




“I have come in order that you might have life – life in all its fullness.”
John 10:10

Charging and Remissions (Lettings) Policy

Policy accepted by FGB on:	7/12/2016
Next review:	Autumn 2019
Signed (Chair of Governors):	
Statutory policy: <u>Yes/No</u> On school website: <u>Yes/No</u>	

CHARGING AND REMISSIONS POLICY

(This policy is based on the Somerset LA model policy dated August 2013.)

1. Purpose of this policy

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extracurricular) independent of their parents' financial means. This charging and remissions 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.

2. Relationship to other policies

This Charging and Remissions Policy compliments these other school policies:

- Equal Opportunities
- Finance
- Off-Site Visits and Activities
- Teaching and Learning (Curriculum).

3. Roles and responsibilities of headteacher, other staff and governors

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

(i) *No charges will be made 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 the school's basic curriculum for religious education.
- Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum.
- Education provided on any trip that takes place during school hours. However, governors have agreed that Voluntary Contributions may be requested.
- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum or part of the school's basic curriculum for religious education.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.
- Transport provided in connection with an educational trip. However, governors have agreed that Voluntary Contributions may be requested.

(ii) *Activities for which charges may be made:*

- Activities outside school hours – non-residential activities (other than those listed in (i) above), which take place outside school hours, but only if the majority of the time spent on that activity takes place outside school hours

(time spent on travel counts in this calculation if the travel itself occurs during school hours).

- Residential activities – board and lodging costs (but only those costs) of residential trips deemed to take place during school time. However, pupils whose parents are in receipt of certain benefits (see point **(iii)** below) may not be charged for board and lodging costs. Residential trips deemed to take place outside school time (other than for those activities listed in **(i)** above). When any trip is arranged, parents will be notified of the policy for allocating places.
- Music tuition – for individuals or groups of any appropriate size.

(iii) 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. Criteria for qualification for remission are given below.

Parents in receipt of:

- Income support
- Income-based Jobseekers Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Universal Credit
- Child Tax Credit, providing 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.

Additional categories of parents may claim help with some costs in some circumstances, which will be decided by the Governing Body taking into account as to whether additional help is justified.

(iv) 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:

- We have established a system for parents to pay in instalments.
- When an opportunity for a trip arises at short notice 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.

APPENDIX A: CHARGES AND STANDARD LETTINGS CONTRACT

STANDARD CONTRACT

- Use of school hall and staff toilets only (i.e. no access to classrooms, administration area, resource room, PE Cupboard).
- No wedding receptions, private discos, birthday parties or “private” jumble sales.
- Groups to be adequately supervised at all times.
- No ball games.
- All damage to be paid for.
- Any transgression from this agreement will result in the letting being discontinued.
- Time of letting will be calculated from first admission to premises until final departure.
- School hall, staff toilets, corridor and foyer to be left as found.

CHARGES – from 1 September 2016

A) One-off/occasional lettings to the general public

- £50.00 refundable DEPOSIT against damage/uncleanliness (to be returned after the end of the final session booked – subject to a satisfactory site inspection by the School Business Manager or Headteacher).
- £90.00 for an up-to-three-hour let with heating and caretaker.
- Rates negotiable beyond the three hours.

B) Regular/weekly lettings

- £50.00 refundable DEPOSIT against damage/uncleanliness (to be held for the duration of the booking period and returned after the end of the final session booked – subject to a satisfactory site inspection by the School Business Manager or Headteacher).
- £50.00 for an up-to-three-hour let with heating or caretaker.*
- £60.00 for an up-to-three-hour let with heating and caretaker.
- Rates negotiable beyond the three hours.

* The no caretaking option is subject to the School Business Manager’s discretion; if the premises are not left in a clean and orderly fashion all or some of the deposit may be forfeited.

C) Special rates for long-term lettings

Please contact the School Business Manager for details.