



**Huntington  
Community Primary School**

**Charging & Remissions Policy**

**2021-22**

Date Approved by Finance & Personnel Committee: October 6<sup>th</sup>, 2021

Signed  Head Teacher

Signed  Chair of Governors

# **Contents**

- 1 Introduction**
- 2 Voluntary contributions**
- 3 Residential Visits**
- 4 Music tuition**
- 5 Swimming**
- 6 Activities Outside School Hours**
- 7 Damage/Loss to property**
- 8 Lettings**
- 9 Remissions**
- 10 Other charges**

**Appendix: School Lettings Charges 2021-22**

## **1 Introduction**

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.

## **2 Voluntary contributions**

When organising school visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the visit. All contributions are voluntary. If insufficient voluntary contributions are received, the visit may have to be cancelled. If a visit does go ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school visit or event, but is unwilling or unable to make a voluntary contribution, we still allow the child to participate fully in the visit or activity. Sometimes the school pays additional costs in order to support the visit.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums;
- outdoor adventure activities;
- visits to the theatre;
- musical events;

The school may also ask for voluntary contributions to meet the cost of materials for practical activities, if the finished product is to be taken home.

## **3. Residential Visits**

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 any charge for the educational element, although will request voluntary contributions to cover this cost. However, we do make a charge to cover the costs of the board, lodging and travel expenses

## **4 Music tuition**

All children study music as part of the normal school curriculum. School does not charge for this, including for the whole-class instrumental tuition provided for Year 4 pupils.

The school facilitates individual or small-group instrumental tuition, taught by peripatetic music teachers from *Music for Life*. Since this is an additional curriculum activity, and not part of the National Curriculum, a charge is levied for these lessons, made direct to the parents.

## **5 Swimming**

The school organises swimming lessons for children in KS2. These take place in school time and are part of the National Curriculum. The school asks for a voluntary contribution towards the transport costs of this activity. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons.

## 6 Activities outside school hours

No charge is made for activities that are outside of school hours and are part of the curriculum. However, we may ask for a contribution towards materials.

For all other activities outside of school hours, a charge (up to the cost of the activity) will be levied.

## 7 Damage/Loss to property

In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the Headteacher in consultation with the Chair of the Governing Board may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion.

## 8 Lettings

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges is determined annually by the Finance Committee, informed by CWAC's own scale of charges.

## 9 Remissions

9.1 Parents will be exempt from paying for board and lodging costs on residential visits that are designed to fulfil statutory requirements, if they are in receipt of any of the following:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit (if your household income is less than £7,400 a year after tax, for applications after April 1<sup>st</sup>, 2018)

9.2 In addition, no charge will be levied for attendance at paid-for school-based clubs by pupils whose parent is in receipt of any of the above benefits.

9.3 The remissions criteria outlined above are identical to the criteria for Free School Meals eligibility. **The school strongly encourages any parent/guardian, who is in receipt of such benefits, to claim their full entitlement.** Proof of current entitlement to any of these benefits would need to be provided to the school in the event of a remission in charges being requested where the pupil is not in receipt of Free School Meals.

9.4 Any parent/guardian experiencing difficulties in meeting any charges should discuss the matter in confidence with the Headteacher.

## 10 Other charges

The Headteacher, Finance Committee or Governing Board may levy charges for miscellaneous services up to the cost of providing such services, e.g. photocopying.

## Appendix: School Lettings Charges 2021-22

### Schools Lettings Charges - Academic Year 2021/2022

These letting charges have been designed to be used as a guide when charging for the use of school or youth facilities to recover typical premises, cleaning and caretaking costs (reflecting Local living wage pay scales) and administration/overheads.

Schools are advised to use their own discretion when deciding on the exact charges to be levied. Please take into account local conditions and levels of charging from similar venues.

These figures are updated annually using Government statistics and this version is based on July 2021 CPI

#### Community and Commercial charges

The recommended charge for the use of school and youth centre premises for community and commercial use for the 2021/22 academic year is as follows :

	<b>CW&amp;C Adult &amp; Community Learning Usage</b>	<b>Public Community use (2/3 of actual cost return rate)</b>	<b>Outside company Profiting from the letting Commercial use Actual cost return rate</b>
	£ per hour	£ per hour	£ per hour
<b><u>(i) Primary Schools:</u></b>			
- Hall	17.13	34.27	51.40
- Classroom	11.37	22.73	34.10
- Subsequent Classroom	2.17	4.33	6.50
<b><u>(ii) Secondary Schools:</u></b>			
- Hall	22.12	44.23	66.35
- Classroom	11.62	23.23	34.85
- Sports Hall	40.70	81.40	122.10
- Gymnasium	21.67	43.33	65.00
- Changing room	10.23	20.47	30.70
- Subsequent Classroom	2.43	4.87	7.30
- Squash Courts	10.97	21.93	32.90
- IT Suite	11.62	23.23	34.85
- Art & Craft Studio	11.62	23.23	34.85
- Cookery Room	11.62	23.23	34.85
- Centre Head Office	11.62	23.23	34.85
<b><u>(iii) On cost for Sunday and Bank holiday lettings</u></b>	2.73	5.47	8.20
<b><u>(iv) Sports Facilities</u></b>		<b>£ per game</b>	
- Tennis / Netball		7.11	
- Football / Rugby / Hockey / Cricket			
Weekday		39.26	
Weekend		52.01	
- Synthetic Pitches		<b>£ Per Hour</b>	
Full Size Pitch		74.77	
Half Size Pitch		47.52	
1/3 Size Pitch		42.52	

#### Election charges

The recommended charges relating to Elections have now been removed.

Schools maintained by Local Authorities are obliged to provide free of charge a room in a school for election purposes.

The Returning Officer is only obliged to make good any damage and to pay any additional caretaking costs

Currently CW&C will reimburse caretakers direct for the extra hours they work on Polling Day.

Historically the Returning Officer has also paid schools an amount towards the cost of any additional heating and lighting expenses.

Queries relating to charges and other related matters should be made to SchoolsFinanceTeam@cheshirewestandchester.gov.uk