

## Sandy Upper School & Community Sports College

### Charging and Remissions Policy

1. The provisions of the 1988 ERA will be followed.
2. In addition to free provision of education during the school day, pupils whose parents are in receipt of income support or family credit will not be charged board and lodging where otherwise applicable to residential activities.
3. Voluntary contributions may be requested for items which students will manufacture and then take home. Failure to make a voluntary contribution will not prevent the student undertaking the subject but the items produced will remain the property of the school.

#### 4. For Students

Charges will normally be made for the following:

- (a) Board and lodging on residential visits
- (b) The proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
  - i. travel
  - ii. materials and equipment
  - iii. non-teaching staff costs
  - iv. entrance fees
  - v. insurance costs
- (c) Individual tuition in the playing of a musical instrument.
- (d) Re-sits for public examinations where no further preparation has been provided by the school.
- (e) Costs of non-prescribed examinations and preparations for such examinations outside school areas.
- (f) Any other education, transport or examination fee unless charges are specifically prohibited.
- (g) Replacement of Homework Diary and lost/defaced exercise books/texts.
- (h) School uniform purchased from school (see separate sheet for current prices).

#### 5. For Departments and Individual Staff

See separate sheet

#### 6. Catering

The Kitchen Manager can add 30% to the cost price of all catering sales. The school meal price is agreed annually by the Governing Body.

7. Lettings/Hiring of other facilities

Lettings & Hiring of other facilities has been delegated to Stevenage Leisure with the exception of room hire by Adult Education and any room hire booked to take place during the school day. However, the Governing Body adopts the charges agreed annually by Stevenage Leisure

First Implemented		Staff Resp	Gov S/C	Review Cycle
Review & Evaluation	Rewritten Revised			
May 2007	Oct 04	MJB	Business	Annually
	Feb 05	MJB		
	May 06	MJB		
		DS		

## SANDY UPPER SCHOOL

### DEPARTMENT/STAFF CHARGES 2004-2005

Most 'Lettings' are handled by and through Stevenage Leisure. However, the following charges are currently in place:

#### MINI BUS

In house	£0.50 per mile
Other LEA School	£0.55 per mile
Outside Agency	£0.60 per mile

#### REPROGRAPHICS

In House	A4	0.02
	A4 Half Colour	0.35
	A4 Full Colour	0.60
	A3	0.03
	A3 Half Colour	0.75
	A3 Full Colour	1.20
Students	A4	0.03
	A4 Colour	0.35/0.60
	A3	0.06
	A3 Colour	1.20
Private A4		0.05
	A4 Colour	0.35/0.60
	A3	0.08
	A3 Colour	1.20

#### PRIVATE TELEPHONE/FAX CALLS

Local/National	£0.20 per minute
International	£ as per phone bill

#### Freedom of Information Act:

Copies of documents – 10p per printed page / £25 per hour for labour

## SANDY UPPER SCHOOL

### MISCELLANEOUS CHARGES FOR 2006-2007

#### SCHOOL MEALS

Student	£1.70 approved from 1.9.05 to be reviewed annually
Staff	£2.50 approved from 1.9.05 to be reviewed annually

#### SCHOOL UNIFORM

Sweatshirt with Logo	£15
Tie	£2
Rugby Shirt	from £15 according to size

<b>Room Hire (ordinary classroom)</b>	£6.50 per hour
<b>Room Hire (ICT classroom)</b>	£8.00 per hour
<b>Sports Field</b>	£8.50 per hour

#### KITCHEN HIRE

1 <sup>st</sup> May – 30 <sup>th</sup> September	£6.27 per hour
1 <sup>st</sup> October – 30 <sup>th</sup> April	£7.15 per hour

Plus cost for member of staff to Unlock/Lock

Monday to Friday	£14.70
Saturday 6.00 pm to 8.00 pm	£14.70
After 8.00 p.m.	£17.10