

**ATHELSTAN COMMUNITY PRIMARY SCHOOL  
CHARGING & REMISSIONS POLICY  
FOR SCHOOL ACTIVITIES & LETTINGS**

<b>Document Status</b>			
<b>Date of Next Review</b>		<b>Responsibility</b>	<i>Finance Committee</i>
<b>Success Criteria for review completion</b>		<b>Responsibility</b>	<i>Chair of Finance</i>
<b>Date of Policy Creation</b> <i>Lettings updated from School Finance Manual Information Feb 2014</i>	<b>Adapted school written model</b>	<b>Responsibility</b>	<i>Chair of Finance</i>
<b>Date of Policy Adoption by Governing Body</b> <b>16/03/17</b>	<b>Signed S Doherty Chair of Finance</b>		
<b>Method of Communication (e.g Website, Noticeboard, etc)</b>			

This policy takes guidance from the DFE Policy – ‘Charging for School Activities’ which has been recently revised and Local Authority guidance on school lettings. Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by local authorities in England. This guidance complements the information given in “A Guide to the Law for School Governors” (Chapter 23) and reflects the terms of the Education Act 1996.

This Policy will be reviewed on an annual basis by the School’s Finance Committee and will be adjusted in line with new Government or Local Authority recommendations. It sets out the School’s position on charges, remissions and lettings.

**Voluntary Contributions and Responsibilities of Staff**

Nothing in legislation prevents a Governing Body or Local Authority from asking for voluntary contributions that would benefit the School or any School activities and the School will invite parents and others from time to time to make voluntary contributions to enable the provision of activities and visits which may not otherwise be possible. If the activity cannot be funded without voluntary contributions, this will be made clear to parents at the outset. The Governing Body or Head teacher will make it clear to parents that there is no obligation to make any contribution. No student will be excluded from an activity because his or her parents are unwilling or unable to pay. However, if insufficient voluntary contributions are raised to fund a visit or workshop, it may not go ahead. Staff organising visits should make this clear to parents. Staff organising a trip will make it clear to parents at the outset what their policy for allocating places on the visit will be.

Activities outside of normal lesson times and not within the National Curriculum (ranging from visits abroad to school matches) are classed as ‘optional extras’. Parents may be asked to meet the full cost of these activities. In the case of residential experiences, every effort will be made to offer value for money but the cost might be quite high. It is intended that School-based extra-curricular activities should be free or very low cost in line with the schools commitment to best value. The School will do its best to offer assistance or remission of charges in any case where there is hardship. (see remissions information)

For activities during normal School hours and/or within the National Curriculum, parents may be asked to make a voluntary contribution to cover the cost of the activity to enable it to go ahead. Each year, such visits are likely to include visits to museums and galleries for Art,

and theatre trips in English and Drama. Visitors to school providing workshops and theatre performances. The costs of visits will vary depending on transport and individual provider charges.

When making requests for voluntary contributions to School funds, parents will not be made to feel pressurised into paying as it is not compulsory.

Charges and contributions should cover the anticipated costs. Payments will be refunded to parents in the event of cancellation of an activity or visit. A charge may include an allowance for the cost of staff from the School who supervise optional extra activities if those staff have been specifically asked to cover the activity as an 'optional extra'.

Parents may be asked to meet the costs of private music tuition in full, where tuition is given either to an individual student or to students in small groups. General fundraising and sponsorship may be used to permit additional activities.

### **Charging Structure**

For residential courses during the time of normal School hours, parents can be asked to meet the full cost of board and lodging, and to make a voluntary contribution towards any travel expenses. The School will meet part of the costs for students who are in receipt of FSM, where it is still possible for the visit to go ahead. The School will do its best to offer assistance and remissions in any case where there is hardship through pupil premium funding.

Parents may be charged for some or all of the cost of damage to School property where this has been due to a child's behaviour; Parents will be expected to meet some or all of the cost for replacing lost or damaged books or equipment.

The School sells a variety of materials to students through the School Office, ranging from stationery to commercially produced school planners and specialist personal protective sports equipment. The prices set will be based on their cost to the School of supplying such items.

Parents may be charged for or materials for baking and some practical lessons where parents wish to own the finished product.

Charges will be levied for the use of the school premises or facilities. (See Lettings Policy)

Charges will be levied for nursery provision accordingly and for 3/4 year olds who require additional provision in excess of their funded hours plus 2 year olds who require provision over the 15 hours or those not in receipt funding.

Charges will be levied for the use of the photocopier which currently stands at  
10p per black and white copy    20p colour copy

Charges will be levied for reproducing items as listed in the Freedom of Information Policy.

Charges will be levied for the provision of training to cover the costs associated with the provider and will include resources and materials and any appropriate letting cost. Remissions will be available for STAR members.

### **Activities and Visits**

If the number of School sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during normal School hours (even if some activities take place late in the evening). Whatever the starting

and finishing times of the day, regulations require that a school day be divided into two sessions: a 'half day' means any period of 12 hours ending with noon or midnight on any day. Time spent on travel counts in this calculation if the travel itself occurs during School hours. Activities during normal School hours may only involve a request for a voluntary contribution; parents may be charged an amount to cover the costs incurred to the School for activities mainly taking place outside of School hours.

Parents should be informed of the decision to ask for contributions at the planning stage of activities. Planned activities may be cancelled if financial support is not forthcoming. Parents may be asked to make a voluntary contribution towards activities taking place during School time, or towards activities which are a necessary part of the National Curriculum, or towards activities that form part of the School's basic curriculum for Religious Education. Parents will be asked to meet the full cost of optional extra activities that occur outside of normal School hours, where these activities are not a necessary part of the National Curriculum. Parents will be asked to meet the full cost of board and lodging, and to make a voluntary contribution towards travel expenses for residential visits which fall, in the main, during normal School sessions. Students whose parents are receiving the following benefits should not be prevented from taking part in any School activity or trip that is open to other students:

- Income Support (IS);
- Income Based Jobseekers' Allowance (IBJSA);
- 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 Her Majesty's Revenue and Customs) does not exceed the limit set by HMR&C
- the guarantee element of State Pension Credit
- any similar income related employment and support allowances introduced by the Government.

Any charge made in respect of individual students will not exceed the actual cost of providing the optional extra activity, divided equally by the number of students participating. It will not include an element of subsidy for any other students wishing to participate in the activity whose parents are unwilling or unable to pay the full charge. In calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments, or equipment provided in connection with the optional extra;
- associated additional non-teaching staff costs ;
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

In cases where a small proportion of the activity takes place during School hours, the charge will include the cost of alternative provision for those students who do not wish to participate. Therefore no charge will be made for supply teachers to cover for those teachers who are absent from School accompanying students on a residential visit. Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

When the School informs parents about a forthcoming visit, it should be made clear that

parents who are in receipt of FSM will be eligible for remissions. However, where voluntary contributions would not cover the cost of a visit, it would be likely that the visit would be cancelled where the trip was not an essential element of the curriculum.

### **Music Tuition**

The law states that all education provided during school hours must be free, but music lessons are an exception to this rule. The Education and Inspections Act 2006 introduced a regulation-making power which allowed the Department for Children, Schools and Families to specify circumstances where charging can be made for music tuition. The new Regulations, which came into force in September 2007, provide students with greater access to vocal and instrumental tuition. Charges may now be made for teaching either an individual student or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. Charges may only be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the student. Please note parents may also be expected to purchase instruments and music or arrange insurance for school instruments 'on loan'.

### **Extended Schools and After School Clubs**

School provides a selection of after school clubs and activities each term for pupils 3-11 year olds Parents will be charged as indicated on the provider's schedule.

### **Early Years**

#### **Nursery Charges for Puddles Additional Sessions over the funded 15 hours**

All 3 and 4 year old children have an entitlement to 15 hours of funding the term after they are 3 and this entitlement must always be completely free at the point of delivery. A parental agreement will be required in relation to the funded 15 hours provision. In addition parents may be eligible to receive an additional 15 hours in line with the government's 30 hours funding for working families.

Additional sessions over the 15 hours and or 30 hours entitlement may be available but this is dependent upon the number of children who are attending for funded sessions and to whom priority will be given. Sessions will consist of 3 hours and will be charged at £12.00 per session. From September 2017 price increase to £12.75 per session in line with funding changes and inflation .Prices are subject to review at the start of the academic year. The parental agreement should include details of the additional chargeable sessions.

Athelstan school provides both funded and paid provision for 2 year olds. Funding is available for 2 year old pupils who meet the government criteria for eligibility. Upto 15hours of funding can be claimed. In addition parents can access paid provision.

Charges are shown below detailing price increases from September 2017

<b>Service</b>	<b>April 17</b>	<b>September17</b>
Puddles paid session	£12.00	£12.75
Puddles Lunchtime	£2.30	£2.45
Raindrops Session	£13.50	£14.25
Raindrops lunch time including meal	£4.00	£4.25
Puddles School Meal	£1.80	£1.90
EYFS Before School	£4.00	£4.00
EYFS After School	£10.00	£10.00
EYFS Breakfast * refers to funded pupils only	£1.00	£1.00
EYFS Tea * refers to funded pupils only	£2.00	£2.00
EYFS snack	£1.00 per week	£0.25p per session £2.50 FTE

### **EYFS Before and After School Club**

Parents will be asked to sign an agreement for before and after school provision. A half terms notice is required to cancel or change sessions as per the terms and conditions of the agreement. The cost of before and after school provision will be reviewed annually. Invoices are payable half termly in advance unless with prior arrangement with the school

### **Invoicing and Payment Procedures**

An invoice for the additional sessions will be sent to parents half termly in advance. Where immediate payment of the invoice may cause hardship, parents are advised to contact the Head teacher in writing upon receipt of invoice. The School will do its best to assist with payment arrangements basing individual requests on their own merit. Invoices should be paid within the 30 day notice period Note: late payment will incur an additional charge of 8% of the invoice balance (see parent induction booklet: signed at admission) and non-payment will result in the termination of the contract with immediate effect unless an individual agreement has been arranged.

### **Non Attendance or Cancellation**

There will be no refunds (full or part) for non-attendance of chargeable sessions.

Fees for additional sessions are chargeable for a half term and cancellation of the agreement will result in a cancellation charge for the remainder of fees due up to the end of the term. The cancellation charge may be waived or reduced at the discretion of the Head teacher basing individual requests on their own merit. All requests for waiving/reduction of cancellation fee must be put in writing to the Head teacher.

### **Lunchtime Sessions**

The school will charge parents a fee currently set at **£2.30** (per lunchtime session) to cover for additional supervisory staffing provision for nursery children attending the lunchtime session.

An optional charge of **£1.80** will cover the cost of a school dinner where required however packed lunches may be provided by parents if preferred. **Prices are subject to review from September 2017. See table above.**

**Early Years Free School Meals. (Puddles Pupils )** For information on free school meals where applicable please see the School Office Manager. Where there is entitlement to a Free School Meal the lunchtime supervision charge will be waived for the sessions that the Free School meal applies to. (Attendance at the session before and after lunch only)

### **Important Note:**

Any sums payable by parents for optional extras such as unpaid nursery fees, extended school provision etc to which they have agreed in writing, or for board and lodging shall be recoverable as a civil debt and may also be subject to late payment charges.

### **Late Payment Charges:**

Charges will be levied at 8% of the outstanding debt, to cover associated administration costs.

### **Miscellaneous Charges**

Charges will be applied to cover the admin costs associated with the collection of dinner money arrears as advised in the arrears letters issued to parents for non-payment of dinner money.

### **Lettings –Scale of Charges**

<b>Group</b>	<b>Time</b>	<b>Area to be hired</b>	<b>Cost per hour</b>
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Extended service	3pm-6pm (inc 9am-3pm)	Hall	£7.45
		Classroom	£5.09
		School pitch	£6.61
Community Group	3pm-6pm (inc 9am-3pm)	Hall	£7.45
		Classroom	£5.09
		School pitch	£6.61
Profit Making Organisation	3pm-6pm (inc 9am-3pm)	Hall	£9.50
		Classroom	£6.30
		School pitch	£8.24
Extended service	6pm-9pm	Hall	£22.36
		Classroom	£17.22
Community Group	6pm-9pm	Hall	£22.36
		Classroom	£17.22
Profit Making Organisation	6pm-9pm	Hall	£27.98
		Classroom	£21.57
Additional computer hire			70p each Per session
Community/Extended service	School holidays	Hall	£22.36
		Classroom	£17.22
		School pitch	£21.57
Profit making organisation	School holidays	Hall	£27.98
		Classroom	£21.57
		School pitch	£21.57

Charges for lettings will be reviewed annually by members of the Finance Committee and will be in line with those in the North Yorkshire County Council Schools' Finance Manual. Lettings will be based upon the following principles:

- (i) the School's premises represent a significant capital investment and should be fully utilised
- (ii) the premises are a valuable community resource
- (iii) educational usage constitutes the main priority
- (iv) a profit margin would be welcome when derived from private or commercial usage but is not the objective when facilitating educational activity by designated users.

New applicants wishing to use the School premises will be vetted, as appropriate to their request, before a contract with them is offered. Full contact details will be required and the Local Authority's terms and conditions relating to such contracts will apply for lettings and hire of the premises.

All formal hiring of the School's premises, including those for which no charge is made, shall be documented by the School's Finance Assistant. Hirers must complete an appropriate hire agreement/lettings form and will receive a copy of the conditions of hire. The hire agreement is a contract which Governors may enforce in law.

In arriving at the charges for lettings and hiring of the premises, the School will use the following principles:

- (i) statutory users will be charged an amount commensurate with the costs incurred to the School
- (ii) designated users will be charged no more than the cost incurred this will include VAT where applicable

- (iii) private users will be charged on a cost plus income margin to enable income generation that can contribute towards wear and tear incurred and the replacement of furnishings/equipment, enabling the sustainability of lettings and hire
- (iv) there will be parity of treatment for similar users
- (v) overall, the cost of letting School facilities should be recovered from users.

For the purpose of charging, the Governing Body, Head teacher, or member of staff to which this duty is suitably delegated, will be empowered to determine to which group any particular individual or organisation belongs. The basis of charging will be determined by the purpose for which a letting is arranged as per the Local Authority's guidelines. Charges are available on request from the School's Finance Office and will be reviewed each year. The Governing Body reserves the right to require a deposit over and above the hiring charge as provision against damage to the premises (including any equipment) or the premises being left in an unacceptable condition, necessitating additional costs for cleaning, caretaking or other expenses. The School will seek to recover any costs incurred which were unavoidable and resulted directly from a cancelled letting. The School will not always employ a continuous caretaking presence during lettings, but the Governing Body reserves the right to insist upon this where the nature of the hiring may leave the School vulnerable to theft or damage.

The Governors will review and update the lettings and room hire charges each year. Increases will take account of the rise in caretaking staff pay and any other relevant, inflationary rises of which the School is informed by the Local Authority or supplier of a service relevant to the letting.

The School's Governing Body will be mindful of their responsibilities in safeguarding the School from bad debt. Therefore, payment at the time of booking will be the preferred option. Payments are to be made via Parent Pay or debit card in line with the school cashless policy. Cash and cheque will only be taken through prior arrangement and, in all cases, official receipts will be issued. The School will allow the extension of credit to local organisations and individuals where they are satisfied that these are credit worthy. The School reserves the right to withdraw credit facilities where prompt payment is not received. In all cases, where credit is extended, an official invoice will be issued. The Governors will not normally extend credit for lettings where the invoice value is less than fifty pounds (£50). The Finance Officer will refer any queries or concerns regarding the creditworthiness of person(s) or groups wishing the hire the premises to the Finance Manager or Head teacher.

### **Value Added Tax**

The Governors are constrained by law to apply value added tax to all transactions where appropriate.

Approved By Governors:

Signed

A Parmenter

Date

16/03/17