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## **Charging, Lettings, Voluntary Contributions and Remissions Policy**

Written by: RS

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### **Philosophy**

The Governing Body the valuable contribution that the wide range of additional activities including trips, clubs and residential experiences can make towards pupils' education. We aim to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities. We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents'/carers' financial means. This policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

### **Introduction**

The purpose of this document is to help the Headteacher and Governing Body set out their policy on charging, remission and voluntary contributions for school activities and school visits. Schools must ensure that they inform parents on low incomes and in receipt of the benefits listed later in this policy of the support available to them when being asked for contributions towards the cost of school visits.

### **Aim**

The aim of this policy is to set out the charges which will be levied for activities, the remissions to be implemented, the circumstances under which voluntary contributions will be requested from parents and the school lettings charges.

### **Responsibilities**

The Governing Body is responsible for determining the content of the policy and the Head teacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Head teacher and Governing Body. The

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Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, practical activities, trips and residential experiences can make towards pupils' personal and social education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities. The governors endorse the guiding principles contained in the Education Act 1996 and in particular that no child should have his/her access to the curriculum limited by charges. If a particular activity is limited to a specific number of pupils, the inclusion of pupils must not make reference to the ability or willingness to pay on behalf of the parent.

### **Prohibition of Charges**

The Governing Body recognises that legislation prohibits charges for the following:

- 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, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- Tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- 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;
- Education provided on any trip that takes place during school hours;
- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- Transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- Transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- Transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school;

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- Transport provided in connection with an educational trip.

## **Charges**

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school.

- Activities outside school hours including trips and clubs which may be a fee for the staffing, coaching, travel or resources.
- The full cost to each pupil of any activities deemed to be optional extras taking place outside school hours including residential visits.
- Individual/Group Instrumental Tuition outside of that provided through the Wider Opportunities schemes. In such cases the charge will not exceed the cost of provision. Children who are looked after by the local authority who wish to have instrumental tuition are entitled to free tuition.

## **Residential Visits**

A charge will be made for the cost of board, lodging and travel costs (subject to statutory exceptions) the cost will not exceed the actual cost of provision. See remissions for further details.

## **Music Tuition**

Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule.

## **Deliberate Damage**

Deliberate damage of school property directly affects the education of our students by taking much-needed funds to repair the damage caused. To redress this, the school will charge the parents of students who deliberately destroy or cause damage to the school its fixtures, fittings and property. This will be proportionate to the damage caused.

All deliberate damage to school fixtures, fittings and property will be costed and an invoice generated which will be forwarded to the parent/carer of the student along with a letter of explanation. In cases where financial issues may be causing the student and their family great hardship, reparation and the student assisting with refurbishing the school may be negotiated as an alternative to payment.

We will consider the needs of the pupils and each incident on an individual basis.

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## **Voluntary Contributions**

The school may ask parents / carers for a voluntary contribution towards the cost of some activities which take place during school hours including school trips or external visitors to the school such as theatre productions or animal groups. Parents are under no obligation to make a contribution and pupils of parents who are unable or unwilling to contribute will not be discriminated against. In the event of insufficient voluntary contributions being made the activity may have to be cancelled and refunds will be given.

Legislation states (Education Act 1996):

“If the activity cannot be funded without voluntary contributions, parents will be notified of this from the outset. No child will be excluded from an activity because parents are unable to pay.

If insufficient contributions are raised, the trip or activity may have to be cancelled. If a parent is unwilling or unable to pay their child will be given an equal chance to go on the visit”.

## **Remissions**

Where the parents of a pupil are in receipt of state benefits which would entitle their child to receive free school meals, the Governing Body will remit the majority of the cost of board and lodging for any residential activity (classed as taking place within school hours). This is made clear in all correspondence in relation to these activities.

Criteria for qualification for remission are given below. Parents/carers in receipt of:

- Income Support
- Universal Credit
- Income-based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by HM Revenue and Customs) does not exceed the sum given in the Revenue and Customs rules
- Guaranteed State Pension

In these cases a voluntary contribution can be made and as with any other trip if sufficient funds are not received then the trip may have to be cancelled.

In other circumstances the Governing Body will invite parents to apply in confidence to the Headteacher for the remission of charges in part or full. The Headteacher in consultation with the Chair of Governors will make authorisation of remission.

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## **Refunds**

Refunds of charges or voluntary contributions received will be made in the following circumstances:

- Cancellation of trips or activities due to circumstances beyond the pupil's control
- The school deciding that a pupil should not take part in a trip or activity for whatever reason.

Refunds will be reduced by the amount of any non-refundable deposits paid.

## **Policy Monitoring and Evaluation**

The Finance Committee of the Governing Body will monitor the impact of this policy by receiving on a yearly basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies. It will seek to evaluate the impact of the school's extended services on those children most in need of additional support.

## **Policy Review**

This policy will be reviewed annually by the GB Finance Committee who may, from time to time recommend amendments to the categories for which a charge maybe made, this will be brought to the full Governing Body for ratification. However, the Governing Body reserve the right to review the Charging and Remissions Policy as necessary.

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## Appendix 1 – School Lettings Charges

<b>Schools Lettings Charges - September 2017 to August 2018</b>			
Queries about charging levels relative to other local facilities should be made to the Health & Wellbeing Services 01270 685949			
Queries specifically about the calculation of the charges below should be made to the Schools Finance Team 01270 686549			
<b>These letting charges have been designed to be used as a GUIDE when charging for the use of:</b>			
<b>School or Youth facilities.</b>			
<b>Schools are advised to use their own discretion when deciding on the exact charges to be levied.</b>			
<b>Please take into account local conditions and levels of charging from similar venues.</b>			
<b>These figures are updated annually using Government statistics. This year's figures are informed by year on year changes to April 2017.</b>			
<b><u>Community and Commercial charges from September 2017</u></b>			
The recommended charge for the use of school and youth centre premises for community and commercial use for the 2017/18 academic year is as follows :			
	<b>Adult &amp; Community Learning</b>	<b>Community use</b>	<b>Commercial use</b>
	Useage	(2/3 of actual cost return rate)	<u>Actual cost return rate</u>
		£ per hour	£ per hour
<b><u>(i) Primary Schools:</u></b>			
- Hall	14.18	28.35	42.55
- Classroom	9.10	18.20	27.30
- Subsequent Classroom	1.98	3.95	5.90
<b><u>(ii) Secondary Schools:</u></b>			
- Hall	19.28	38.55	57.85
- Classroom	10.08	20.15	30.25
- Sports Hall	35.45	70.90	106.35

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- Gymnasium	18.88	37.75	56.65		
- Changing room	8.88	17.75	26.60		
- Subsequent Classroom	2.18	4.35	6.55		
- Squash Courts	9.38	18.75	28.10		
- P.C. Suite	10.19	20.38	30.59		
- Art & Craft Studio	10.22	20.43	30.67		
- Cookery Room	10.22	20.43	30.67		
- Centre Head Office	10.08	20.15	30.25		
<b>(iii) On cost for Sunday and Bank holiday lettings</b>	2.28	4.55	6.85		
<b>(iv) Sports Facilities</b>					
- Tennis / Netball		4.75			
		<b>£ per game</b>			
- Football / Rugby / Hockey / Cricket					
- Weekday		26.25			
- Weekend		34.75			
		<b>£ Per Hour</b>			
- Synthetic Pitches					
Full-Size Pitch		45.00			
Half Size Pitch		29.00			
1/3 Size Pitch		24.00			
<b><u>Council Election charges from September 2017</u></b>					
The recommended charge for the use of school and youth centre premises for polling purposes for the 2017/18 academic year is as follows :					
		<b><u>Summer Period</u></b>	<b><u>Winter Period</u></b>		
		(May to Sept			

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			Inclusive)			
			<b>£ per hour</b>	<b>£ per hour</b>		
	<b>Primary &amp; Youth</b>					
	- Hall		11.05	20.50		
	- Each Classroom		3.15	5.85		
	<b>Secondary</b>					
	- Hall		19.10	33.10		
	- Sports Hall		47.10	80.70		
	- Each Classroom		3.85	6.50		
	These election charge rates do not include any element for caretaking.					
	Winter Period includes additional heating costs.					

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