



# **CHARGING, REMISSIONS & LETTINGS POLICY**

**September 2019**

POLICY NO. 65

APPROVED BY GB: 03.10.2019

TEACHER: DEB RATTLEY

# CHADSGROVE SCHOOL

## Charging & Remissions Policy

It is the responsibility of the Governing Body to determine and keep under review, a policy concerning charging for activities, and the circumstances in which they may remit such charges. The following paragraphs give the necessary information.

1. There will be no charge made for the admission of any pupil, or for the normal tuition.
2. There will be no charge made for the provision of any materials, books, or other equipment for use in connection with education provided in school hours (apart from those listed in 3).
3. A charge may be made for costs associated with the playing of a musical instrument, whether in or out of school hours, unless it is provided as part of the syllabus, a prescribed public examination or is required by the National Curriculum.
4. There will be no charge for education and associated incidentals provided wholly or mainly outside school hours, where these are provided to fulfill statutory duties or a syllabus for a prescribed public examination.
5. For activities undertaken wholly or mainly outside school hours, and not covered by the above paragraphs, and deemed to be optional extras, a charge may be made. The levying of such a charge, and the amount charged, will be dependent of the costs involved and the funding available to the school.
6. Parents/carers will be notified in advance of such activities, and the proposed charge, if any. Only those pupils whose parents have agreed in writing to pay the charge will be included in the activity, unless the Governing Body's remission rules apply, and have been followed.
7. The Governing Body has resolved that where a family is in receipt of Income Support, Job Seeker's Allowance, Housing Benefit, Child Tax Credit, Universal Credit, Working Tax Credit, Universal Credit or Employment and Support Allowance, an application may be made in confidence to the Headteacher for full or part remission of charges. The Headteacher will authorise such remission in consultation with the Chair of Governors.
8. The charge made for individual pupils will not exceed the actual cost of providing the optional extra activity divided equally by the number of pupils taking part. If there are an insufficient number of pupils taking part to cover the cost of the activity, it may be cancelled.
9. No charge may be made whether for education or transport in respect of non-residential activity, e.g. a day-trip, deemed to take place during school hours, although voluntary contributions may be requested. When requesting such contributions, it will be made clear that parents are under no obligation to contribute and that pupils will not be treated differently according to whether or not these parents have contributed.
10. As the funds available to the school are limited to monies provided by the LA and other funds raised by the school, the Governing Body has agreed that in order to avoid the

loss or reduction of educational activities or opportunities for the pupils, voluntary contributions, as set out in paragraph 9 will be sought, wherever possible. If insufficient contributions are received, this may curtail such activities.

11. If a pupil's behaviour results in damage to or loss of school property, the school may ask parents/carers to pay for the cost of replacement or making good.
12. Any shortfall in costs will have to be met from donations given to the school specific for this purpose, which are limited.
13. It should also be noted that remissions do not apply where charges are made by persons other than the school, e.g. charges made by the LA for individual music tuition.
14. Private telephone calls and private photocopying by staff is not encouraged but if deemed necessary a minimal charge is made.

## **School Lettings & Charges**

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.

The school field is currently used on Saturday mornings free of charge by a church football group. This is at the discretion of the Headteacher. Governors reserve the right to charge for the hiring of this facility and any future new lettings.

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 and friends of the school) fall under this category.

The school pool is hired out on a regular basis to outside contractors and Parents/Carers of pupils in school. Guidance and procedures are as detailed on Policy No. 67 and 68. Charges are £50 per hour to outside contractors and £12.50 per hour to Parents/Carers of pupils in school. Please refer to our separate pool policy.

A nominal fee is also charged to parents/carers for the cost of ingredients for food technology, messy food play or tasting sessions.

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.