



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. Parents will be made aware of the policy. This requirement is set out in the school prospectus.

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.

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.

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.

♦ *Lost or damaged equipment and books*

Parents may be asked to give a voluntary contribution to replace or purchase items damaged or lost.

♦ **Wilful damage to school buildings, furniture or property**

Parents are made aware through the school brochure that wilful damage to school buildings or property may be charged to parents by the school.

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
- Jobseekers' allowance
- Employment and Support Allowance
- Child Tax Credit (**not Working Tax Credit**) and their annual income does not exceed £16,190
- Support under Part VI of the Immigration and Asylum Act 1999
- Universal Credit

When arranging a chargeable activity such parents will be invited in confidence to apply for the remission of charges in full or part.

The Head in consultation with the Chair of Governors may wish to waive a charge after considering individual circumstances which may include the items listed above or other particular domestic situations.

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
- There is a daytime fixed charge for all lettings between 8.00am and 6.00pm of £8.50 per hour per room
- There is an evening fixed charge of £10.00 for the first hour and £8.50 for each hour thereafter.
- This hourly rate applies to each hour or part hour
- The fixed charge includes provision for Caretaking and cleaning
- For long term lettings on a daily basis there is an energy charge of £4.00 per hour and a wear and tear charge of 25p per person per day

Use of School Kitchen

- The kitchen is available for use on the same tariff as above if facilities are required for washing-up or boiling water.
- If the cooking facilities are required then the hirer will need to make arrangements with the Headteacher for a member of Derby City Catering Staff 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 Clerk to Governors.

- Payment must be made in advance unless otherwise agreed
- For weekly lettings payment must be made half-termly.
- Cheques are made payable 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 electricity supply

TELEPHONE CHARGES

- Staff employed at the school may make private telephone calls at an appropriate time. This is charged for at a rate of 50p per minute. For itemised calls staff pay the full amount. A log of phone calls/monies is maintained.

PHOTOCOPIER

- Staff employed at the school may make photocopies for personal use at a rate of 5p per copy. Staff should supply their own paper.

MONITORING & REVIEW

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

Reviewed and updated

15 October 2014

Reviewed - February 2017