

SOUTH DARLEY C.E.  
PRIMARY SCHOOL



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# SOUTH DARLEY C of E PRIMARY SCHOOL

## CHARGES, REMISSIONS, DEBT, EXTENDED SERVICES AND LETTINGS POLICY

<b>Person/Committee responsible for reviewing/updating this plan</b>	Full Governing Body
<b>Policy Number</b>	PN214
<b>Date First Issued</b>	23.09.19
<b>Date of Next Review</b>	Term 2 2024

<b>Date of Review</b>	<b>Governors Meeting Reference Number</b>	<b>Approved by name</b>	<b>Comments</b>
23.09.19	FGB23092019.28.2B	K Dean	
07.12.20	VRSC07122020.10.3	R Sanderson	

(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 ensure all children are provided with the chance to access all provisions on offer.

This policy is based on the 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 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](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 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. If we do not receive sufficient voluntary contributions, we may cancel a visit. If a visit goes ahead, it may include children whose parents have not paid any contribution. We do not treat those children any differently from any others.

If a parent 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 or activity. Sometimes, school pays additional costs in order to support the visit. Parents 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 or Universal Free School Meals will be offered a free school packed lunch.

### **2. Residential visits in school time**

If the 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, parents / carers experiencing financial difficulty are invited to talk to / write to the Head Teacher in confidence.

### 3. **Activities outside or mainly outside school hours**

Parents 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, not part of a syllabus for a prescribed public examination or not 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 may be asked to pay 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' inability or unwillingness to pay, and, therefore, all children will be able to participate in these activities.

### 5. **Lost school equipment, books, etc.**

Parents 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 its equipment, the School's Head Teacher, in consultation with the Chair of the Governing Body may decide to make a charge. The cost of repairs will be as 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 their discretion.

### 7. **Extended Services**

Parents / Carers who choose to use the School's extended hours provision will be informed in advance of the charges applicable which will be reviewed on an annual basis. The charges for the current year are:

- £20 per child per day if paid in advance
- £2 per child per day if paid on the day

The school offers a morning club service on Monday, Tuesday, Wednesday, Thursday and Friday. This provision is no different to any other business in that it has to be paid for by its users. The provision is available to all pupils at the school but must be paid for by the parent/carer.

Payment should be provided via Parentpay. The school will ensure that all moneys collected is banked in a timely manner in accordance with the School's Financial Regulations which are periodically inspected by Audit.

To ensure the School's budget is not adversely affected by the cost of providing Morning Club Extended Services, the Governors consider the fairest system to all families is to pursue a 'Zero Tolerance' approach. Although this may seem harsh to some parents, it is important that the Morning Club Extended Services provision does not run at a loss, otherwise the school budget will be affected, to the detriment of all our pupils.

Where payment has not been forthcoming for the term's Morning Clubs, the school will contact the parent detailing how much is owed and requesting payment within 7 days. The same process will be used if a cheque is not honoured by the bank. Where the debt remains outstanding and exceeds £30 for a family, the school will write to the parent explaining that the school is not obliged to provide that service where advance payment is not forthcoming. This

does not affect the parents/carers right to apply in confidence for the remission of these charges in full or in part.

Where services have been provided and not paid for, a letter/text detailing how much is owed will be sent to the parent/carer requesting payment directly to the school within 7 days. The same process will be used if a cheque is not honoured by the bank. Prompt action will be taken to address any debt issues at an early stage to prevent arrears amassing.

Where a child continues to require this provision, the School must establish if the parent/carer is experiencing any hardship which affects their ability to pay. Under these circumstances the parent/carer should be invited to speak confidentially to the Headteacher.

The school retains the right to refuse to provide this service where payment or contact to discuss payment or remission has not been forthcoming.

#### 8. **Music Tuition**

All children study music as part of the normal school curriculum. We do not charge for this. However parents may be asked to make a small weekly voluntary contribution towards class musical instrument tuition from Derby Music Partnership.

There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers (Derby Music Partnership) teach individual or small group lessons. Parents are charged directly by the music tutors. These tutors provide information about additional music tuition at the start of each academic year.

#### 9. **Swimming Lessons (Delete as required)**

The 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 and ask for written permission for the child to take part in lessons. Parents may be asked to pay a small amount each week towards the cost of transport.

#### 10. **Other Charges**

The Head Teacher or Governing Body may levy charges for miscellaneous services up to the cost of providing such services, e.g. Photocopying

The school charges 3p per sheet per A4 photocopy. At the discretion of the Headteacher, no charge will be made to staff, nor to the Friends of South Darley School and others making copies for the benefit of the school, for reasonable use of the school photocopier. This policy does not affect the school's charging policy in relation to photocopying under the Freedom of Information Act.

In view of the fact that mobile reception is not available on most networks in and around the school grounds, at the discretion of the Headteacher no charge will be made to staff for reasonable use of the school's telephone for urgent domestic reasons.

#### 11. **Equality**

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

## 12. Remissions

Where the parents of a pupil are in receipt of job seekers allowance, income support or working tax credit, the Governing Body will offer to remit in full the cost of full board and lodging for any residential activity which is deemed to take place in school hours or where it forms part of the school curriculum.

The Governing Body may wish to remit in full or in part the cost of other activities for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited to apply in confidence for the remission of charges in full or in part. Authorisation for such remissions will be made by the Headteacher in consultation with the Chair of Governors.

## 13. Monitoring and recovery of debts

At each meeting of the Finance Committee the Headteacher will provide Governors with details of any outstanding debt and the current/profiled position with regard to the overall profit or loss of the provision. If the provision is running at a loss, the Governors then have to decide on the existence of the provision in school.

All write-offs of outstanding debt must be approved by the Finance Committee following submission of details of the debt by the Headteacher together with actions taken and reasons for no further action being taken.

## 14. 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 Head Teacher. 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. The Governing Body's method of calculating the actual cost of the letting comprises three main elements:-

- i) Energy
- ii) Caretaking Fees
- iii) Per Capita costs

However, where appropriate an additional fee may be levied for the following:

- i) Computer & Printer Costs
- ii) Lettings by non-community/commercial groups
- iii) Excessive cleaning
- iv) Profit Margin
- v) Wear and Tear
- vi) Other costs

A lettings calculator has been developed to assist with the above calculation and is available from School Support Finance.

Concessionary rates or free letting agreements may be 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.