

HUSTHWAITE C E PRIMARY SCHOOL CHARGING AND REMISSIONS POLICY FOR SCHOOL ACTIVITIES AND LETTINGS

Document Status			
Date of Next Review	Sept 2022	Responsibility	Resources Committee
Success Criteria for review completion		Responsibility	Mr J Squelch
Date of Policy Creation <i>NYCC Adapted - Sept 2021</i> <i>Lettings updated from</i> <i>School Finance Manual</i> <i>Information Sept 2013</i>	Adapted school written model	Responsibility	Chair of Resources Committee
Date of Policy Adoption by Governing Body		Signed	
Method of Communication (e.g Website, Noticeboard, etc)			

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 guidance laid out in section 7.5 of the Governor’s Handbook.

This Policy will be reviewed on an annual basis by the School’s Resources 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.

If a school chooses to apply a charge for a particular activity then it should make information available to parents as to how the charge has been calculated as well as details of support for those on low incomes or in receipt of specific benefits.

Activities Schools CANNOT Charge For

The following list of activities cannot be charged for by school governing bodies and local authorities:

- a) an admission application to any state funded school (paragraph 1.9 of the School Admission Code 2014 rules out requests for financial contributions as any part of the admissions process);
- b) education provided during school hours (including the supply of any materials, books, instruments or other equipment; sports activities such as swimming lessons and professional coaching; author visits);
(To enable educational visits to go ahead, voluntary contributions will be requested).
- c) 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 religious education;
- d) instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil’s parent;

e) entry for a prescribed public examination, if the pupil has been prepared for it at the school; and f) examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school¹ .

Activities Schools CAN Charge For

Schools and local authorities can charge for the following:

- a) Any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them, i.e. a charge can be made to cover the cost of materials or ingredients required for design or food technology subjects where parents have indicated in advance that they would like their child to bring home the finished product;
- b) Optional extras (see section below);
- c) Music and vocal tuition, in limited circumstances (see section below);
- d) Certain early years provision; and
- e) Community facilities .

Voluntary Contributions and Responsibilities of Staff

A school can request voluntary contributions for the benefit of the school or any school activity.

The Head Teacher or Governing Body should, from the outset, make clear to parents:

- If an activity is reliant upon voluntary contributions and cannot be funded from any other sources;
- That there is no obligation to make a contribution as it is voluntary, not compulsory;
- That the activity will be cancelled if insufficient contributions are received to fund it; and
- The school's policy for allocating places on school visits.

A child should not be excluded from an activity if his/her parents are unwilling or unable to pay. Parents must not be made to feel pressurised into paying a voluntary contribution and schools should not send colour coded reminder letters or direct debit/standing order mandates when requesting contributions.

Optional Extras

Charges can be made for providing materials, books, instruments or equipment where an optional extra is being provided. Participation in optional extra activity is a matter of parental choice and a willingness to meet the charges. Parental agreement is a necessary pre-requisite for the provision of an optional extra where charges will be made.

Optional extra charges may be made in the following circumstances:

- Education that is not part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for, or part of religious education is provided outside of school time;
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- Transport, other than that required to take the pupil to school or to other premises where the local authority/governing body has arranged for the pupil to be provided with education; and
- Board and lodging for a pupil on a residential visit.

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;

- The cost of buildings and accommodation
- Non-teaching staff;
- Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers); 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.

The charge per pupil should not:

- exceed the actual cost of providing the optional extra divided equally by the number of pupils participating;
- include any form of subsidy for other pupils wishing to participate whose parents are unwilling or unable to pay the full charge
- include the cost of any alternative provision for other pupils not wishing to participate in the optional extra where a small proportion of the optional extra takes place during school hours; or
- include the costs of supply teachers contracted to cover for teachers who are away from school as they are seen to be providing education during school time, not an optional extra.

Music Tuition

The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition.

Charges may now be made for vocal or instrumental tuition provided either individually or to groups of any size provided that the tuition is provided at the request of the pupil's parent.

Charges may not exceed the cost of the provision, including the cost of the staff that provides the tuition.

Charges may not be made where the teaching is either an essential part of the national curriculum, or is provided under the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme.

Charges may not be made in respect of a pupil who is looked after by a local authority (within the meaning of section 22(I) of the Children Act 1989).

Transport

Schools cannot charge for:

- Transporting registered pupils to or from the school premises, where the LA has a statutory obligation to provide transport;
- Transporting registered pupils to other premises where the governing body or LA has arranged for pupils to be educated;
- Transport that enables a pupil to meet an examination requirement when he/she has been prepared for that examination at the school; and
- Transport provided in connection with an educational visit. (To enable educational visits to go ahead, voluntary contributions will be requested).

Residential Visits

Schools cannot charge for:

- Education provided on any visit that takes place during school hours;

b) Education provided on any visit that takes place 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 religious education; and

c) Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit. Schools can charge for board and lodging but the charge must not exceed the actual cost.

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Eligibility for Remission for Residential Visits

Section 200 of the Education Act 2002 outlines the eligibility to entitlement for board and lodging costs for residential visits. When a school informs parents about a forthcoming trip, they should make it clear that parents who can prove that they are in receipt of certain benefits will be exempt from paying the cost of board and lodging: The current criteria is the same as for Free School Meals;

- 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 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 you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Education Partly During School Hours

Where an activity takes place partly during and partly outside school hours, there is a basis for determining whether it is deemed to take place either inside or outside school hours.

A charge can only be made for the activity outside school hours if it is not part of the National Curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school and not part of religious education.

Non-Residential Activity

If at least 50% of the non-residential activity is spent during school hours then it is deemed to take place during school hours. Travelling time is included when it, too, takes place during school hours. School hours do not include the break in the middle of the day.

For less than 50%, the activity is deemed to take place outside of school hours, i.e. where an excursion to a theatre production involves the pupils leaving school an hour before the end of the school day but the activity does not finish until late in the evening.

Example: Pupils are away from noon Wednesday to 9pm Sunday. This counts as 9 half days including 5 school sessions. The 5 school sessions are more than 50% of the number of half days spent on the visit therefore the visit is deemed to have taken place during school hours.

Residential Visits

In the case of a residential visit, 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 school hours – even if some activities take place late in the evening. Whatever the start and finish times of the school day, Regulations require that the school day is divided into

two sessions. A “half day” means any period of 12 hours ending with noon or midnight on any day.

Example: Pupils are away from noon Thursday to 9pm Sunday. This counts as 7 half days including 3 school sessions. The 3 school sessions are less than 50% of the number of half days spent on the visit therefore the visit is deemed to take place outside school hours.

Early Years

Nursery Charges for additional sessions over the funded universal 15 hours or extended 30 hours entitlement.

Chargeable sessions for nursery provision fall outside of the school’s offer of universal and extended entitlement sessions. Charges are as follows:

3 hourly nursery sessions (am or pm) £13.50
Lunch Club £2.50 per day
Extended afternoon session (applicable to those entitled to the extended early years entitlement extending the day to 3.30pm) £2.50 per day

Fees are reviewed annually for 1 September onwards

An optional charge of £2.30 will cover school dinner where required (packed lunches may be provided by parents if preferred).

Funded Sessions

Dependent on the eligibility of funding entitlement, funded sessions are offered as:

Universal 15 hours per week entitlement – 5 x 3 hour session (9.00-12.00noon or 12.30pm-3.30pm)
Extended 30 hours per week entitlement – 5 x 6 hour sessions (9.00am -3.00pm)

Nursery sessions additional to the funded hours entitlement can be purchased at the rate stated above.

Fees for any additional nursery or childcare sessions are payable in advance. An invoice will be issued at the start of each half term. Cheques should be made payable to Hushwaite Church of England Primary School. Payment is due upon issue of invoice and within 14 days of the date of invoice.

Chargeable Items/Events

Chargeable items not included in the universal or extended early years funding can include, but not be limited to, school meals (in addition to the lunch club fee where applicable) and costs associated with educational visits or extraordinary activities.

Illness:

No reduction in fees can be made in the event of illness.

Holidays

Fees are still applicable if children are taken on holiday during term time.

Outstanding Fees:

In the event of any account being outstanding the School reserves the right to take the following action:

(i) Pass on to the parents the cost of any bank letters indicating that a cheque has been referred.

(ii) Pass onto the parents all costs involved when the bank returns a cheque for which there are insufficient funds available.

N.B. Both incidents will be classed as non-payment of fees

(iii) Parents will only be given two weeks after the start of half term to clear any arrears after which the child may be removed from the School and their sessions re-allocated.

Changes To Sessions

Changes to any sessions must be given in writing. One month's notice is needed for a change to or the termination of chargeable sessions. Changes to nursery sessions used as part of the free entitlement can only be made at the start of each term and before each term's census date. All changes must be discussed and agreed with Hushwaite Nursery.

A copy of our terms and conditions of Early Years chargeable sessions are available from the school office.

Extended Schools

Before school club : 8.00am-8.45am - £3.00 per session

8.30-8.45am - £2.00 per session

After School club: 3.20pm-5.00pm £6.00

3.20pm-6.00pm - £10.00

Late Collection: £5 per 5 minutes late.

Fees are per child per session.

Children are booked onto HOOSC via the School Gateway Club portal for all reserved sessions at the start of each half term. Fees are due within 14 days of the sessions being inputted onto Gateway. Ad-hoc sessions and fees due for any late pick-ups will be input onto School Gateway with monies due within 14 days (or sooner if the end of term date is less than 14 days).

Illness/Holidays

No reduction in fees can be made in the event of illness for any pre-booked sessions. Fees are still applicable if children are taken on holiday during term time for any pre-booked session.

Change/Cancellation of Sessions:

A requirement of 28 days' notice of termination or of changes in sessions during which time booked sessions will be charged. If you need to change the days your child attends, please contact the school office and we will try to accommodate changes wherever possible.

If the school needs to cancel any HOOSC sessions due to extenuating circumstances beyond its control, booked sessions will be credited on the next invoice.

3.3 Outstanding Fees:

In the event of any account being outstanding the School reserves the right to take the following action:

(i) Pass on to the parents the cost of any bank letters indicating that a cheque has been referred.

(ii) Pass on to the parents all costs involved when the bank returns a cheque for which there are insufficient funds available.

N.B. Both incidents above will be classed as non-payment of fees

(iii) Parents will only be given one week after the payment of fees are due to clear any arrears. Failure to pay fees within 21 days will result in your child being removed from HOOSC until payment is received. Persistent late payment may result in your place being terminated and your session re-allocated to anyone on the waiting list.

If a parent is having difficulty paying fees, they are asked to inform the school office or the Headteacher in confidence and school will do its best to support them. Fees will be reviewed annually at the start of each academic year.

3.5 Non attendance/Late Collection

Parents must notify the school office before the start of a session if they are collecting their child from school on a day that they are booked to attend HOOSC. They will be charged for the booked session.

If a parent is late collecting their child from HOOSC, they will be charged at the rate of £5 per 5 minutes. If they do not collect their child 30 minutes after the agreed time and HOOSC has been unable to reach the parent or any of the listed emergency contacts, HOOSC will follow its Uncollected Child Policy and contact social care. The school will, of course, accept one-off emergencies for late collection of children without penalty.

Miscellaneous Charges (other than for students)

LETTINGS

Scale of charges

Letting of rooms / site

School Hall/Nursery building £10 / hour

Playing Field £10 / match or competition



Subject to review

Any additional charges or caretaking work will be charged to the individual organisation as required.

Photocopier charges

We offer photocopying at rates of:

Black and white: 6p per copy

Colour: 25p per copy

Adoption

The Governing Body of Husthwaite & Sessay Primary Federation at their meeting on 28th September 2021 adopted the hire arrangements policy as set out in this document.

Introduction

The Governing Body is committed to ensuring the efficient use of the school's premises and making them available for use by the local community.

However, the overriding aim of the Governing Body is to support the school in providing the best possible education for its pupils, the promotion of equality and opportunity and the community cohesion of the local area. Any hiring out of the premises to outside organisations will be considered with this in mind.

Definition of a Hire Arrangement

A hire arrangement may be defined as: "Any use of the school buildings or grounds by parties other than the school and its partners. This may be a community group (such as a local football team) or a commercial organisation (such as a local "Weight Watchers" branch)."

The following activities fall within the day to day business of the school and are not considered to be hire arrangements.

- Governing body meetings
- Extra-curricular activities arranged by the school for pupils
- Parents meetings
- PTA meetings

The costs arising from these uses are therefore a legitimate charge against the school's delegated budget.

Types of Hire Arrangements

The Governing Body has agreed to define hire arrangements under the following categories:

- School Hire Arrangements for activities for pupils or their parents/carers that provide educational benefit to pupils that the school wishes to subsidise;
- Community Hire Arrangements for other community activities which should be made on the basis of full cost recovery; and
- Commercial Hire Arrangements will be charged on a cost plus an income margin for the school.

Applications

All applications will be considered by the headteacher and taken to the Federation governing body. Organisations or individuals seeking to hire the school premises should contact the Headteacher.

Policy Review

This policy is due for review September 2022