



Moat House

Charging lettings  
and remissions  
Policy

## Moat House

### Charging, Remissions and Letting Policy 2022-24

#### **Rationale**

This policy covers charges which may be made to students and staff for activities during and outside the school day. It also covers remissions which may be made.

#### **Activities**

This policy confirms the right of the unit to invite voluntary contributions to support any activity organised by Moat House whether during or outside school hours.

Charges may be made for materials (eg cookery ingredients or art materials) where these materials do not form part of a qualification – eg Christmas cakes, memory books.

A voluntary contribution may be requested from students for activities such as theatre trips, Chester Zoo and Moat House Christmas dinner.

#### **Examinations**

No charge will be made for a pupil to sit a formal examination, however if a student does not attend for an examination paper the parent or carer will be charged for a GCSE subject unless there is very good reason eg a letter from a health professional for the student not sitting an exam or part of an exam.

#### **Damage and losses**

Charges may be made for the cost of repairing any damaged property or item which has been borrowed by the student and not returned – eg text books and revision guides.

Staff who take school laptops home are advised to have them covered by their home contents insurance. There are a very few companies which will do this for no additional charge (eg Teachers' Insurance). If a laptop is damaged or stolen whilst out of school, (unless it is for use in a student's home or setting such as a library), it is the individual teacher's responsibility to replace it. Please note, laptops should not contain personal data about students; if such information is to be removed from school for any reason (for example to write reports), the laptop and any associated memory sticks must be encrypted.

#### **Charges to staff and students.**

##### *Photocopying:*

The charge for personal photocopying will be made in units of single copies at a rate equivalent to the next whole pence above the current service agreement copy charge.

##### *Telephone calls:*

If students need to use a landline to make a call, their call should be supervised and no charge will be made initially. Students should be discouraged from using the school phones, but staff understand that students may need to call health professionals or parents on occasions.

#### *Photographic printing*

If photographic paper is used, a charge will be determined in line with current costs of such paper and a charge towards the cost of toner will be added as appropriate.

Costs will not be charged to students who are printing photographs of their child for the purpose of their studies.

#### *Nursery Charges*

If students occasionally forget to bring in formula milk or food for their baby, nappies and baby wipes then the cost for these items will be covered through the school budget.

At times throughout the year clothes that have been donated to Moat House are sold for a nominal amount; the cost from this covers the small amount of money spent on the school budget for the above items.

#### *School meals*

Students are provided with a school lunch – this cost is covered either by FSM allocation or the bursary.

### **Remissions**

The discretion to remit in whole or in part, any charge which may be made by the unit remains with the headteacher, or in her absence, the deputy headteacher.

Remissions may be made on the grounds of educational considerations with regard to both the student and unit needs.

Remissions may be made on the grounds of financial considerations with regard to both the student and unit needs.

Remissions may be made on a group or an individual basis.

### **Lettings**

The Governors and staff are prepared to let the school to reputable groups, institutions or individuals, providing such lettings can be conveniently accommodated within the school's activities.

The agent for the Governors for such lettings will normally be the headteacher.

Costs for such lettings will be made at a rate to cover costs incurred which could include:

- caretaker costs if the letting is outside normal school hours (this would be at overtime rate)
- costs of any refreshments which might be offered
- costs of additional heating etc. should this be required

Any such costs will be negotiated at the time of the booking.

**January 2022**