Finance Premises Personnel
14.10.26

Signed.....

Charging and Remissions Policy

The Governing Body acknowledges the right of every student to receive free school education and understands that activities offered wholly or mainly during teaching time must be made available to all students regardless of their parents' ability or willingness to help meet the cost. The governors also recognise the valuable contribution that the wide range of additional activities can make towards pupils' education and aim to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities. The law allows governing bodies to charge only for defined activities if they have first made a policy on charging and remissions. This policy is available on the school website.

This policy has due regard to all relevant legislation and statutory guidance including and not limited to,

- Education Act 1996
- Children Act 1989
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- Freedom of Information Act 2000
- DfE 'Charging for school activities'

This policy also operates in conjunction with the following school policies,

- Anti-Fraud and Corruption Policy
- Complaints Procedures Policy
- Data Protection Policy
- Freedom of Information Policy
- Freedom of Information Publication Scheme

Roles and Responsibilities

The governing board will be responsible for:

- Reviewing and updating this policy.
- The management of the school's delegated finances
- Ensuring the school acts in accordance with this policy at all times.
- Ensuring money is spent for the educational benefit of pupils attending the school, and for the benefit of pupils in other schools.
- Recognising its legal requirements regarding charging for school activities under the Education Act 1996 and meeting all additional guidance provided by the DfE.

The headteacher will be responsible for:

- Ensuring this policy is effectively implemented.
- Prioritising and allocating financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds.
- informing parents on low incomes and in receipt of specific benefits of the support available to them when being asked for contributions towards the cost of school visits.

- Liaising with parents and staff regarding any charges being applied and making decisions regarding appropriate remissions on a case-by-case basis.

The Office Manager will:

- Process and record payments for activities, taking into account any remissions applied.
- Ensure that the correct invoices are sent to parents, and that payment is received.

The governing body therefore reserves the right to make a charge in the following circumstances for activities organised by the school.

- **Educational Visits**
  For educational visits within the normal school day, parents are requested to make a *voluntary contribution* to cover the cost of transport, insurance and entrance fees. No child is disadvantaged because of parent's inability or unwillingness to pay. If a child is ill and unable to take part in a visit, for which parents have already made a contribution, then a full refund is made upon request. If insufficient voluntary contributions are raised to fund an activity/visit, and the school cannot fund it via another source, the activity/visit will be cancelled, and this will be made clear to parents.
- **Professional Performances in School**
  For visits of theatre companies, musicians and other arts-based groups, parents may be requested to make a *voluntary contribution* to cover either part of or the total cost of the performance. All children are able to take part in these events regardless of whether or not their parents have contributed. If children are absent for the performance a full refund is made upon request. If insufficient voluntary contributions are raised to fund an activity/visit, and the school cannot fund it via another source, the activity/visit will be cancelled, and this will be made clear to parents.
- **School Resources**
  Ingredients/Materials for practical subjects
  The school budget provides ingredients/equipment for Food Technology. Parents may be requested to provide materials, usually of a recyclable nature, for other practical work. No child is disadvantaged because of parents' inability/reluctance to provide.

Remissions

Parents of pupils who are in receipt of the following support payments will, in addition to having free school meals entitlement, also be entitled to the remission of charges:

- Income support
- Income-based Jobseekers' allowance
- Income-related Employment and Support Allowance
- Support under part V1 of the Immigration and Asylum Act 1999
- Child Tax Credit provided the parent is not entitled to Working Tax Credit and they have an annual gross income of no more than £16,190
- Guaranteed State Pension Credit
- Working Tax Credit run on – paid for four weeks after they stop qualifying for Working Tax Credit.
- Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)

When arranging a chargeable activity such parents will be invited in confidence to apply for the remission of charges in full or part.
The Headteacher may wish to waive a charge after considering individual circumstances which may include the items listed above or other particular domestic situations.

Lost or damaged equipment and books
Parents *may* be asked to give a voluntary contribution to replace or purchase items damaged or lost. Books will be charged at £4.00 each

Wilful damage to school buildings, furniture or property
Parents *may* be charged for any wilful damage to school buildings or property caused by their child.

Late collection of children at the end of the school day or after school activity
Children must be collected promptly at 3.25pm or, if at an afterschool club, at the previously agreed time. School will follow the Protocol for Children not Collected at the End of the School Day but also, at the discretion of the headteacher, reserve the right to impose a charge of £30 for the first 30 minutes (or part thereof) with a further charge of £30 for each 15 minutes (or part thereof) thereafter that the child remains uncollected.

Lettings
The school premises are available on a letting in order to,

- encourage liaison with the local community
- facilitate Further Education
- assist charities for fund raising events
- generate vital income for the school
- provide continuity of childcare

Tariff
The minimum period of hire is 1 hour

- Hire of the hall is £10.50 per hour
- Hire of an additional classroom is £6.50 per hour
- This hourly rate applies to each hour or part thereof
- The fixed charge includes provision for some caretaking and cleaning
- For long term lettings on a daily basis there is an energy charge of £4.50 per hour and a wear and tear charge of 25p per person per day

Use of School Kitchen

- The kitchen is available for use as part of a letting agreement if facilities are required for washing-up or boiling water only.
- If the cooking facilities are required then the hirer will need to make arrangements with the Headteacher for a member of the school's catering company to act as custodian. The charge (for wages) will depend on the time of day/weekend.

Organisation

- All requests for lettings are made in writing addressed to the Office Manager.
- Payment must be made as agreed and within 30 days of the invoice. Failure to pay will result in withdrawal of the Service Level Agreement.
- Weekly lettings payment must be made half-termly.
- Payment can be made via bank transfer to Derby City Council
- It is expected that the hirer will ensure that the room(s) hired are left in good order at the end of the Letting.

- Any electrical equipment used by the hirer must meet statutory safety requirements. The use of such equipment should be authorised in advance via the school office. The school reserves the right to make an additional charge for energy.

Photocopier

Staff employed at the school may make photocopies for personal use at a rate of 10p per copy. Staff should supply their own paper.

Monitoring and Review

This policy will be monitored throughout the year and reviewed annually by the Finance Committee.

Lisa Kemp
Reviewed autumn 2026
To be reviewed autumn 2027