



Charges, Remissions and Lettings Policy

Chapel en le Frith C of E VC Primary School

DATE AGREED	REVIEWED ON	NEXT REVIEW	COMMITTEE	MINUTE NO	SIGNED
23.01.20		T6 2021	Full Governing Body	13b	
	09.11.21	T1 2022	Resources Management	9.1	
	24.01.23	T3 2024	Full Governing Body	10.14	

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, Remissions and Lettings 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.

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.

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, activities outside of the National Curriculum, 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 Headteacher in confidence.

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.

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.

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.

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 Headteacher, 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.

Extended Services

The School's extended hours provision is offered by the School and charges are reviewed annually.

Music Tuition

Music tuition is provided by several private teachers during school time, at the request of the pupil's parent/carer. Charges vary, depending on the instrument and the length of lessons and are payable directly to the music teacher.

Swimming Lessons

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. Parents are asked to make a contribution towards transport costs.

Other Charges

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

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.

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 Headteacher. 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

The School will use the lettings calculator including guidelines which is available from School Support Finance to assist with calculating charges.

1 Lettings Charges

These will be reviewed annually.

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.

There will be no charge for Governors' meetings, PTA meetings, extra-curricular activities, staff professional and recreational activities, ex-pupils associations or other school linked activities that provide an educational benefit in line with Local Authority guidelines.

There will be no charge for school fund raising events.

Lettings that run within the core hours (7am-6pm, term time) and bring in a contribution relevant to the school and its aims, would be charged as follows:

- Charge for 'wear and tear'
- Charge for energy
- Charge for admin

Lettings that run outside the core hours and bring in a contribution relevant to the school and its aims, would be charged as follows:

- Caretaking fee
- Charge for 'wear and tear'
- Charge for energy
- Charge for admin

Lettings for the provision of public services made by a voluntary or charitable organisation, to be charged only when additional costs are incurred.

It is recommended that all other lettings are charged in line with the Local Authority guidelines.

2 Approval of Lettings

Approval of lettings is delegated to the Headteacher except where the letting involves the provision of a licensed bar or the consumption of alcoholic drinks when approval is delegated to the resources management committee.

3 Cancellation

Cancellation of lettings is covered in Information for Hirer. (Appendix 1)

4 Administration of Lettings

Administration of lettings will be in accordance with the Lettings Policy and Local Authority guidelines except that it will be dealt with by the School Business Officer rather than the Clerk to Governors and the Headteacher will be delegated approval per 3 above.

5 Quarterly return of lettings

The School Business Officer with delegated responsibility will prepare a quarterly return of lettings which will be provided to Governors at each meeting of the resources management committee

6 Site Management

The Site Supervisor and Caretaker are currently responsible for the opening/closing of the premises for all school lettings.

7 Governors Monitoring

The Headteacher will provide a report to each resources management committee meeting of lettings approved and of any problems concerning lettings e.g. damage, non-payment or other issues.

8 Review

This policy will be reviewed annually.

Appendices

- Appendix 1 - Information for Hirer