



Charges, Remissions and Lettings Policy

Charlesworth Primary School

| | <u>Date</u> | <u>Minute No.</u> |
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| Approved by Governors | _____ | _____ |
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(Once approved this document should be published on the School's website)

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 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 / 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 have not paid any contribution. We do not treat those children any differently from any others.

If a parent wishes their child to take part in a school trip, visit or 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 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.

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.

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

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

Parents will be expected to meet the full cost. 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 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 parents' inability or unwillingness to pay, and, therefore, all children will be able to participate in these activities.

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

Parents 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**

Parents/Carers who choose to use the School's extended hours provision will be informed in advance of the charges applicable which will be reviewed on an annual basis. If the provision is run by an external provider (e.g., Peak Active Sport), they will be responsible for promotion, information and payments. The charges for the current year are:

- Breakfast Club - £5.50 per session
- Wildlife Explorers - £5.50 per session

8. **Music Tuition**

Charges may be made for vocal instruments tuition provided either individually or to groups, provided that the tuition is provided at the request of the pupil's parent / carer. Music tuition is currently provided through DCC tutors and other private tutors. Payments for this tuition are paid directly to DCC or the tutors and they are responsible for the publicity, information and charging agreements.

9. **Swimming Lessons (Delete as required)**

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/ carers when these lessons take place and ask for written permission for the child to take part in lessons.

10. **Other Charges**

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

11. **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.

12. **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. 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. Based on the DCC current spreadsheet for hire costs, the following charges will be made for lettings (these are general guidelines and can be increased or decreased depending on the nature of the activity/event):-

| Period of Letting | Caretaking (e.g., Lock/Unlock and setting up/Clearing furniture) | Energy Costs | Utilities Costs (Water, Waste Water etc..) | Additional Cleaning Costs (e.g., Mopping floors etc) | Admin Charge |
|----------------------|--|--------------|--|---|-----------------|
| Up to one hour | £16.96 | £5.20 | £3.34 (Max 20 people) | None | £1.50 |
| Up to two hours | | £10.40 | | None | |
| Up to three hours | | £15.60 | £16.70 (Max 100 people) | £16.96 | |
| Whole Day | | £31.20 | | | |

In considering lettings, the governors should take account of the following: -

- The school premises are under the control of the Governing Body
- Governing Bodies should try to make the premises available for community use
- Schools are expected to at least cover the cost of the letting when the hired use is not for the benefit of their pupils
- Governors may charge above cost
- Any funds generated through community use should be retained by the school for its' own purposes.

Example of current letting: -

The current charges to hire out Long Lane Site for the monthly Parish Council meeting (7pm-9pm with up to 20 people): -

| | |
|-------------------------------|---------------|
| Caretaking | £16.96 |
| Energy | £10.40 |
| Utilities | £3.34 |
| Additional Cleaning | None |
| Admin Fee | £2.00 |
| Total Cost per session | £32.70 |

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.