



# CHARGING AND REMISSIONS POLICY

**As God's family we love, learn and play together.**

**At Frodsham CE Primary School we endeavour to:**

- Create a warm and welcoming ethos centred on shared Christian values.
- Develop happy, confident and resilient children who show respect for themselves and others, and make a positive contribution to their community.
- Make learning fun inside and outside of the classroom by providing a broad range of exciting and rich learning experiences which challenge and motivate all children.
- Recognise every child is unique, meet their individual needs and celebrate their achievements.
- Encourage all to be the best they can be.

Our core Christian values are: Love Respect Kindness Community Faith Resilience

**Presented to Staff and Governors: March 2021**

**Next Review : March 2022**

**Person Responsible: Lucy Kirby**

## **Introduction**

The Governing Body recognises the valuable contribution that the wide range of activities, including clubs, trips and residential experiences, can make to a pupil's education and personal and social development. The Governors aim to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as optional activities.

## **1. Aims of the Policy**

- to establish that activities offered wholly or mainly during normal teaching time should be available to all pupils regardless of their parents' ability or willingness to help meet the cost;
- to emphasise that there is no statutory requirement to charge for any form of education or related activity, but the school can exercise discretion;
- to charge for optional activities provided wholly or mainly out of school hours;
- to confirm the right of the school to invite voluntary contributions for the benefit of the school or in support of any activity organised by the school whether during or outside school hours

## **2. Implementation**

In accordance with the above legislation, the school's policy is to charge for the following activities:

### **Individual music tuition**

No charge can be made for class music tuition or group music activities within school hours. However, where individual tuition in the playing of any musical instrument is available to pupils other than those above a charge may be made, including any associated materials, books, instruments, or equipment, where a parent wishes their child to hire or own them. This may be for small groups of up to 4 children. In such cases parental agreement must be sought before a pupil is given tuition.

### **Board and lodging**

Where a school activity involves pupils in at least one night away from home the Governing Body is permitted to charge for board and lodging whether or not the activity takes place in school hours or outside school hours. The charge has to be the 'actual cost' and must not include the cost of transport, insurance or other sundries. However, parents who are deemed to be in receipt of a qualifying benefit by the Governing Body must have remitted the full cost of the board and lodgings, see remissions section below.

### **Education outside school hours**

If an activity is forming part of an examination course or part of National Curriculum requirements, no charge can be made. Activities wholly or mainly outside school hours are called 'optional extras'. An activity which takes place during school hours cannot by definition be deemed 'optional extras'. Participation in any optional extra activity will require parental permission and a willingness to meet such charges as are made.

All other types of visits made wholly or mainly in school hours must not be charged for but the cost can be recovered by voluntary contributions from parents. However, children must not be excluded from a visit because of their parents' unwillingness or inability to pay.

# CHARGING AND REMISSIONS POLICY

## Charges

The Governing Body reserves the right to make a charge or ask for voluntary contributions in the following circumstances for activities organised by the school:

A. Educational Visits in School Hours i.e. non-residential visits taking place wholly or mainly during school time e.g. swimming, museum, zoo, theatre. No charge can be made for such visits, however, in order to cover the costs, the school will ask for a voluntary contribution from parents. Children must not be excluded from a visit because of their parents' inability or unwillingness to pay. If many parents do not wish to contribute, then the headteacher reserves the right to cancel the visit and return all the monies contributed. This applies also to activities taking place in school such as visiting theatre companies, artists. Parents who do struggle to afford the cost of educational visits must contact the school office or speak to the Headteacher directly.

B. Educational Visits Outside School Hours i.e. non-residential visits taking place wholly or mainly outside school time, e.g. evening theatre visits.  
As these visits are generally organised on the basis of parental choice then they are deemed 'optional extras' and the school has the right to recover the full cost of the visit. A pre-requisite for the provision of an optional extra activity must be parental agreement. There is no obligation to remit charges to individual children.

C. Residential Visits Within School Time i.e. residential visits taking place wholly or mainly within school time e.g. The Conway Centre, Fox Howl, Ingleton.  
The Governors must grant their permission for such visits. The costs will be recovered as follows: Compulsory charges will be made for the board and lodging element of the visit. Children who are eligible for free school meals will not be asked to make a contribution towards the cost of board and lodging, see remissions section below. If appropriate, pupil premium monies may be used to subsidise other costs for children who are in receipt of benefits.

There can be no charges for transport, insurance or other sundries. However, the school will usually ask for voluntary contributions from parents. No child will be prevented from attending a residential visit due to financial reasons but the Headteacher reserves the right to cancel such a visit if contributions do not meet or nearly meet the cost.

Parents who are unable to afford the full cost of residential visits must contact the school office or speak to the Headteacher directly. However, if parents are not in receipt of any of the relevant benefits the school has the legal right to refuse to take the child if they have not paid for the compulsory element of the visit.

D. Residential Visits Outside School Time i.e. Residential visits taking place wholly or mainly outside school time e.g. Weekend camps.  
The Governors' permission must be sought for such a visit. As parental agreement is pre-requisite for such an activity and it is an 'optional extra' then the school can recover the full cost of such an activity. There is no obligation to remit charges to individual pupils.

## Charging in Kind

The Governing Body may charge for ingredients and materials or require them to be provided if the parents have indicated in advance that they wish to own the finished product.

## General

The Governing Body may, from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.

## **Remissions**

In order to remove financial barriers from disadvantaged pupils, some activities and visits will be offered at no charge or a reduced charge for parents who are in receipt of the following benefits;

- Universal Credit (provided you have an annual net earned income of no more than **£7,400**, as assessed by earning from up to three of your most recent assessment periods)
- Income Support (IS)
- Income Based Jobseekers Allowance (IBJSA)
- Income-related Employment and Support Allowance

## CHARGING AND REMISSIONS POLICY

- Support under Part VI of the Immigration and Asylum Act 1999
- The Guarantee element of State 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)

These criteria usually relate to the family being eligible for free school meals (excluding universal free school meals for KS1 children).

In addition to assist all parents, we aim to provide as much advance notice as possible regarding school trips, especially residential visits which we put on Parentpay in September to allow payment to be made in instalments.

### **Frodsham Church of England Primary School Lettings Policy**

1. The Governing Body actively encourages community use of the school buildings; however, it reserves the right to refuse any lettings it may choose.
2. The hirers must be willing to meet with school officials and provide details of their aims and objectives and where necessary, insurance policy.
3. The Governing Body will ensure that the school's budget does not subsidise non-school activities and that all costs are recovered. The Governing Body will review charges annually.
4. Each hirer using the school will be required to nominate a contact person. This named person is deemed to be in charge and able to investigate any difficulties that may arise.
5. The Governing Body will determine whether a nominated person from school is required on site when the premises are being used. If not, a responsible person, previously agreed with the school, must be on call.
6. A Letting application form/Indemnity form must be completed by all applicants and for all Lettings beyond the school family, insurance documentation must be in line with that required by the Local Authority.
7. Hiring Conditions must be adhered to at all times. (A copy of which will be attached to the Letting Application)
8. Any hirer who does not belong to the school family and uses the school must be properly insured and relevant insurance documents must be attached to the application.
9. Arrangements for the payment of each letting will be made in advance with the hirer concerned.
10. Smoking is not allowed on the premises in line with school's No Smoking Policy.
11. Alcoholic Drinks
  - a. An occasional licence must be obtained where appropriate. The Licensee is responsible for conduct of bar sales, etc.
  - b. No alcohol is to be stored or retained on the premises (except for a limited period in preparation for Summer and Christmas fair), with the exception of the kiln room, when pupils are in school.
12. In the event of the school needing to cancel an agreed letting, the school /governors will not be liable for any claim for compensation (financial or otherwise) other than the return of any deposit money received.

# CHARGING AND REMISSIONS POLICY

There is a charging policy (outlined below), which categorises lettings.

Lettings/hiring charges are based on four categories. These categories are for general guidance. The Governors may, at their discretion, add further users within the appropriate categories.

## Group A Use

The following qualify for free letting:

- a) All school events (parent consultations, governors' meetings, performances, fundraising etc)
- b) Parent Forum meetings and functions. The school expects the rooms used to be 'left as found'.

## Group B – Adult & Community Learning

- a) These lettings are for those who book a room/space on a regular basis; i.e. once a month/week. The person/group hiring is non-profit making. It is intended for community groups/Church Based Groups (if no admission charge/non profit making).
- b) Parent Forum meetings and functions. (when there is an admission charge).

## Group C – Public Community Use

- a) These lettings are for those who book on an occasional basis. The person/group hiring is non-profit making, but they may be fund-raising.
- b) These lettings are for those who book a room/space on a regular basis; i.e. once a month/week. The person/group hiring is non-profit making. It is intended for community groups/Church Based Groups (if an admission charge is made/profit making).

## Group D – Outside Company profiting from the letting Commercial Use

These lettings are for private and commercial groups. The person/group may be charging a fee to the public in order to make a profit. The charges will be at the discretion of the Governors according to the individual requirements of the hirer. A deposit will be required. There will also be a payment for charge caretaking service.

## Extraordinary Lettings

School Holiday lettings, whole/large part of the school. Special charges will be fixed at the discretion of the Governors

## Frodsham Church of England Primary School Charges for Lettings

Aug 19 – July 2020

### Use of hall

<b>Group B</b>	<b>£16.95 per hour</b>
<b>Group C</b>	<b>£33.90 per hour</b>
<b>Group D</b>	<b>£50.80 per hour</b>
<b>The Den</b>	<b>£4.50 per hour, £20.25 per day</b>
	<b>£22.50 per day – Holiday Club</b>
<b>Little Overton's</b>	<b>£4 per hour, £24 per day</b>

## CHARGING AND REMISSIONS POLICY

	Date	Reviewed by	Notes
Policy received	Dec 00	Staff and governors	
Reviewed/amended	Nov 03	checked by Headteacher	
Reviewed/amended	July 12	Headteacher and P&R	Reviewed in the light of changes to CWAC support for use of their residential centres by FSM children
Reviewed/amended	Jan 14	Headteacher and P&R	Clarified expected contribution for FSM children
Reviewed/amended	July 15	Jan Pryce	Reviewed and added letting charges
Reviewed/amended	June 16	Jan Pryce	Reviewed no changes the den/littleoveton's
Reviewed/amended	Sept 16	Jan Pryce	Updated LA Schools Lettings Charges
Reviewed/amended	Nov 16	Jan Pryce	Added remissions section
Reviewed/amended	June 18	Jan Pryce	Updated benefit criteria
Reviewed/amended	May 19	Jan Pryce	Updated LA Schools lettings Charges and amendment to 11b.
Reviewed/amended	April 20	Jan Pryce/Estates	Updated lettings charges
Reviewed/amended	Mar 21	Lucy Purcell / Finance	Letting charges were not reviewed July 2020 due to COVID-19. They will be reviewed again July 2021.
Reviewed/amended			