



Nutley Church of England Primary School

Charging and Remissions Policy

This policy was adopted on 14th March 2023

This policy is due for review in March 2025

Signed

A handwritten signature in black ink, appearing to read 'E. Robinson'.

Head Teacher

Signed

A handwritten signature in black ink, appearing to be a stylized 'B' followed by a horizontal line.

Chair of Governors

A. VOLUNTARY CONTRIBUTIONS

In order to enrich and enhance the curriculum for all pupils, activities may be organised for which the Governors, through the Headteacher, will request contributions from parents or carers. All such requests will be made in writing and will not exceed the cost of the activity, apportioned equally amongst those participating.

In respect of voluntary contributions, the Governors will take account of the following factors:

- The need for long term planning so parents receive adequate notice of a request for a voluntary contribution;
- The right of parents to withdraw their voluntary contribution before the booking has been made;
- The availability of other sources of funding to subsidise the activity, for example, the School Fund or the school budget.

If a parent wishes their child to take part in a school trip or event, but is unable to make a voluntary contribution, the child will still be allowed to take part.

Parents have a right to know how each trip or event is funded and the school will provide this information on request.

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity or trip, divided equally by the number of pupils participating. Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

Voluntary contributions are requested for the following activities:

1. Visiting groups and special curriculum events.

In relation to planned activities during the school day, for example a theatre visit, artist in residence, musicians, dancers, sports coaches, authors, poets and so on, and special curriculum resources such as for cooking, art work and Science and Design Technology, the School will invite parents to make a voluntary contribution towards the cost of providing such activities.

2. Off-site activities.

It will be necessary to ask parents to make a voluntary contribution for any off-site activity which requires transport and entry costs to ensure the activity may take place. If substantial parental contributions are not forthcoming for any proposed trip, then the Headteacher will look at the viability of the activity taking place. Payment for such activities will be made prior to the event and the cost will vary depending on the cost of transport and admission. Parents may pay for these trips either in one payment, or they may spread the cost over several weeks. Any parent wishing to do this should ask in the office. The school aims to have an average of two off site trips per year. If there is a voluntary cost for the trip we will do our best to keep it to an average of £15 per trip. However, there may be times when this may be difficult e.g. a trip to London.

3. Remissions.

Remission for charges and voluntary contributions will normally be made for parents who are in receipt of Free School Meals or have been in receipt of Free School Meals in the previous six years. The position of any parents in this situation must be made clear to the school and updated as necessary for this remission to be effective. The school has only asked, and will only continue to ask, for voluntary contributions when activities would be impossible to finance from the school's budget.

The school may be able to assist in payment or part payment of school trip costs if parents are unable to pay. In this instance, parents should approach the head teacher directly and discuss their individual financial circumstances.

B. FIXED COST ACTIVITIES

Payment from all participants is required for the following activities:

1. After School Activities.

Any After School Clubs run by outside agencies may be subject to a charge and parents will be asked to pay these organisations directly. Any After School Clubs run by the school may be subject to a charge for resources only, but this would be made clear to parents before choosing the option for their children to attend such an activity. Any parent who was unable to pay this charge would be invited to discuss this, in confidence, with the Headteacher.

2. Music Tuition.

All children study music as part of the National Curriculum, for which there is no charge. However, pupils may apply for instrumental tuition from a peripatetic provider. The cost of this tuition is paid for by parents. Parents will be informed of the cost before they agree to their child beginning the lessons. The hire or purchase of musical instruments must also be fully funded by the parents.

3. Residential Trips.

The school usually runs residential trips for Years 5 and 6. Charges will be made for the trips. However, if there are families for whom the cost of the trip is onerous, they are invited to speak in confidence to the Headteacher, who may have access to separate funding.

C. BREAKAGES

The school may ask parents to pay for damage to school property or equipment where this is a result of a pupil's behaviour.

D. CHARGING FOR INFORMATION

The school will not charge for information that is normally published, for example the school prospectus. However, if the request requires additional work from school staff, a fee will be made. The fee will be dependent upon

- the nature of the request
- the time spent finding the information
- the time spent removing any exempted information, e.g. personal details
- the materials used, photocopy costs and postage.

E. LETTINGS

CURRENT LETTINGS CHARGES (2023/24)

1. Regular hirings

Hall lettings: £15 per hour

Room lettings: £10 per hour

2. Ad-hoc hirings

Charge is based on;

- a) Full cost of caretaking/cleaning hours required
- b) Public liability insurance premium
- c) VAT (if applicable)
- d) Room hire charge – hall is currently £15 per hour

3. Lettings Agreements

Each letting is formalised with a lettings agreement signed by Head and hirer. This agreement specifies the charges, time and conditions of letting and is based on the model letting agreement in the Schools Finance Manual. In addition, the agreements include the following;

Specific Conditions of Hire for Providers of After-School Clubs

1. All staff running clubs to hold a valid DBS (copies to be given to school office)
2. Hirers to provide details of public liability insurance held
3. Hirers to provide details of first aid qualifications held by staff running clubs with expiry dates
4. Staff running clubs are asked to maintain a register of children attending and to ensure children are handed over to a parent or responsible adult at the end of each session
5. Hirers acknowledge receipt of the school's fire and emergency evacuation procedures
6. Hirers acknowledge that there must be no use of school equipment without permission of Head teacher. Problems with facilities must be reported as soon as possible and no attempt to rectify or repair items.