



# **CHARGING, REMISSIONS & LETTINGS POLICY**

**October 2023**

POLICY No. 65

DATE APPROVED BY GOVERNING BODY: 16.10.23

DATE OF NEXT REVIEW: Autumn 2024

LEAD: Jacqueline Pitt

# Charging, Remissions & Lettings Policy

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [Education Act 1996](#), sections 449-462 of which set out the law on charging for school activities in maintained schools in England.

## Purposes

1. This Charging, Remissions & Lettings Policy covers charges relating to educational and non-educational activities.
  - a. School visits, which are planned to support classroom work, offer the pupils firsthand experience of topics being studied. This firsthand experience is an invaluable aid to the learning process. Visits also offer opportunities for the development of confidence, independence, responsibility for self and others, and a sense of adventure, which are not available in the same way in school.
  - b. Extended visits over several days undertaken by the older pupils offer a very special opportunity for social, physical, emotional, and intellectual development outside the usual home/school environment, which would not otherwise be possible.
  - c. Practical activities such as cookery, and work in art/craft and design technology, are important, and offer special opportunities for active learning and the development of cross-curricular skills.
2. The following guidelines set out the financial arrangements, which will apply when the above activities are under consideration.

## Guidelines

### 1. General Principles

The school wishes to provide the best possible educational opportunities available within the funds allocated by the Department for Education (DfE). The law states clearly that education during normal school hours is to be free of any compulsory charge to parents carers, and the school fully endorses that principle. It is recognised, however, that many educationally valuable activities will be dependent on financial contributions in whole or in part from parents carers. Without that financial support, the school would find it impossible to maintain the quality and breadth of the educational programme provided for pupils. Where specialists are involved, or activities are organised to further enhance the curriculum provision parents carers may be asked for a voluntary financial contribution.

The school's concern is to keep financial contributions for additional activities reasonable and kept to a minimum to ensure as far as possible, that all students can take part, regardless of their circumstances. Any calculated contribution will not exceed the actual cost of providing the activity and will be divided equally by the number of pupils participating. Donations from any outside organisation will be taken into consideration when calculating the cost. There will be no levy on those who contribute, to support those who can't or won't.

The school will make clear the criteria to allocate places on any activity before requesting any contribution from parents carers as part of any information sent out to them. School will explain that if insufficient funds are available for an activity requiring a voluntary contribution, it may be necessary to cancel the activities, and parents carers will be informed of this when the contribution is requested, and any monies returned promptly. The school will decide on an appropriate level of income necessary for the activities to take place or insufficient funds to proceed with it in full.

The main exception to this guidance is music tuition covered under The Charges for Music Tuition (England) Regulations 2007, which sets out the conditions for charging for playing a musical instrument, including vocal tuition. The school will clarify this when informing parents carers. This is not chargeable if part of any curriculum activity.

## 2. Charges Relating to Educational Activities

Type of Activity	Request from parents/carers
Day trip (curriculum) Visits during school time required for curriculum reasons, or for Religious Education	Voluntary contribution
Day trip (optional, outside of hours) Visits which are not specifically required for curriculum reason or Religious Education, taking place outside school time	Charge for Allowable Costs*
Optional Activities (outside of hours) For example – cookery club after school	Charge for Allowable Costs*
Residential Trips **	Charge for Allowable Costs*
Classroom Materials (to own) Where the parent has indicated in advance that they would like to own the finished product	Charge for Allowable Costs*

Classroom Materials (for practical activities such as cookery, DT etc.)	Voluntary Contribution
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\* Allowable costs include:

1. The pupil’s travel and subsistence costs
2. Materials, books, instruments, and other equipment
3. Teaching and support staff if employed to accompany the visit
4. Entrance fees to museums, castles, theatres etc.

\*\* Charges will be made for board and lodging, except for those pupils entitled to remissions – see section 4. Parents will be charged for all allowable costs\* when the number of school sessions missed by the pupils totals half or more of the number of half days taken up by the activity. In such cases parents will be told how the charges were calculated.

### 3. Letter Requesting Voluntary Contributions

The letter requesting a voluntary contribution will

- Explain the nature of the proposed activity;
- Explain its value in educational terms;
- Indicate the level of contribution required;
- Emphasise that there is no obligation to contribute, and that no pupil will be omitted from the activity because his/her parents carers are unwilling or unable to pay;
- Indicate the activity may not take place if not enough contributions are received.

### 4. Remissions

The school is allocated specific funding for each child who is eligible for free school meals (or have been eligible in the past 6 years). This funding can be used to pay for extra-curricular activities for those children.

Contributions may be reduced or waived for pupils whose parents make a request to the Headteacher.

### 5. Charges relating to Non-Educational Activities

#### Photocopying

A4	B&W	£0.05
	Colour	£0.10

A3	B&W	£0.10
	Colour	£0.20

Use of and charging for photocopying is at the discretion of the Headteacher.

### **Telephone Calls**

Staff using the school telephone may do so at the normal telephone costs. Charging for calls is at the discretion of the Headteacher.

### **Breakage and Fines**

A charge will be levied in respect of willful damage, neglect, or loss of school property (including premises, furniture, equipment, books, or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher or member of the Senior Leadership Team may decide.

This also applies to third party property where the repair or replacement cost has been recharged to the school. In such cases the full cost will be passed onto the individuals involved.

## **6. Lettings**

Other than the Training Room, events which involve the use of the school by outside organisations and individuals are seldom held at Chadsgrove School due to the lack of security for the various areas of the building once access is gained to one part – especially the school hall. Furthermore, the risk of damage to the fabric of the building and the expensive specialised equipment are inhibiting factors.

In the event of the Governing Body agreeing to outside lettings (primarily the Training Room) each application would be treated on merit.

Use of the building for school purposes will be delegated by the Governing Body to the Headteacher for approval. Events such as Parents Carers evenings, Christmas plays and social events (involving mainly Parents Carers) fall under this category.

The school pool is hired out on a regular basis to outside contractors (Waterbabies) and parents carers of pupils in school. Guidance and procedures are as detailed on Policy No. 67 and 68. Charges are £60 per hour to outside contractors and £12.50 per hour to parents carers of pupils in school. Please refer to our separate pool policy.

Outside organisations are provided with a document which details the fire regulations at Chadsgrove and notices are placed in every room in the school detailing the fire exit point. Outside organisations should provide insurance information and a copy of their Safeguarding Policy.

The policy will be reviewed annually by the Governing Body.

Policy agreed by Governing Body on 16.10.2023

Review policy on during Autumn Term 2024