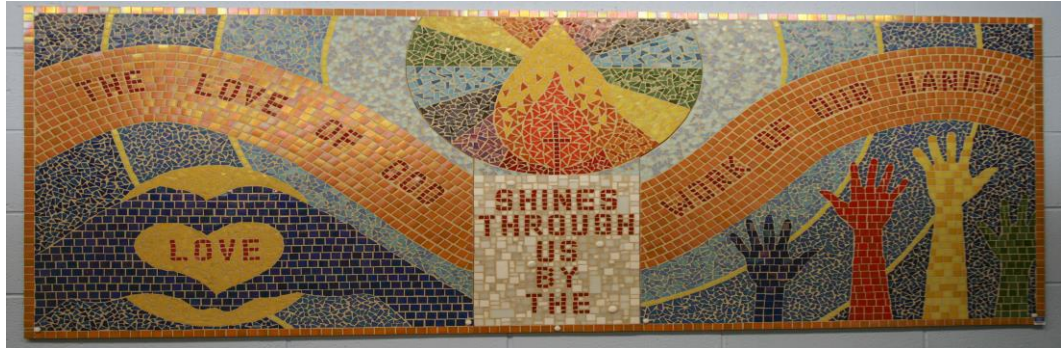


# Norley CE Primary School



## Charging, Remissions and Lettings Policy

We are a church school where education is nourished through the teachings of Jesus Christ, enabling each child to fulfil their potential and which reflects our commitment to academic excellence.

We want our children to celebrate and appreciate diversity, fostering qualities that encourage every child to have aspiration for a society in which every individual is cherished.

With our Christian belief at its heart, we work in partnership with each other, families, the church, the local and wider community to create a stimulating and caring environment, where everyone is welcomed, nurtured and empowered.

Christian values directly inspire and influence the children to recognise their self-worth and flourish, enabling them to make the right choices that will continue to shape their lives

*You are the light of the world. A city built on a hill cannot be hidden. No one after lighting a lamp puts it under the bushel basket, but on the lamp stand, and it gives light to all in the house. In the same way, let your light shine before others, so that they may see your good works and give glory to your Father in heaven.*

(Matt. 5:14-16)



## Charging, Remissions and Lettings Policy

### Purpose

We believe that all our pupils should have an equal opportunity to benefit from our School's activities and visits (curricular and extra-curricular) independent of their parents' financial means. This charging and remissions policy describes how we will ensure a good range of visits and activities is offered and, at the same time, minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

The policy has been informed by *A Guide to the Law for School Governors* and the DCSF guidance *Planning and Funding Extended Schools* and reference to *education reform act 1988 circular 2/89*.

### Relationship to other school policies

The policy compliments our school's Inclusion and Equality Policy, Curriculum Policy, Educational Visits Policy and the Teaching and Learning Policy.

### Roles and responsibilities of headteacher, other staff, governors

The headteacher, staff and governors will ensure that the following applies:

No charges will be made for:

- 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 the School's basic curriculum for religious education. When any trip is arranged parents will be notified of the policy for allocating places.\* See note re Residential visits and costs
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip
- Extra-curricular activities voluntarily provided by staff/parents/carers. NB all staff undertaking such activities will be subject to safeguarding requirements.

*\* Is a residential trip in or out of school time?*

If the number of school sessions on a residential trip is equal to or greater than 50 percent of the number of half days spent on the trip it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into two sessions. A "half day" means any period of 12 hours ending with noon or midnight on any day. If the 50% of the time is outside of school sessions, then a charge may be made as this is defined as an optional extra.

### Activities for which charges may be made

Outside organisations, i.e. a third party may charge parents/pupils for activities involving pupils from the school within school time or for extra-curricular activities. Where the school does not have the resources to provide activities/visits/services for the children, then parents/carers will be asked to make *voluntary contributions* towards part or all of the cost of school visits/activity etc undertaken wholly or mainly within the school day. There is no obligation to contribute and pupils will not be treated differently according to whether their parents have made a voluntary contribution or not.



Visits/activities may be cancelled if the school does not receive sufficient income to help cover/subsidise the costs of the activity. This policy is stated in our school prospectus. The act states there is no restriction placed upon the use made of such contributions or the level of contribution.

*a) Activities outside school hours*

- Non-residential activities which take place outside school hours, but only if the majority of the time spent on that activity take place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).
- Contributions towards the costs of the use of third parties involved in delivering activities on activities outside school hours *supervised by staff* e.g. end of term Y6 out of school activity

*b) Residential visits and activities depending on time/duration*

- Board and lodging costs of residential trips deemed to take place during school time. However, pupils whose parents are in receipt of certain benefits (see point 3 below) may not be charged for board and lodging costs.
- Residential trips deemed to take place outside school time
- Contributions towards the costs of the use of third parties involved in delivering activities on residential trips

*c) Music tuition*

- Music tuition requested by parents for individuals or groups of up to four pupils taken during lesson time in the school day. (NB looked after children are exempt from these charges)

*d) Additional extra-curricular activities provided by professional coaches or third parties*

- Our school may provide additional voluntary extra-curricular activities after school for which a charge is made as these are run by additional external staff e.g. tennis, football. Parents/Carers will be informed of the costs and duration of these activities and they will not exceed the unit cost of the activity. NB all staff undertaking such activities will be subject to safeguarding requirements.

*e) Materials or products where parents have indicated in advance they wish to own the outcome*

- The above may include CDT, Art or cookery products.

*f) Contribution towards swimming coach transport*

*g) Deliberate and wanton damage caused by identifiable pupils*

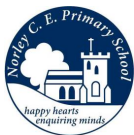
- The circumstances relating to the above will be fully investigated by the Headteacher and staff, and parents/carers involved prior to a charge being made.

**Families qualifying for remission or help with charges**

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived. If remission or help is available in relation to a particular charge, criteria for qualification are given below.

Parents/Carers in receipt of

- Universal Credit (as per government guidelines)
- Income Support
- Income-based Jobseekers Allowance
- Income-related employment and support 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

Where financial hardship exists not covered by exemptions above, support will be given by the school with regard to payment, or extended payments depending on the circumstances. For families with 2 or more children attending the same trip at the same time a discount of 25% will be considered (at the discretion of the Headteacher).

### Additional considerations

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- Where possible provide at least 3 week's notice of a visit or trip involving contributions and inform parents/carers of planned visits in newsletters to aid with planning
- Try to plan a balance of visits and experiences across different year groups/classes. On average a class will undertake an activity involving a contribution on a half termly or termly basis
- We have established a system for parents to pay in instalments if the cost for an activity is over £100
- When an opportunity for a trip arises at short notice that is over £50, it will be possible to arrange to pay by instalments beyond the date of the trip
- We acknowledge that offering opportunities on a "first pay, first served" basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.
- Subsidise some educational visits and experiences from the school budget or via contributions from the PTFA. e.g arts experiences, theatre visits

### Lettings – see appendix

### Arrangements for monitoring and evaluation

The Business & Resources Committee of the governing body will monitor the impact of this policy. It will seek to evaluate the impact of the school's extended services on those children most in need of additional support.

Charging, Remissions and Lettings Policy	
Review Frequency:	Annually or earlier if considered necessary
Reviewed by:	Business & Resource Committee
Head Teacher approval signature:	<i>Helen Kelly</i>
Head Teacher approval date:	
Chair of Governing Body approval signature:	<i>Paul Corbishley</i>
Chair of Governing Body approval date:	
Date of next review:	21 <sup>st</sup> October 2021



## Appendix – Lettings

### Introduction

We believe that our school should be a centre for lifelong learning, and a resource for parents and the wider community. We recognise that the facilities could generate resources for the school. This policy sets out the criteria for making decisions on requests for use by external organisations, and the Governors have agreed to adopt Local Authority guidance and policy on lettings. As an Aided School, the Governing Body is responsible for managing the building and premises related issues in conjunction with the Diocese and School Building Consultant – Cassidy & Ashton

The school is responsible for the letting of school premises and is largely free to determine its own charge rates. When setting charges, reference is made to recommended rates. Our school needs to consider the impact of meeting the costs of lettings including costs of caretaker services, heat and light and an allowance for wear and tear.

The governing body, with advice from the headteacher, will:

- Balance the desire to generate income against the desire to support “worthy” groups within the community
- Agree the criteria to be used when deciding which groups are to be allowed to use the premises and consider requests for bookings against those criteria.
- Take a positive approach to enhancing learning opportunities for the whole school community through promoting community use of the school.
- Ensure that use by external organisations does not degrade the standards of the facilities to the extent that they are no longer suitable for use by pupils.
- Consider issues of political balance
- Consider the implications of all requests received for the health, safety and security of pupils and staff. All users of school premises will be required to complete documentation with regard to this. *This documentation is held by school bursar and includes specific reference to health and safety requirements, key holder responsibilities and requests to use school equipment.*
- Consider the implications for workload of all staff of any decisions it makes
- Take advice from the Local Authority on the charges to be levied and from other Church Aided Schools

### User groups

- **Pre-school groups**  
In order to support community use, nursery and pre-school groups will not be charged at full rate.
- **Parish Councils**  
Parish Councils have a statutory right to use a school building for council meetings if no other accommodation is available within the community. Letting charges can be determined by the school. As a Church School, we are supportive of the Parish council and they will not be charged at full rate.
- **Elections**



Returning officers have a statutory right to use our school premises at a rate to cover the marginal costs for caretaker services, heating and lighting. The school is responsible for billing the returning officer for services provided.

- **Other groups**

Other groups will be charged up to recommended Local Authority rates depending on the nature and scale of usage. The school will also take into account other community use charges and local rates.

### **Record keeping**

In line with Local Authority guidance, the school will maintain the following records

- All applications requested for lettings
- The name of the organisations using school premises along with charge made, staff overtime worked and receipting
- Each hirer is required to complete school documentation relating to their responsibilities, and use of school equipment. Signed copies are kept in the Letting File.
- A file showing the name of the organisation using the premises and copy invoice detailing the amount charged and received is retained.
- The Site Maintenance Officer can claim payment for additional hours related to approved lettings on the timesheets submitted to the school bursar. *Note this is not always necessary due to approved key holders also managing access to the building.*
- If groups enter into regular use to run their own business then a lease agreement should be drawn up. This should be drawn up with the Diocese to ensure it meets legal requirements. Any cost will be borne by the licensee. The lease agreement should then be signed by HT, person using the premises and nominated Governors. Examples of current lease agreements include Link Club. *To note: Lease agreements for Link Club will require revision to ensure they meet statutory requirements.*

### **Additional notes**

- If catering facilities are required beyond tea brewing and washing up, then permission must be obtained from the catering contractor for the school – Edsential
- Licenses for public dances are only required if they are held weekly or monthly on a regular basis
- A license will be required for a public performances – see reference to Performing Rights paperwork
- Outside bodies using the premises and equipment are responsible to the Governing Body for any charges incurred in respect to damage to property and equipment. This is clearly stated on paperwork.
- Outside bodies are responsible for ensuring they hold appropriate insurance. This is clearly stated on paperwork provided to hirers. Note if a PTFA event is held then this is covered.

### **Monitoring**

The Business and Resources Committee will review this policy and associated lettings, charging & remission documentation.