



Parwich Primary School

Charges, Remissions and Lettings Policy

Review every two years

Introduction

The education we provide during normal school hours is at no charge to pupils. We do not charge for any activity undertaken as part of the National Curriculum, with the exception of some individual or small-group music tuition.

Day visits within or mainly within school hours

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents/carers to contribute to the cost of the visit. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a visit. If a visit goes ahead, it may include children whose parents have not paid any contribution. We do not treat those children any differently from any others.

If a parent wishes their child to take part in a school trip, visit or activity or event but is unwilling or unable to make a contribution, we do allow the child to take part in the trip, visit or activity. Sometimes, school pays additional costs in order to support the visit. Parents have the right to know how each trip, visit or activity is funded and school will provide this information on request. Children in receipt of Free School Meals or Universal Free School Meals will be offered a free school packed lunch.

Residential visits in school time

If the school organises a residential visit in school time (or mainly school time), which is to provide education directly related to the National Curriculum we do not make a charge. However, we do make a charge to cover accommodation, food and travel expenses.

To ensure all children are provided with the opportunity to participate on school visits, parents/carers experiencing financial difficulty are invited to talk to/write to the Head Teacher in confidence.

Activities outside or mainly outside school hours

Parents will be expected to meet the full cost. Participation in these activities will be voluntary when the activity is not part of the national curriculum, not part of a syllabus for a prescribed public examination or not part of religious education. Prices for individual activities will be provided to gauge interest. Activities will not run where full costs cannot be recovered.

Ingredients/materials for practical activities such as cookery and craft

To help school finances, parents may be asked to pay the cost of materials where the finished product is to be kept by the pupil. Costs for these will be calculated based on the cost of the material. No profit will be made.

No child will be disadvantaged because of parents' inability or unwillingness to pay, and, therefore, all children will be able to participate in these activities.

Lost school equipment, books, etc.

Parents will be expected to replace or purchase lost items of school property including IT equipment and books. The cost of these items will be the replacement cost to purchase the same or similar item at the time the loss occurs.

Breakages and damage to school buildings, furniture or property

In cases of wilful damage to the school building, furniture or its equipment, the school's Headteacher, in consultation with the Chair of the Governing Body may decide to make a charge. The cost of repairs will be as quoted on an individual basis. Where items cannot be repaired a charge will be made to replace the item based on the current cost to buy new at the time the damage was incurred. Each incident will be dealt with on its own merit and at their discretion.

Extended Services

Parents/Carers who choose to use the school's extended hours provision will be informed in advance of the charges applicable which will be reviewed on an annual basis. The charges for the current year are £3.50 per hour/session.

Music Tuition

Charges may be made for vocal/instrument tuition provided either individually or to groups, provided that the tuition is provided at the request of the pupil's parent/carer.

Swimming Lessons

The school do not make a charge for swimming lessons as these take place in school time and form part of the National Curriculum. We will inform parents/ carers when these lessons take place and ask for written permission for the child to take part in lessons.

Other Charges

The Headteacher or Governing Body may levy charges for miscellaneous services up to the cost of providing such services, e.g. Photocopying/postage.

The charges for photocopying for the current year are:

- 10p per sheet for B+W photocopying
- 20p per sheet for colour photocopying
- Postal charges at the current rate applied by Royal Mail

Equality

The school is committed to ensuring equality of opportunity for all pupils, staff, parents, carers and visitors irrespective of their race, gender, disability, religion or belief, sexual orientation, age or pregnancy and maternity.

Lettings

The governing body is responsible for setting the charges for the hiring of the school premises but has delegated the day to day responsibilities of managing lettings to the Headteacher. Where a letting is agreed, an agreement form must be completed, ensuring that the person requesting the letting agrees to the school's terms and conditions and is appropriately insured. Invoices will be issued promptly with payment expected, wherever possible, in advance of the letting date. VAT is not chargeable on school lettings in line with the Derbyshire VAT Guide – schools.

All costs associated with letting the school premises must be considered when determining an appropriate charge. The Governing Body's method of calculating the actual cost of the letting comprises three main elements:-

- i) Energy
- ii) Caretaking Fees
- iii) Per Capita costs

However, where appropriate an additional fee may be levied for the following:

- i) Computer and printer costs
- ii) Lettings by non-community/commercial groups
- iii) Excessive cleaning
- iv) Profit margin
- v) Wear and tear
- vi) Other costs

A lettings calculator has been developed to assist with the above calculation and is available from school Support Finance.

Concessionary rates or free letting agreements may be appropriate in certain situations where it is deemed by the Governing Body to be of benefit to the school, its children or meets community goals. In such situations the reasons for the concessionary rate must be clearly minuted and approved. The organisation requesting the letting must still sign to agree to the school's terms and conditions and must have appropriate insurance.