



'Learn to live, live to learn'

Foxyards Primary School

Charging and remissions Policy

Drafted by: Mrs Helen Thomas, Headteacher September 2018	Approved by:
Date to be reviewed: September 2019	

The Charging Policy will be reviewed annually and Charges Addendum updated in line with factors such as staff costs, inflation, utility costs and the overall school budget position as and when required.

Rationale

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 swimming lessons and individual or group music tuition. We endeavour where possible to fund transport costs incurred when children represent the school in events linked to the National Curriculum including competitions, debates, choir events, Network Learning pupil exchange and participation in events which bring pupils from different schools together such as School Council events. Usually we are able to participate in these events by making use of our mini bus; however this may involve cost to the school in terms of overtime for the mini bus driver or any Teaching Assistants accompanying the children.

Voluntary contributions

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes 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 trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

Residential visits

The school organises an annual residential visit in school time. We do ask for a voluntary contribution from parents to cover the costs of board and lodging. If parents do not make a voluntary contribution or sufficient funds are not collected then the trip may have to be cancelled. As a residential trip requires a high pupil supervision ratio, the cost for the trip includes the cost of required supply teachers needed to fill the participating teacher's role in their absence. This ensures that the cost to school of residential visits is kept to a minimum.

If parents are in receipt of FSM they will be exempt from paying the cost of food;

Music tuition

All children study music as part of the normal school curriculum. We do not charge for this. There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. The Local Authority make a charge for these lessons. We give parents information about additional music tuition at the start of each academic year.

Swimming

The school organises swimming lessons for all children in Years 3 and 4. These take place in school time and are part of the National Curriculum. 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.

We ask for a voluntary contribution of a specified amount per 10 sessions of swimming. Parents can choose to pay on a weekly basis, which covers cost of the pool, instructors and transport costs. Staffing costs are covered by the school budget.

Clubs and Out of Hours Learning

The school sometimes offers additional activities after school. If a qualified instructor, who is not a member of the school staff, runs and organises these sessions, then a small charge is made. For clubs run by staff in some instances a charge may be made to cover materials e.g Art Club.

Breakfast Club, After School Club and Nursery Wrap-Around

☞ Refer to Addendum for current Breakfast, After School Club and Wrap Around daily charges.

Lettings

Charges cover care taker costs, heating, lighting and generate a small profit.

Charges are:

- ❖ Weekdays a charge is made for the first two hours and any subsequent hours charged at an additional rate.

- ❖ On Saturdays or Sundays a charge is made for the first two hours and any subsequent hours at an additional rate.

From 1 July 2015 specified authorities, including all schools as defined in the summary of this guidance, are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015 ("the CTSA 2015"), in the exercise of their functions, to have "due regard must have regard to statutory guidance issued under section 29 of the CTSA 2015 ("the Prevent guidance"). Paragraphs 57-76 of the Prevent guidance are concerned specifically with schools (but also cover childcare). This duty is known as the **Prevent duty**.

Protecting children from the risk of radicalisation is seen as part of schools' wider safeguarding duties, and is similar in nature to protecting children from other forms of harm and abuse, this includes ensuring any groups letting the school aren't been used to radicalise young adults/children

See Appendix 1 for terms and conditions and charges

Refunds

The school considers making refunds as necessary. The school has to ensure that the trip or activity still remains cost effective. Where trips or activities are cancelled the school will make a refund as appropriate. The school will always be mindful of individual circumstances and will try to accommodate refund requests on an individual basis according to need.

Activity	Cost
Swimming	£10.00 per 10 sessions
Breakfast Club	£2.60 per session, £13.00 for a week - This will include toast/cereal and a drink
Afterschool club	Session 1 - up to 4:30pm £3.50 Session 2 - up to 6:00pm £6.00
Wrap Around	Lunch - £2 (not including a meal) Daily Session - £6

Appendix 1

Terms and Conditions

1. The Agreement can only be entered into on behalf of the School by the Headteacher or a member of staff to whom the Headteacher has delegated this function in writing. Once made, this Agreement can only be cancelled or varied with the written consent of the Headteacher. You, the Hirer, confirm that you are aged not less than 18 years.
2. The hiring fees are payable seven days in advance for individual bookings and on a monthly basis in arrears for regular bookings. Advance fees are not refundable.
3. Schools rooms are generally only available on weekdays during term time between 6pm and 10pm. Playing fields are generally only available in term time. Bookings outside these times are by agreement with the Headteacher.
4. Use of the Schools' equipment, eg apparatus or catering/kitchen facilities, are subject to specific written consent in advance and are not otherwise to be used.
5. The School accepts no responsibility for any damage or injury to any person or property. You agree to indemnify the School against all actions, proceedings, claims and demands whatsoever which may arise as a result of this hiring. You also accept full responsibility for any damage to the School's premises, fixtures and equipment. It is therefore your sole responsibility to put in place suitable public liability insurance. Any damage or injury to property or persons on the Schools' premises, fixtures and equipment. It is therefore your sole responsibility to put in place suitable public liability insurance. Any damage or injury to property or persons on the School's premises (including playing fields) must be reported immediately in writing to the Headteacher.
6. The parking of vehicles associated with the hiring is at your and the drivers' own risk.
7. For all outdoor activities only the correctly designed pitches/areas shall be used. The Headteacher's decision as to the weather conditions and use of the playing fields is final.
8. No sub-letting is permitted.
9. Emergency exits must be kept clear during the period of the letting and any other fire, smoking or safety regulations must be observed. Any licences or copyright consents, music and dancing licences, the conditions of which must be complied with, necessary because of the hiring, must be obtained by the hirers from the appropriate authorities. The consumption or sale of alcoholic beverages require the prior approval of the Headteacher of the School before any necessary licence is applied for.
10. The School Site Manager is expressly forbidden by the Governors to deviate from these regulations and should not receive payment for his services in any form from the hirer.

Payments of hiring charges should be made direct to the School Office and an official receipt obtained.

11. Governors of their representatives have the right of free access to the School at any time to ensure that the conditions of the lettings are being observed.

12. All School facilities hired, including School playing fields, netball courts etc, should be left clean, tidy and free of litter.

13. All School security procedures must be followed.

14. The Governors and the Headteacher of the School reserve the right to refuse any application for hiring school premises.

Foxyards Primary School

Application Form to Hire School Facilities

I/We wish to apply to hire the facilities of the School.

Contact Name

Contact Address

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Contact Telephone Number (Home) (Business)

Organisation/Purpose of Letting

Location Requested

Day(s) Requested Times (From) (To)

Commencement Date

HIRING/LETTING CHARGES

Unit of Hire	Cost Per Hour	Conditions
School Hall	£15.00	Cannot be hired until 5pm in the week Cannot be hired on a Wednesday evening
School Hall	£25.00	Saturday and Sunday
Mobile	£15.00	

All lettings to end by 11.00pm

The above charges are inclusive of:-

- Use of designated room
- Site Manager open/close duties
- Toilets
- Heating and Lighting

School Field only	Cost Per Hour	
Pitch	£15.00	Monday to Friday
Pitch	£25.00	Saturday and Sunday