

HELE'S SCHOOL BEST VALUE, CHARGES AND REMISSIONS POLICY

Introduction

The governing body is accountable for the way in which the school's resources are allocated to meet the objectives set out in the school's development plans. Governors need to secure the best possible outcome for pupils, in the most efficient and effective way, at a reasonable cost. This will lead to continuous improvement in the school's achievements and services

What Is Best Value?

Governors will apply the four principles of *best value*:

- **Challenge** - Is the school's performance high enough? Why and how is a service provided? Do we still need it? Can it be delivered differently? What do parents want?
- **Compare** - How does the school's pupil performance and financial performance compare with all schools? How does it compare with LA schools? How does it compare with similar schools?
- **Consult** - How does the school seek the views of stakeholders about the services the school provides?
- **Compete** - How does the school secure efficient and effective services? Are services of appropriate quality/economic?

The Governors' Approach

The principles of best value will apply when making decisions about:

- the allocation of resources to best promote the aims and values of the school.
- the targeting of resources to best improve standards and the quality of provision.
- the use of resources to best support the various educational needs of all pupils.

Governors, and the school managers, will:

- make comparisons with other/similar schools using data provided by the LA and the Government, e.g. FFTD, quality of teaching & learning, levels of expenditure
- challenge proposals, examining them for effectiveness, efficiency, and cost, e.g. setting of annual pupil achievement targets
- require suppliers to compete on grounds of cost, and quality/suitability of services/products/backup, e.g. provision of computer suite, redecoration
- consult individuals and organisations on quality/suitability of service we provide to parents and pupils, and services we receive from providers.

This will apply in particular to:

- staffing
- use of premises
- use of resources
- quality of teaching
- purchasing
- health and safety

Staffing

Staff will be deployed to provide best value in terms of quality of teaching, quality of learning, adult-pupil ratio, and curriculum management.

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Use of Premises

Consideration will be given to the allocation and use of teaching areas, support areas and communal areas, to provide the best environment for teaching & learning.

Use of Resources

Equipment, materials and services will be provided for pupils and staff that support quality of teaching and quality of learning.

Teaching

The quality of curriculum provision and quality of teaching will be reviewed, to provide parents and pupils with:

- a curriculum which meets the requirements of the National Curriculum, National Literacy Strategy and National Numeracy Strategy and the needs of pupils.

Purchasing

Procedures will be developed for assessing need, and obtaining goods and services that provide “best value” in terms of suitability, efficiency, time, and cost. Measures already in place include:

- competitive tendering procedures
- procedures for accepting “best value” quotes, which are not necessarily the cheapest (e.g. suitability for purpose and quality of workmanship)

Health & Safety

The quality of the school environment and equipment will be reviewed by carrying out risk assessments, where appropriate, in order to provide a safe working environment for pupils, staff and visitors.

Monitoring

These areas will be monitored for best value by:

1. In-house monitoring by the Principal and curriculum managers, e.g. classroom practice, work sampling
2. Termly target setting meetings between the Principal and curriculum managers
3. Annual Performance Management
4. Annual Budget Planning
5. Principal's monthly financial review
6. Visits by the Internal and external Audit
7. Analysis's of school pupil performance data
8. Analysis of benchmarking data
9. Analysis of DfES pupil performance data, e.g. FFTD
10. OFSTED Inspection reports
11. Governors' termly classroom observations
12. Governors' termly committee meetings
13. Governors' full termly meetings
14. Governors' Annual Finance Review
15. Governors' Annual Target Setting Meeting
16. Governors' Annual Development Plan Meeting

In the next three years the Governing Body will:

- hold an annual performance plan meeting to set targets for improving pupil achievement.
- hold an annual development plan meeting.
- discuss “Best Value” at each Spring Term meeting of the Finance & Resources Committee.
- review their “Best Value” statement at each Spring Term meeting.
- consider best value when arranging internal and external redecoration contracts.

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Rationale

Hele's school believes that all our students should have an equal opportunity to benefit from school activities and visits (curricular and extracurricular) independent of their parent's financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities are offered and, at the same time, try to minimise the financial barriers which may prevent some students taking full advantage of the opportunities.

Voluntary contributions

Separately from the matter of charging, schools may always seek voluntary contributions in order to offer a wide variety of experiences to students. All requests for voluntary contributions will emphasise their voluntary nature and the fact that students of parents who do not make such contributions will be treated no differently from those who have.

If the activity cannot be funded without voluntary contributions the school will make this clear to parents from the outset.

No child will be excluded from an activity because his or her parents are unable or unwilling to pay.

If insufficient contributions are received, the trip or activity may have to be cancelled.

1. Admissions

There is no charge for admissions.

2. School meals

There is no charge for children who are entitled to free school meals. Pupils who are not entitled to free school meals will be charged accordingly.

3. Public examinations

There is no charge for examinations that are part of the curriculum and on the school's set examinations list, where children have been prepared for the examinations by the school. However, if the pupil fails without good reason to meet an examination requirement, the school may recover the fee incurred from that pupil's parents. A charge will be made for students to re-sit exams.

4. Activities that take place during school hours (this does not include the break in the middle of the school day)

There is no charge for activities during school hours with the exception of music tuition (**section 8**).

There may be a voluntary charge during school hours to school-organised activities.

We may charge for:

- books and materials that the parent wishes the child to keep (the cost will be made clear to the parents)
- optional extras (**section 5**)
- music or vocal tuition (**section 8**).

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5. Activities that take place outside of school hours (non-residential)

There is no charge for activities that take place outside of school hours when they are:

- part of the set curriculum,
- part of the syllabus for a public examination that the pupil is being prepared for by the school
- part of the school's basic curriculum for religious education.

Optional extras

The school will charge for optional extras. Optional extras are:

- education provided outside of school time that is **not**:
 - a) part of the National Curriculum
 - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - c) part of religious education
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- transport that is not taking the pupil to school or to other premises where the local authority or governing body has arranged for the pupil to be provided with education.
- board and lodging for a pupil on a residential visit.

The cost of optional extras

The Principal will decide when it is necessary to charge for optional activities and will be guided by the Director of Business & Finance.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, charges will not exceed the actual cost (per child) of provision. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge (**section 12**).

When calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments or equipment provided in connection with the optional extra
- non-teaching staff
- teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers engaged specifically to provide the optional extra
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.
- Administrative charge for the use of Parentpay.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The school will need to have the agreement of parents before organising the provision of an optional extra where charges will be made. Should a balance of £8 or more remain following all expenditure being accounted for, a refund will be made as soon as possible after the activity/optional extra.

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6. Activities that take place *partly* during school hours either on or off site

Where the majority of a non-residential activity takes place during school hours the charging of the activity will be the same as is outlined in **section 4**.

Travelling time is included in time spent on activity.

In cases where the majority of a non-residential activity takes place outside of school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. So no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a visit.

In this case the charging of the activity will be the same as is outlined in **section 5**.

7. Residential activities

Our school will not charge for:

- education provided on any visit that takes place during school hours
- education provided on any visit that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit
- travel costs where the residential activity is classed as being within school hours
- residential activities that take place during school hours.

Our school will charge for:

Board and lodging

When any visit has been organised by the school where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. We will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not. The charge will not exceed the actual cost. **Parents who can prove they are in receipt of certain benefits may be exempt from paying this cost** (see **section 11** for more guidance on remissions).

Travel

Travel charges may apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.

Activities

The school may charge for residential activities that fall **outside** of school hours (**see section 5**).

8. Music tuition within school hours

Hele's School follows government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule.

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Charges will be made if the teaching is **not** an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s).

The school may charge for teaching requested by parents and delivered by specialist tutors given to either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.

The school will not charge if the music tuition is part of the National Curriculum or public examination syllabus being followed by the student.

Hele's school is dedicated to ensuring equal opportunities for all pupils including access to specialised music tuition, therefore charges made for music tuition within school hours will be reduced for pupils on free school meals. Support may be possible from the Pupil Premium fund.

9. Extended services

Hele's school is dedicated to providing a well-rounded and extensive education for our students which includes a wide range of extra-curricular activities (extended services). Extended services enable our school to provide:

- high-quality learning opportunities either side of the school day
- ways of intervening early when children are at risk of poor outcomes, e.g. by providing access to study support, parenting support or to more specialist services (such as health, social care or special educational needs services)
- ways of increasing pupil engagement
- ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils.

Charges may be made but will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

10. Damage to property and breakages

Where school property has been wilfully damaged by a student or parent the school may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the Principal and dependent on the situation.

11. Remissions and concessions

The school will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit

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- Income related employment and support allowance
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit – this is replacing the 6 main benefits (Housing Benefit, Child Tax Credit, Income Support, Working Tax credit, Income-related Employment and Support Allowance and Income based Jobseekers Allowance) for new applicants or for those reporting a change in circumstance and is assessed on a case by case basis.

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the Principal and Director of Business and Finance.

12. Voluntary contributions

The school may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our pupils' education.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled all monies paid will be returned to parents.

There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to make a contribution.

13. Inability or unwillingness to pay

Hele's school is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

REMISSIONS POLICY

Funding will be available from Pupil Premium funding to support students on FSM's or in the 'ever 6' category to support them with school trips, music tuition, uniform etc up to a specific level determined each year by the school's Pupil Premium Champion.

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HELE'S SCHOOL LETTINGS POLICY

The Governors of Hele's School wish to contribute to the community by encouraging greater use of the school's facilities. As an academy the Governors are responsible for forming their own school's policy and setting charges, mindful that non-school usage cannot be legally subsidised from the school budget.

The Governors support the use of premises:

- (i) to fully utilise the premises
- (ii) to realise they are a valuable community resource
- (iii) to ensure the educational use of the premises constitutes a natural priority.

The Governors will give due regard to ongoing groups or those of service locally.

To ensure security of the premises the Caretaker will be on site until 10.00pm during term time, Monday to Thursday and until 9pm on a Friday. When a hirer requires a later finishing time than 9.45pm during weekdays or requires a weekend letting the cost of additional security will be passed to the hirer.

The Principal/Business Manager is authorised to refuse to hire school premises to any person or organisation he deems undesirable.

The Business Manager is authorised to negotiate special rates in certain circumstances, as is appropriate.

The Principal/Business Manager is authorised to suspend use by any hirer who abuses the privilege of using the school premises. The cost of any damage will be passed to the hirer.

The hirer must abide by the terms of contract and conditions as outlined on the form LET 1, which must always be completed prior to any letting and give full attention to the paragraphs on Health & Safety and liabilities. It is essential for the hirer to have appropriate insurance.

The hirers of the premises are defined in three bands:

1. STATUTORY USERS

Usage laid down by statute will not be frequent but must be accommodated, at a rate to recover costs.

This usage will be: use of premises for polling stations or political meetings when an election (local or parliamentary) has been declared; official meetings of the Parish or Parochial Church Council; any other statutory purpose which may arise.

2. DESIGNATED USERS

This group is likely to be the largest to use educational premises and grounds. The charges should be set at a cost-recovery point and not at levels which could deter such usage.

These users will include, in order of priority:

School Activities: school meetings (governors, PTA, staff); curriculum activities (plays, concerts, etc.); fund-raising activities for school funds.

Community Education programmed activities: Adult education programmes and Youth Service programmes sponsored by the County Council and partner voluntary organisations; County Council

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sponsored community work; Community Education staff meetings; Community Education staff training courses.

Other Community Activities: approved playgroups and recognised playschemes; the Duke of Edinburgh's Award Scheme; non-profit making sports courses for school-age children; other local groups deemed by the governors to fall into this categorisation.

3. PRIVATE USERS

Those who are not Statutory or Designated Users will be Private Users.

CHARGES:

The Governors are aware of the need for realistic pricing.

the costs to be recovered are:

- a) opening and closing the premises
- b) lighting, heating and water
- c) arranging the letting.

Governors will ensure that VAT charges are levied in line with current legislation.

The activities will be charged at the rate shown on the current Charges for Lettings Schedule.

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