



HQ SERVICE CHILDREN'S EDUCATION
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SERVICE CHILDREN'S EDUCATION FEE POLICY

The setting and application of Fees within SCE is based upon MoD policy contained within JSP 368 (MOD Guide to Repayment), JSP 472 (Resource Accounting Policy Manual) and the Treasury Guide to Fees and Charges. As such four specific directions underpin Agency policy:

(i) The cost of providing goods and services to outside bodies should not be restricted to the cash or variable cost involved but should reflect all the costs involved over the long term, including the cost of capital. This is to ensure that the public sector does not subsidise customers, many of whom will be selling on the goods and services provided by MOD at a profit to third parties. Where goods and services are also provided by the private sector i.e. where competition exists, charges should as a minimum recover the relevant direct cost and be related to the ruling market price.

(ii) Where no permanent resources are needed over and above those required to fulfil Defence requirements, Budget Holders may nevertheless supply goods and services in competition with the private sector. That is provided that such supply is without net cost to the exchequer or that the activity would make good use of existing assets which would not otherwise be fully used, which cannot be disposed of and involves the use of only temporary or consumable additional resources or skills. The cost of which can be fully recovered while still making a net return to the Defence Budget.

(iii) A decision to waive or forgo receipts is equivalent to a decision to spend money and any proposals not to raise charges, or to abate them in any way, must be subject to the same considerations and disciplines applied to other forms of expenditure.

(iv) If there appear to be good reasons to reduce or waive entitled fees below the full-cost level a case must be submitted for approval to ACE(CA) as budget holder, unless specific delegation has previously been granted. **SCE only has delegation to discount ARRC fees and for Emerging Nation fees to be recovered through NATO and European Policy Group. There is no authority to reduce any other entitled fee rates i.e. due to the presence of siblings and entitled fee rates in Cyprus (which are currently below full cost) will be increased to full cost over the period of the Short-Term Plan.**

The first and second directions above permit the categorisation of Fee-payers into two categories for **Primary (Yr 1 – Yr 6)** and **Secondary (Yr 7 – Yr 13)** education. Within the Primary category FS1 provision is governed by the separate entitlements detailed below:

a. Entitled: These are children of UK-based employees of the Service Institutions and welfare organisations listed at Annex A to Chapter 5 of JSP 342 plus children of members of ARRC and children of US forces personnel whose admission to an SCE school is approved by DoDDS.

- SSVC/BFBS
- NAAFI
- NSS
- Meteorological Office
- Field Commissioner, BFG Scout Organisation
- BFG Health Services (contractors)

Welfare Services

- SSAFA – Forces Help
- Relate
- Homestart
- Salvation Army
- Soldiers' and Airmen's Scripture Readers Association (SASRA)
- YMCA
- YWCA
- Other Council for Voluntary Welfare Workers (CVWW)

Note: The welfare services shown above are categorised as Entitled Fee Payers, however at present, a Central MoD Contract exists which provides Primary and Secondary education free of charge.

b. Non-Entitled: All other children not listed as Entitled and who are admitted to SCE Schools on the basis of irreducible spare capacity.

FS1 settings. SCE is funded by the MoD to provide free Nursery provision, but only for those children of the 3 Armed Services and MoD UK-Based civilians as it is not mandated under UK law that children must attend FS1 education. Indeed, it is a matter of parental choice and therefore only those in this specific category are entitled to free places. The parents of all other children attending the setting will be charged the appropriate rate and it is for the individuals themselves to resolve whether they or their sponsor organisation should ultimately pay this fee. HQ SCE is not responsible for providing provision for "Rising 3's" - this falls to the Army Welfare Service (AWS), who will have their own arrangements for fee recovery.

Charges in respect of entitled pupils are calculated on a full cost basis (based on direction (i)) and agreed annually by the Agency Executive Board. Individual generic fees are set for Primary and Secondary education in both Germany and Cyprus with individual primary fees for Rest of the World locations. Fees in respect of non-entitled pupils (following direction (ii)) are also calculated and agreed annually ensuring that the net cost to the Agency is nil but with reference to prevailing market rates.

School Fees are set annually in sterling for the whole of the academic year, and are recovered on a termly basis, at the prevailing GAR (General Accounting Rate); the Autumn term rate will be based on the July GAR rate, the Spring Term on the December GAR rate and the Summer Term on the March GAR rate. Invoices are raised and issued by the HQ SCE Fees Office for schools in Germany, Belgium and Gibraltar. Schools in the rest of the world are responsible for raising, issuing and chasing their own invoices although assistance and advice will, of course, be provided where requested. In the event of postings occurring during term-time, adjustments can be made (or refunds facilitated) to the nearest whole week of charges. Schools are responsible for getting parents to read and sign a copy of the SCE admissions forms (attached at Annex A and B) before fee-paying children are allowed to attend their FS1 setting/school. Parents will be required to complete an SCE leaving form (attached at Annex C) and include a letter explaining why a fee paying child is being withdrawn before an assessment can be made by ACE(CA) on the validity of a refund. For ARRC refunds, a leaving form and a copy of a posting notice will be required before a refund can be made. No adjustments are allowed where a parent has decided to take a child out of school for holiday purposes or when exams have finished.

Within Foundation Stage 1, Fees are set on a per session basis albeit Schools have discretion as to the period invoiced i.e. weekly, monthly or termly. Basic session Fee is set by HQ SCE and does not include any snack element. The snack element is voluntary and settings should invoice and account for this separately, following advice from their area Budget Manager.

Note: Appropriate leaving and starting forms must be completed when the child is moving up from either FS1 to Primary school or in moving from one SCE school to another. This is to ensure that the information held on fee payers is as accurate as possible wherever the child is receiving education from SCE.

Responsibility for the hastening of outstanding fees is a joint issue between Individual Schools and HQ SCE Fees Office. Invoices should be issued in sufficient time to enable payment prior to commencement of the appropriate term. At the end of the second week of the appropriate term HQ SCE Fees Office will issue a reminder to any known outstanding fee-payers, copied to the Headteacher, with a pay-by date. In the event of failure to pay by this date Headteacher will be asked to consider exclusion action or inform HQ SCE of any mitigating circumstances. Re-admittance following payment is at the Headteacher's prerogative. It should be noted that NAAFI, NSS, Meteorological Office or DoDDs fee-payers will not be hastened as payment is made direct into SCE HQ. Hastening of ARRC fee payers will be made by HQ SCE

Fees Office direct with UKSC(G) C2 ARRC & International, rather than with individual fee payers.

When the parents of military or entitled MoD Personnel children are leaving the overseas command due to either posting or compulsory redundancy, their children can continue free education at SCE secondary schools.

The conditions for entitlement to retention in a SCE secondary school are as follows:

- a) The parent, whether military or entitled MOD personnel, is leaving the overseas command due either to posting, compulsory redundancy or retirement. To be entitled on the grounds of retirement, parents must be:
 - 1) Service personnel serving overseas, who are discharged or retire either under compulsory terms at the end of their engagement or for medical reasons, as determined by Queen's Regulations for the Navy, Army and Air Force
 - 2) UKBC who retire from overseas appointments under normal, or compulsory arrangements under the appropriate Civil Service authority.
- b) Children must have started the second term of their current stage of education before the date on which their parent's official service in the overseas command ends.
- c) The Headteacher of the SCE School must certify that the child has a reasonable chance of success in the examinations in the subjects for which he or she is expected to be entered.
- d) If parents leave the overseas command then the parent must nominate a guardian who is certified eligible in accordance with the requirements of The Children's Act 1999. Prior to submitting an application form (SCE Form 3016) for a child under the age of 16 years (under 18 years for disabled), the unit is to apply to their local BFSWS Social Worker to arrange eligibility checks to be carried out. When completed, the certificate of eligibility is to be attached to the SCE Form 3016. It is the parent's responsibility to nominate the guardian and in the event of their eligibility being refused to nominate an alternative guardian. The eligibility checks can take between 6 - 8 weeks to complete. Authority will not be granted by the G1 PS HQ UKSC(G), HQ SCE nor the relevant school Headteacher without a certificate of eligibility.
- e) At the discretion of HQ SCE and those with direct responsibility for running the boarding houses, and subject to the availability of spare capacity, children may be permitted to board in accordance with JSP342, Chapter 5, paragraph 551.