



Charges, Remissions and Lettings Policy

STATUTORY POLICY

Review: Annually

Next Review Date: October 2021

Role	Name
Headteacher	Caroline Rodgers
Chair of Governors	Linda Mosley
Designated Governor	
Designated Senior Lead	Caroline Rodgers – Headteacher

Date	Details of Changes	Name	Approval Date	New Version No	Website
9.10.2020	<p>New policy cover sheet added</p> <p>Page numbering added to policy document</p> <p>Introduction section added to the policy document</p> <p>Document changes - Parents/carers changed to parents and carers throughout</p> <p>Section 1 (Day visits within or mainly within school hours) Paragraph 1 – wording added to first sentence ‘of the visit’.</p> <p>Section 1 Paragraph 2 – Wording added to first sentence ‘visit, activity or’, ‘we do allow the child to take part in the trip, visit or activity’</p> <p>Section 1 Paragraph 2 – Wording added to third sentence ‘visit or activity’</p> <p>Section 1 Paragraph 2 – Final sentence added ‘Children in receipt of Free School Meals or Universal Free School Meals will be offered a free school packed lunch’.</p> <p>Section 2 (Residential visits in school time) Paragraph 1 – Wording removed from first sentence ‘for the education or travel expenses’.</p> <p>Section 2 Paragraph 1 – wording changed in second sentence from ‘the costs of board and lodgings’ to accommodation, food and travel expenses’.</p> <p>Section 2 Paragraph 1 – Wording removed from second sentence ‘parents and carers who receive state benefits are exempt from this charge’.</p> <p>Section 2 Paragraph 2 – New paragraph added</p> <p>Section 3 (Activities outside or mainly outside school hours)– New section added to policy document</p> <p>Section 4 (Ingredients/materials for practical activities such as cookery and craft)– New section added to policy document</p>	<p>ES</p> <p>ES</p> <p>DCC</p> <p>JS</p> <p>DCC</p> <p>DCC</p> <p>DCC</p> <p>DCC</p> <p>DCC</p> <p>DCC</p> <p>DCC</p> <p>DCC</p> <p>DCC</p> <p>DCC</p> <p>DCC</p>		Two	

Introduction

It is the School's aim that all pupils should have an equal opportunity to benefit from school activities. This policy sets out the School's approach to charging and remissions with the intention to ensure transparency in setting charges and ensure all children are provided with the chance to access all provisions on offer.

This policy is based on the Derbyshire County Council's Charges and Remissions Policy. It therefore represents not only the School's but also the Council's Policy on Charges and Remissions.

Sections 449-462 of the Education Act 1996 (revised in 2011) sets out the law on charging for school activities in maintained schools. Parents and carers on low incomes and in receipt of certain benefits may be eligible for support in terms of contributions requested for school visits. Additionally, families in receipt of free school meals are entitled to an exemption from paying for the cost of board and lodging on residential visits. Further guidance can be accessed at https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/706830/Charging_for_school_activities.pdf

Under Section 27 (1) of the Education Act 2002 governors have control over the use of school premises, subject to the local authority's general policy that all educational premises should be available whenever possible to provide for the wider educational and recreational needs of children, young people and adults. Therefore schools with available space are permitted to approve lettings in accordance with this policy.

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition and cost of travel to swimming lessons where appropriate.

1. Day visits within or mainly within school hours

When organising school trips or visits which enrich the curriculum and educational experience of the children, the School invites parents and carers to contribute to the cost of the visit. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a visit. If a visit goes ahead, it may include children whose parents and carers have not paid any contribution. We do not treat those children any differently from any others.

If a parent or carer wishes their child to take part in a school trip, visit, activity or event but is unwilling or unable to make a contribution, we do allow the child to take part in the trip, visit or activity. Sometimes, school pays additional costs in order to support the visit. Parents and carers have the right to know how each trip, visit or activity is funded and school will provide this information on request. Children in receipt of Free School Meals or Universal Free School Meals will be offered a free school packed lunch.

The following is a list of additional activities, organised by the school, which require voluntary contributions for parents and carers. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to or by a theatre company;
- school trips abroad;
- musical events.

2. **Residential visits in school time**

If the School organises a residential visit in school time (or mainly school time), which is to provide education directly related to the National Curriculum we do not make a charge. However, we do make a charge to cover accommodation, food and travel expenses. If we cannot raise sufficient funds through voluntary contributions, the visit may have to be cancelled, and that aspect of the curriculum would have to be covered in other ways

To ensure all children are provided with the opportunity to participate in school visits, parents and carers experiencing financial difficulty are invited to talk to or write to the Head Teacher in confidence.

If the school organises a residential visit in school time, or mainly school time, which does not provide education directly related to the National Curriculum then we charge fully for this activity. Parents and carers have the choice whether their child attends this visit; any child not participating will be expected to attend school as normal.

3. **Activities outside or mainly outside school hours**

Parents and carers will be expected to meet the full cost of such activities. Participation in these activities will be voluntary when the activity is not part of the national curriculum, not part of a syllabus for a prescribed public examination or not part of religious education. Prices for individual activities will be provided to gauge interest. Activities will not run where full costs cannot be recovered.

4. **Ingredients/materials for practical activities such as cookery and craft**

To help school finances, parents and carers may be asked to pay the cost of materials where the finished product is to be kept by the pupil. Costs for these will be calculated based on the cost of the material. No profit will be made.

No child will be disadvantaged because of parent or carer's inability or unwillingness to pay, and, therefore, all children will be able to participate in these activities.

5. **Lost school equipment, books, etc.**

Parents and carers will be expected to replace or purchase lost items of school property including IT equipment and books. The cost of these items will be the replacement cost to purchase the same or similar item at the time the loss occurs.

6. **Breakages and damage to school buildings, furniture or property**

In cases of wilful damage to the School building, furniture or its equipment, the School's Head Teacher, in consultation with the Chair of the Governing Body may decide to make a charge. The cost of repairs will be as quoted on an individual basis. Where items cannot be repaired a charge will be made to replace the item based on the current cost to buy new at the time the damage was incurred. Each incident will be dealt with on its own merit and at their discretion.

7. **Extended Services (Breakfast, afterschool & lunchtime clubs)**

The school offers additional clubs at breakfast, lunchtimes and afterschool. Parents and carers who choose to use the School's extended Services provision will be informed in advance of the charges applicable which will be reviewed on an annual basis. The charges for the current year are:

£3.00 per hour / session

Parents are expected to meet the full costs of all extended services booked for their child. Prompt weekly payments for the wrap around sessions are required in advance.

Failure to pay for this provision will result in sessions being suspended until all debts are paid.

8. **Music Tuition**

All children study music as part of the normal school curriculum. We do not charge for many events, however on occasion we may ask for a voluntary contribution.

Charges may be made for vocal instruments tuition provided either individually or to groups, provided that the tuition is at the request of the pupil's parent or carer. This is an additional curriculum activity and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers and there will be a charge for such lessons.

We give parents and carers information about additional music tuition at the start of each academic year.

9. **Swimming Lessons**

The school organises swimming lessons for all Key Stage 2 children. The School do not make a charge for swimming lessons as these take place in school time and form part of the National Curriculum. We will inform parents and carers when these lessons take place and ask for written permission for the child to take part in lessons.

10. **Photocopying and Telephone Charges**

Where someone who is not a member of staff wishes to use the school telephone or photocopier and the school is happy for them to do so, the following charges shall apply and be charged at the school's discretion:

- 10p sheet for B&W photocopying
- 20p per sheet for colour photocopying
- 50p per minute for telephone calls to a local landline
- £1 per minute for calls to non-local UK landlines and UK mobile phones

11. **Other Charges**

The Head Teacher or Governing Body may levy charges for miscellaneous services up to the cost of providing such services.

12. **Equality**

The School is committed to ensuring equality of opportunity for all pupils, staff, parents, carers and visitors irrespective of their race, gender, disability, religion or belief, sexual orientation, age or pregnancy and maternity.

13. **Lettings**

The governing body is responsible for setting the charges for the hiring of the School premises but has delegated the day to day responsibilities of managing lettings to the Head Teacher. Where a letting is agreed, an agreement form must be completed, ensuring that the person requesting the letting agrees to the School's terms and conditions and is appropriately insured. Invoices will be issued promptly with payment expected, wherever possible, in advance of the letting date. VAT is not chargeable on School lettings in line with the Derbyshire VAT Guide – Schools.

All costs associated with letting the School premises must be considered when determining an appropriate charge. The Governing Body's method of calculating the actual cost of the letting comprises three main elements:-

- i) Energy
- ii) Caretaking Fees
- iii) Per Capita costs

However, where appropriate an additional fee may be levied for the following:

- i) Computer & Printer Costs
- ii) Lettings by non-community/commercial groups
- iii) Excessive cleaning
- iv) Profit Margin
- v) Wear and Tear
- vi) Other costs

A lettings calculator has been developed to assist with the above calculation and is available from School Support Finance.

Concessionary rates or free letting agreements may be appropriate in certain situations where it is deemed by the Governing Body to be of benefit to the School, its children or meets community goals. In such situations the reasons for the concessionary rate must be clearly minuted and approved. The organisation requesting the letting must still sign to agree to the School's terms and conditions and must have appropriate insurance.

14. **Monitoring and Review**

This policy is monitored by the Governing Body and will be reviewed on an annual basis.