60 (inc. VAT)	M	L	XL	XXL			
V-NECK JUMPER - £14.70 (no VAT)	24"	26"	28"	30"	32"	34"	
V-NECK JUMPER - £17.64 (inc VAT)	36"	38"	40"	42"	44"	46"	48"
PE SKORT - £13.50 (no VAT)	24"	26"					
PE SKORT - £16.20 (inc VAT)	28"	30"	32"	34"	36"		
	Length						QTY
CLIP ON TIE - £6.24 (inc. VAT)	14"	16"					