



BUXTON JUNIOR SCHOOL

Charges, Remissions and Lettings Policy

This policy was approved by the Governing Body:

Signed: (Chair of Governors) Date:

Minute Number: Date for Renewal:

(Once approved this document should be published on the school's website)

Introduction

It is the school's aim that all pupils should have an equal opportunity to benefit from school activities. This policy sets out the school's approach to charging and remissions with the intention to ensure transparency in setting charges and to ensure all children are given the opportunity to access all provisions on offer.

This policy is based on Derbyshire County Council's Charges and Remissions Policy. It therefore represents not only the school's but also the Council's Policy on Charges and Remissions.

Sections 449-462 of the Education Act 1996 (revised in 2011) sets out the law on charging for school activities in maintained schools. Parents/carers on low incomes and in receipt of certain benefits may be eligible for support in terms of contributions requested for school visits. Additionally, families in receipt of free school meals are entitled to an exemption from paying for the cost of board and lodging on residential visits. Further guidance can be accessed at https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/706830/Charging_for_school_activities.pdf

Under Section 27 (1) of the Education Act 2002 governors have control over the use of school premises, subject to the local authority's general policy that all educational premises should be available whenever possible to provide for the wider educational and recreational needs of children, young people and adults. Therefore, schools with available space are permitted to approve lettings in accordance with this policy.

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum, with the exception of individual or group music tuition, and the cost of travel to swimming lessons where appropriate.

1. 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. However, if we do not receive sufficient voluntary contributions, we may need to cancel a visit. If a visit goes ahead, it may include children whose parents/carers have not paid any contribution. We do not treat those children any differently from others.

If a parent/carer 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, activity. However, we do ask that if parents/carers are experiencing financial difficulty that they speak to Mrs Smith, Business Manager. Any such discussions will be in confidence and treated with sensitivity and discretion.

Sometimes, school pays additional costs to support the visit, or additional funding may be provided by the PTFA or other local companies or charities. Parents/carers 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 will be offered a free school packed lunch for any visits taking place over a lunchtime within the school day, but this will need to be ordered beforehand. A school packed lunch is also available to those who usually have a paid meal at the same price as a school lunch (currently £3.25), but again this will need to be ordered beforehand.

2. Residential visits in school time

If 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, those parents/carers experiencing financial difficulty are invited to speak with Mrs Smith, Business Manager. Any such discussions will be in confidence and treated with sensitivity and discretion.

3. Activities outside, or mainly outside, school hours

For these activities, parents/carers 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, nor part of a syllabus for a prescribed public examination nor part of religious education. Prices for individual activities will be provided to gauge interest. Activities will not run where full costs cannot be recovered.

4. Ingredients/materials for practical activities such as cookery and craft

To help school finances, parents/carers may be asked to pay for 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/carers' inability or unwillingness to pay, and, therefore, all children will be able to participate in these activities.

5. Lost school equipment, books, etc.

Parents/carers 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.

6. Breakages and damage to school buildings, furniture or property

In cases of wilful damage to the school building, furniture or equipment, the Headteacher, in consultation with the Chair of the Governing Body, may decide to make a charge. The cost of repairs will be 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 school's discretion.

7. Extended Services (Breakfast Club)

Parents/carers who choose to use our Breakfast Club provision will be notified of the charges applicable which will be reviewed on an annual basis. The current charges are:

- £4.00 per session for Breakfast Club (the club runs from 7.45am-8.45am but the cost is £4.00 per session regardless of arrival time)

Breakfast Club is offered free of charge to those pupils in receipt of Free School Meals and is funded by our Pupil Premium Grant, however, these parents/carers are invited to make a contribution if they so wish.

8. Music Tuition

Charges may be made for musical instrument tuition which is provided either individually or to groups, whereby the tuition is provided at the request of the pupil's parent/carer and not part of the National Curriculum.

Peripatetic teachers from Derbyshire County Council deliver lessons during school time. If you require further details of what tuition is available, please ask at the office.

The music teacher will discuss costs directly with you.*

* The agreement for music tuition is directly between the parent/carer and the music teacher (not school).

9. Swimming Lessons

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 (currently Y5) and will require written permission for the child to take part in lessons.

10. Other Charges

The Headteacher or Governing Body may levy charges for miscellaneous services provided to parents/carers up to the cost of providing such services, e.g., photocopying.

11. Equality

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

12. 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 and/or if the letting is deemed viable. There is a summary of letting fees available, but these will vary dependent on a number of factors (e.g., if the letting is for weekends, evenings, if caretaking or cleaning is required, use of utilities etc.).

Concessionary rates or free letting agreements may be deemed 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.