



## **HELSEBY HILLSIDE PRIMARY SCHOOL CHARGING, REMISSIONS AND LETTINGS POLICY**

### **Introduction**

Helsby Hillside School believes that learning outside the classroom makes an invaluable contribution to the education of young people. All pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means.

### **1. Aims of the Policy**

- to establish that activities offered wholly or mainly during normal teaching time should be available to all pupils regardless of their parents' ability or willingness to help meet the cost;
- to emphasise that there is no statutory requirement to charge for any form of education of related activity, but the school can exercise discretion;
- to charge for optional activities provided wholly or mainly out of school hours;
- to confirm the right of the school to invite voluntary contributions for the benefit of the school or in support of any activity organised by the school whether during or outside school hours

### **2. Implementation**

In accordance with the above, the school's policy is to charge for the following activities:

#### **Music tuition**

No charge can be made for class music/vocal tuition or group music activities for pupil's learning within school hours. However, where individual tuition in the playing of any musical instrument is available to pupils other than those above a charge and is at the request of the pupil's parent then charges will apply. This may be for small groups. In such cases parental agreement must be sought before a pupil is given tuition.

#### **Education materials and equipment**

Charges will be made for any educational materials, books, instruments, or equipment, where a parent wishes their child to own them.

#### **Community facilities**

See lettings

#### **Optional extras**

Some activities wholly or mainly outside school hours are called 'optional extras'. They include transport (other than is required to take the pupil to school), board and lodging for a pupil on a residential visit and extended services (e.g. before/after school clubs, supervised homework sessions) and education outside of school time that is not an activity forming part of a public

examination, the National Curriculum, or religious education.

Participation in any optional extra activity will require parental permission and a willingness to meet such charges as are made.

#### **Link Club**

This is a chargeable service, in accordance with the Link club policy.

#### **Voluntary contributions**

All types of visits made wholly or mainly in school hours must not be charged for but the cost can be recovered by voluntary contributions from parents. Children must not be excluded from a visit because of their parents' unwillingness or inability to pay. However, if insufficient voluntary contributions are received to cover the cost of the visit or activity, and there is no alternative to make up the shortfall, then the activity/visit may be cancelled and all monies contributed will be returned. The Governing Body reserves the right to make a charge or ask for voluntary contributions in the following circumstances for visits and activities organised by the school:

A. Educational Visits in School Hours i.e. non-residential visits taking place wholly or mainly during school time e.g. museum, zoo, theatre. No charge can be made for such visits, however, in order to cover the costs, the school will ask for a voluntary contribution from parents. This applies also to activities taking place in school such as visiting theatre companies, artists. Parents who do struggle to afford the cost of educational visits must contact the school office or speak to the Headteacher directly.

B. Activities Outside School Hours i.e. non-residential visits or before/after school clubs taking place wholly or mainly outside school time, e.g. evening theatre visits, concerts. As these visits are generally organised on the basis of parental choice then they are deemed 'optional extras' and the school has the right to recover the full cost of the visit.

C. Residential Visits Within School Time i.e. residential visits taking place wholly or mainly within school time e.g. Min-y-don, Burwardsley, Tattenhall. The Governors must grant their permission for such visits. Costs will be recovered as follows: Charges will be made for the board and lodging element of the visit however parents of children who are in receipt of certain benefits may be exempt from paying, (see remissions section below). If it is deemed to be an appropriate use of funding, pupil premium may be used to subsidise costs for children who are eligible for free school meals. The school will ask for voluntary contributions to cover the cost of transport, sundries, etc. Parents who are unable to afford the full cost of a residential visit must contact the school office or speak to the Headteacher directly so a payment arrangement can be agreed.

D. Residential Visits Outside School Time i.e. Residential visits taking place wholly or mainly outside school time e.g. Weekend camps. The Governor's permission must be sought for such a visit. As parental agreement is pre-requisite for such an activity and it is an 'optional extra' then the school can recover the full cost of such an activity. There is no obligation to remit charges to individual pupils.

#### **E. Swimming Lessons**

Payments may be requested to make a contribution towards the cost of transporting the children to the swimming pool.

### Loss and Damage to School Property

Parents of a pupil who damages or loses any item of school property or equipment may be liable for the costs of repair or replacement

### Charging in Kind

The Governing Body may charge for ingredients and materials or require them to be provided if the parents have provided permission and indicated in advance that they wish their child to own the finished product and/or attend the related activity.

### General

The Governing Body may, from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.

### School Meals

For pupils not in receipt of free school meals or universal free school meals for KS1 children, paid meals are an 'optional extra'. The school reserves the right to charge the amount per meal charged by the contractor plus a contribution towards the schools own catering costs which they are liable such as replacement equipment, and energy costs). The fee is set at £2.80 from 1/9/23.

Charges will include the transaction processing costs levied by ParentPay.

### **Remissions**

In order to remove financial barriers from disadvantaged pupils, some activities and visits may be offered at no charge or a reduced charge for parents who are in receipt of the following benefits;

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

These criteria have been aligned with free school meals eligibility criteria (excluding universal free school meals for KS1 children).

In addition to assist all parents, we aim to provide as much advance notice as possible regarding school trips, especially residential visits. Payments can also be accepted in instalments on request.

## Lettings

1. The Governing Body actively encourages community use of the school buildings; however, it reserves the right to refuse any lettings it may choose.
2. The hirers must be willing to meet with school officials and provide details of their aims and objectives and where necessary, insurance policy.
3. The Governing Body will ensure that the school's budget does not subsidise non-school activities and that all costs are recovered. The Governing Body will review charges annually.
4. Each hirer using the school will be required to nominate a contact person. This named person is deemed to be in charge and able to investigate any difficulties that may arise.
5. The Governing Body will determine whether a nominated person from school is required on site when the premises are being used. If not, a responsible person, previously agreed with the school, must be on call.
6. A transfer of control agreement form must be completed by all applicants and for all Lettings beyond the school family, insurance documentation must be in line with that required by the Local Authority.
7. Hiring Conditions must be adhered to at all times.
8. Arrangements for the payment of each letting will be made between the Business Manager and the hirer concerned.
9. Smoking is not allowed on the premises in line with school's No Smoking Policy.
10. Alcoholic Drinks
  - a. An occasional license must be obtained where appropriate. The Licensee is responsible for conduct of bar sales, etc.
  - b. No alcohol is to be stored or retained on the premises with the exception of events organised by the school's PTA. Any alcohol must be stored securely and safely when there is a school event and any not used must be removed from the premises as soon as possible afterwards.
11. In the event of the school needing to cancel an agreed letting, the school /governors will not be liable for any claim for compensation (financial or otherwise) other than the return of any deposit money received.

The Governors have agreed to use the CWAC school's lettings charges as a general guide when charging for the use of the school premises for community and commercial purposes. However, governors will exercise their discretion when agreeing and reviewing exact charges on an individual case by case basis, based on the category of letting and local context.

Lettings/hiring charges are based on four categories. These categories are for general guidance. The Governors may, at their discretion, add further users within the appropriate categories.

### **Group A Use**

The following qualify for free letting:

- a) All school events (parent consultations, governors meetings, performances, fundraising etc.)
- b) Parent Forum meetings and functions. The school expects the rooms used to be 'left as found'.

### **Group B – Adult & Community Learning**

- a) These lettings are for those who book a room/space on a regular basis; i.e. once a month/week. The person/group hiring is non-profit making. It is intended for community groups/Church Based Groups (if no admission charge/non-profit making).
- b) Parent Forum meetings and functions (when there is an admission charge).

### **Group C – Public Community Use**

- a) These lettings are for those who book on an occasional basis. The person/group hiring is non-profit making, but they may be fund-raising.
- b) These lettings are for those who book a room/space on a regular basis; i.e. once a month/week. The person/group hiring is non-profit making. It is intended for community groups/Church Based Groups (if an admission charge is made/profit making).

### **Group D – Outside Company profiting from the letting Commercial Use**

These lettings are for private and commercial groups. The person/group may be charging a fee to the public in order to make a profit. The charges will be at the discretion of the Governors according to the individual requirements of the hirer. A deposit will be required. There will also be a payment for charge caretaking service.

### **Extraordinary Lettings**

School Holiday lettings, whole/large part of the school. Special charges will be fixed at the discretion of the Governors

### **Helsby Hillside Primary School Current Charges for Lettings**

PDS £350.00 per week during the school holidays

**Commented [JE1]:** Was £320 and not increased for a long time, this new rate equates to £10 per hour

	<b>Date</b>	<b>Reviewed by</b>	<b>Notes</b>
Policy created	Nov'15	Fleur MacCready	New Policy
Reviewed	Oct'16	Fleur MacCready	Updated to include lettings
Reviewed	Oct'18	Fleur MacCready	Updated current lettings and revised in line with updated DfE guidance on 'Charging for school activities' to take account of new universal credit regulations.
Reviewed	Oct'19	Fleur MacCready	No changes
Reviewed	Autumn 2020	Julie Ellis / Craig Richardson	Correction of document title. Agreed at B&M committee Autumn 2020
Added	26/3/21	Julie Ellis following decision taken at FGB 24/3/21	ParentPay transactional fee
Reviewed	07/10/21	Adam Khan	No changes
Reviewed	02/09/22	Adam Khan	No changes
Reviewed	9/5/23	Julie Ellis	Added LC and amend price for PDS