Charging and Remissions and Lettings

Little Bowden Primary School



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**1. Aims**

Our school aims to:

* Have robust, clear processes in place for charging and remissions
* Clearly set out the types of activity that can be charged for and when charges will and will not be made
* Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

**2. Legislation and guidance**

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](https://www.gov.uk/government/publications/charging-for-school-activities) and [the Education Act 1996](http://www.legislation.gov.uk/ukpga/1996/56/part/VI/chapter/III), sections 449 to 462 of which set out the law on charging for school activities in England.

It’s also based on guidance from the DfE on [statutory policies for schools and academy trusts](https://www.gov.uk/government/publications/statutory-policies-for-schools-and-academy-trusts/statutory-policies-for-schools-and-academy-trusts).

**3. Definitions**

**Charge**: a fee payable for specifically defined activities

**Remission**: the cancellation of a charge which would normally be payable

**4. Roles and responsibilities**

**4.1 The governing board**

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.

The governing board also has overall responsibility for monitoring the implementation of this policy.

Responsibility for approving the charging and remissions and lettings policy has been delegated to the Finance Committee.

Monitoring the implementation of this policy has been delegated to the Finance Committee.

**4.2 Headteachers**

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

**4.3 Staff**

Staff are responsible for:

* Implementing the charging and remissions and lettings policy consistently
* Notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The school will provide staff with appropriate training in relation to this policy and its implementation.

**4.4   Parents**

Parents are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions and lettings policy.

**5. Where charges cannot be made**

Below we set out what we **cannot** charge for:

**5.1 Education**

* Admission applications
* Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
* Education provided outside school hours if it is part of:
	+ The National Curriculum
	+ A syllabus for a prescribed public examination that the pupil is being prepared for at the school
	+ Religious education
* Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil’s parent
* Entry for a prescribed public examination if the pupil has been prepared for it at the school
* Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

**5.2   Transport**

* Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport
* Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated
* Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school
* Transport provided in connection with an educational visit

**5.3   Residential visits**

* Education provided on any visit that takes place during school hours
* Education provided on any visit that takes place outside school hours if it is part of:
* The National Curriculum
* A syllabus for a prescribed public examination that the pupil is being prepared for at the school
* Religious education
* Supply teachers, covering for teachers who are absent from school, accompanying pupils on a residential visit

**6. Where charges can be made**

Below we set out what we **can** charge for:

**6.1   Education**

* Any materials, books, instruments or equipment, where the child’s parent wishes him or her to own them
* Optional extras (see section 6.2)
* Music and vocal tuition, in limited circumstances (see section 6.3)
* Certain early years provision
* Community facilities
* Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school **and** the pupil fails, without good reason, to meet any examination requirement for a syllabus

**6.2   Optional extras**

We are able to charge for activities known as ‘optional extras’. In these cases, schools can charge for providing materials, books, instruments or equipment. The following are optional extras:

* Education provided outside of school time that is not part of:
	+ The National Curriculum
	+ A syllabus for a prescribed public examination that the pupil is being prepared for at the school
	+ Religious education
* Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
* Transport (other than transport that is required to take the pupil to school or to other premises where the local authority or governing board has arranged for the pupil to be provided with education)
* Board and lodging for a pupil on a residential visit
* Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)

When calculating the cost of optional extras, an amount may be included in relation to:

* Any materials, books, instruments or equipment provided in connection with the optional extra
* The cost of buildings and accommodation
* Non-teaching staff
* Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)
* The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

**6.3   Music tuition**

Schools can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil’s parent.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

* If the teaching is an essential part of the National Curriculum
* If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
* For a pupil who is looked after by a local authority

**6.4   Residential visits**

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

**7. Voluntary contributions**

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents to fund activities which would not otherwise be possible.

Some activities for which the school may ask parents for voluntary contributions include:

* **School trips**
* **Sporting competitions**

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay.

If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

**8. Activities we charge for**

The school will charge for the following activities :

* School trips – which includes the cost of entrance fees and transport
* Sports Competitions – which includes the cost of transport
* Swimming – which includes the cost of the entrance fees.

For regular activities, the charges for each activity will be determined by the governing board and reviewed in June each year. Parents will be informed of the charges for the coming year in July each year.

**9. Remissions**

In some circumstances, the school may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.

**9.1   Remissions for residential visits**

Parents who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

* Income Support
* Income-based Jobseeker’s Allowance
* Income-related Employment and Support Allowance
* Support under part VI of the Immigration and Asylum Act 1999
* The guaranteed element of Pension Credit
* Child Tax Credit – provided you’re not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
* Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
* Universal Credit – if you apply on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get)

**10. Monitoring arrangements**

The school bursar monitors charges and remissions and lettings, and ensures these comply with this policy.

This policy will be reviewed by the headteacher annually.

At every review, the policy will be approved by the Finance Committee.

# **11. Lettings and Hiring of School Premises**

The Governing Body wish to encourage the use of the school premises out of school hours by members of the local and wider community.

Fees will be based on Leicestershire County Council's recommended scale of charges which cover building, heating, lighting, and the Premises Officer's costs.

Letting forms and Hiring Guidelines are available from the school secretary. The secretary will check availability of times and advise hire of same.

All lettings and hiring of school premises must be in accordance with the 'Indemnity and Conditions of Lettings' as per Letting Booking forms. No letting or hiring will be undertaken without a completed letting form and fee paid in accordance with terms of form.

The Indemnity form outlines regulation and purposes for which the school may not be hired. If any of these conditions are considered to have been contravened any future hiring may be cancelled by the governors.

**11.1 Cancellation of Lettings**

In the event of less than twenty four hours’ notice being given for the cancellation of a letting a charge will be made

Guidelines for organisers of groups using the school premises out of school hours

**11.2 Letting Fee**

The Governing Body has drawn up a policy based on recommendations of Leicestershire County Council. However, in extended booking circumstances (i.e. over 1 years’ continuous hiring agreement) a set fee per letting approved by the governors will be payable.

Organisers will be charged in line with current recommendations for building, heating, lighting and Premises Officer's costs.

Any damage or breakages to property or fittings will be charged to the hirer.

**11.3 Health and Safety**

Organisers are requested to familiarise themselves with the school's Health and Safety Policy. Regular checks are made of all equipment - fixed and free standing - also of electrical and fire appliances. Any organiser noticing anything potentially hazardous should notify the Premises manager or Headteacher immediately.

Organisers are responsible for ensuring the safety of all group members at all times. A strict code of conduct should be set and expected from all members at all times.

Hirers are asked not to move tables or chairs across the hall, in particular not to pull or drag furniture across the floor. Please use chair lifts provided.

Fire Regulations

Organisers should familiarise themselves with the location of extinguishers and emergency exits.

**In the event of an actual fire being detected the fire alarm should be activated**

The call points are located :

* By the school entrance to the hall, clearly labelled ' Fire call point'
* Rear exit to playground right hand side

In the event of a fire, all group members should evacuate the building immediately and assemble on the car park. The organiser should telephone the emergency services if possible.

First Aid

Organisers will be expected to carry with them a first aid kit, especially if using the school hall. However, a first aid kit is located at the kitchen hatch. For any groups using other parts of the school all classrooms have a first aid kit.