



**Witton Church Walk CE Primary School**  
**Charging, Remissions & Lettings Policy 2024 - 2025**  
**(Curricular and Extra-Curricular Activities)**

***'Where Every Door is Opened and Every Gift is Unlocked'***

At Witton we are a partnership of school, church, home and community. We create a stimulating and caring environment, grounded in Christian belief and practice, so that all members of our school community feel happy, safe and secure. Time is taken to value and nurture each child educationally, creatively and spiritually. Children and staff are encouraged to aim for 'Everyday Excellence' and believe in themselves in order to achieve their full potential

Our school works within the recommendations of The Equality Act 2010.

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## **CHARGING & REMISSIONS**

The objectives of the charging provisions of the Education Reform Act 1988 and consequently The Education Act 1996 are:

- 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 or related activity, but to give Local Authorities and schools the discretion to charge for optional activities provided wholly or mainly out of school hours.
- To confirm the right of Local Authorities and 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.

In accordance with the above legislation, the schools policy is to charge for the following activities:

1. Board and lodgings on residential visits.
2. Costs associated with individual tuition in the playing of a musical instrument whether in or out of school hours (unless this is provided as part of the syllabus for prescribed public examination or is required by the National Curriculum).
3. Activities which take place wholly or mainly outside school hours (as defined in the legislation) which are not provided as part of the syllabus for a prescribed public examination and are not required in order to fulfil statutory duties relating to the National Curriculum or to religious education.
4. Ingredients and material for cooking and DT (Design and Technology).
5. The cost of entering a pupil for a public examination not prescribed in regulations and for preparing the pupil for such an examination outside school hours.
6. Re-sits of prescribed public examinations where no further preparation has been provided by the school.

### **Remission Policy**

Pupil Premium is additional funding which the Head teacher uses to support eligible pupils to narrow the gap in all aspects of school life between them and their peers. Part of the child's pupil premium may be used to fund the remission if deemed appropriate by the Head teacher. Case studies will be presented to the Governing Body each year in July so that they are able to fully understand this discretionary use.

*Any requests or invitation to contribute will not involve the relevant parents' child from being treated differently from any other child at the school.*

### **Policy for funding activities for which the costs cannot be met from the school's budget**

During any school year visits from time to time will need to be organised to deliver the national curriculum. Since it will be impossible for the school budget to meet the

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costs incurred by visits of this nature, the school will endeavour to obtain payment through appealing to the parents for voluntary contributions. Parents have a right to know how each trip is funded. The school can provide this information on request e.g. the cost for coach hire, workshop costs etc. *Any requests or invitation to contribute will not involve the relevant parents' child from being treated differently from any other child at the school.* However, if not enough voluntary contributions come into school, the school will cancel the visit.

The Education Act 1996 draws a distinction between the term 'charges' which are considered to be an obligatory cost and 'voluntary contributions' which are self explanatory.

Relating to school trips and children who are eligible for free school meals or where there is known to be financial difficulty within the family; the Governing Body delegates the responsibility to the Head teacher to make the decision to pay some or all of the voluntary contribution requested by the school, from the school budget. The Head teacher must be reasonably certain that there is real financial difficulty and that the support is necessary to maintain the financial viability of the school visit. Each case will be considered individually. Parents are invited on the initial letter to discuss any financial difficulties with the Head teacher.

### **Optional Extras**

The following is a list of additional activities, organised by the school, which require voluntary contributions from the parents. These activities are known as 'optional extras'. This list is not exhaustive:

- Visits to museums
- Sporting activities
- Outdoor adventure activities
- Visits to or by a theatre company
- School trips
- Musical events
- Transport

### **Residential visits**

If the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into 2 sessions. A 'half day' means any period of 12 hours ending with noon or midnight on any day.

#### **Example 1 – visit during school hours**

Pupils are away from noon on Wednesday to 9.00pm on Sunday. This counts as 9 half days including 5 school sessions, so the visit is deemed to have taken place during school hours.

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### Example 2- visit outside school hours

Pupils are away from school from noon on Thursday until 9.00pm on Sunday. This counts as 7 half days including 3 school sessions, so the visit is deemed to have taken place outside school hours.

The school organises residential trips for pupils. The cost of this trip includes board and lodging, transport, insurance, materials, entrances to any sites visited and charges for any activities to be experienced.

- Parents will be given the option of a payment plan to spread the costs of the residential visit
- Relating to residential visits and children who are eligible for Pupil Premium, free school meals or where there is known to be financial difficulty within the family; the Governing Body delegates the responsibility to the Head teacher to make the decision to pay some or all of the voluntary contribution requested by the school, from the school budget. The Head teacher must be reasonably certain that there is real financial difficulty and that the support is necessary to maintain the financial viability of the school visit.
- Where a school activity requires pupils to spend nights away from home the school is allowed to make a charge for board and lodgings. This is with the exception of pupils whose parents are receiving the following:
  - 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)
  - Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
  - Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

### **Swimming**

The school organises swimming lessons for Key Stage 2 children. Lessons take place in school time and are part of the national curriculum. School pays for the provision of a lifeguard, specialist teachers and the hire of the pool itself. There is no cost to pupils for swimming. The school reserves the right to charge for transport.

### **Music Tuition**

All children study music as part of the normal school curriculum. Extra curricular lessons are provided by an outside company. The payment for this is a contract between parent and company.

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## **Lunch time and After School Sport and Creative Activities**

The school offers additional activities after school and during lunch breaks. We reserve the right to make a small charge for these.

## **Breakages and Fines**

The Governors reserve the right to ask parents to pay for the cost of replacing any items such as:

- Broken windows
- Defaced, damaged or lost text books
- Replacement of reading or homework diaries
- Any item damaged as a result of unsatisfactory pupil behaviour
- Tablets and iPads

## **Special Needs**

The Governing Body confirms that no pupil with special needs or disabilities will be treated any differently than any other pupil. The school will take all reasonable steps to avoid putting children with special needs at a substantial disadvantage.

## **Third Parties**

Third parties i.e. school photographer, school book club etc may make a charge provided parents of children are not under any obligation to receive the service/product etc.

The following information will appear on all visits/trips letters.

***'The school believes wholeheartedly in the value of these experiences and subsidises whenever possible in an attempt to ensure that these opportunities are accessible and affordable to all. However, the school seldom has the financial resources to pay the full costs. Consequently, a voluntary contribution is normally requested from parents/carers. Please note that without all such voluntary contributions, this visit may have to be cancelled.'***

## **Additional considerations**

The Governing Body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines –

- Where possible, provide at least 3 weeks' notice of a visit or trip involving contributions
- Try to plan a balance of visits and experiences across different year groups/classes. On average a class will undertake an activity involving a contribution at least once a term
- We have an established system for parents to pay in instalments for all residential visits, with the possibility to pay beyond the activity date if pre-arranged

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- To subsidise some educational visits and experiences from the school budget or via contributions from the PTA

## **LETTINGS POLICY**

The objectives of the Lettings Policy are -

- To establish community and adult use of the school premises when not in use by the school
- To ensure that a fair system of charging for lettings is established
- To ensure that fees from lettings cover school overheads on maintenance, cleaning and wear and tear
- To ensure that all long term lettings are supported by the Diocese

There are two separate charging systems – one for church based groups and another for non-church based groups.

Exemptions include –

- childcare provision – providers of services linked to children from our school or within our community or services within the broader remit of education or childcare provision (breakfast, after school and holiday care clubs, playgroups, private nurseries) require a licence for non-exclusive use of an area or a lease for exclusive use of an area
- commercial use – a lease will be required

Advice and support from the Diocese will be sought in the above circumstances.

The recommended charge for the use of school premises for community use for the 2023/24 academic year is as follows:-

	Adult & Community Learning Usage (£ per hour)	Community Use (2/3 of actual cost of return rate) (£ per hour)	Commercial Use (Actual Cost Return Rate) (£ per hour)
Hall/Community Room	20.90	41.80	62.70
Classroom	13.55	27.10	40.65
Subsequent Classroom	2.17	4.33	6.50
On-Cost for Sunday and Bank Holiday Lettings	3.20	6.40	9.60

**There will be an additional charge of £20 per session for the Site Manager to open/close the school building**

**For church based groups (Churches Together) the above figures will be reduced by 50%.**

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### **APPLICATION FOR THE USE OF SCHOOL PREMISES**

<b>Name of Hirer</b>		
<b>Date of hire</b>	<b>From</b>	<b>To</b>
<b>Time</b>	<b>From</b>	<b>To</b>
<b>Purpose of hire</b>		
<b>Age range of users</b>		
<b>Hall</b>	<b>Classroom</b>	<b>Additional room</b>

I/we agree to accept and abide by the conditions and regulations specified herein, and to such other conditions as may be imposed. I/we undertake to pay any necessary charges in advance.

<b>Signature</b>	
<b>Date</b>	
<b>Name in block letters</b>	
<b>Address</b>	
<b>Telephone</b>	
<b>Email</b>	
<b>Name and address of person who will be responsible for supervision during the whole period of the letting.</b>	

I/we certify that I/we will be directly responsible to the Headteacher and the Governing Body for the proper use of the premises and will reimburse the school or all expenses incurred in reinstating any damage to the premises: furniture, equipment etc caused by the letting or by any person/s admitted to the premises by me/us.

I/we certify that if the hiring of the premises involves the admittance of the public for an entrance fee, an insurance policy has been taken out to cover legal liabilities of at least £5 million to the Local Authority, school and third parties and to the reinstatement of any damage to the premises etc and that I/we shall produce such policy to the school if called upon to do so. In other circumstances I note that I/we have been recommended to take out insurance to cover legal liabilities to the Local Authority, school and third parties.

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<b>Insurance Company</b>	
<b>Policy number</b>	
<b>Signature</b>	
<b>On behalf of</b>	
<b>Date</b>	

#### **FOR OFFICIAL USE**

<b>Approved</b>	<b>Not Approved</b>
<b>Room</b>	
<b>Charge per hour</b>	
<b>Signed</b>	

#### **HIRING AGREEMENT & HIRING CONDITIONS**

1. In these Conditions:  
 (a)'The Owners' means the Governors of the above mentioned School, and 'the Agent' means the Clerk to the Governors or other Agent of the Owners.  
 (b)'The Hirer' means the person signing the application form and in addition any organisation for whom he is stated in such form to be acting. The liability under the Hiring Agreement of such person and such organisation shall be joint and several.
2. Not more than the number of persons stated in the application form shall be allowed in the School premises at any one time.
3. Use of the School premises or the relevant part thereof and entry thereto is limited to the purposes and times stated on the application form and no sub-letting is permitted.
4. The Hirer is responsible for and shall indemnify the Owners against all damage to the School premises and to any property on the School premises occurring during or in relation to the hiring or while persons are entering or leaving the School premises pursuant to the hire, however and by whomsoever caused.
5. The Owners shall not be responsible for any loss or damage to any property arising out of the hiring nor for any loss, damage or injury which may be suffered by or be done or happen to any person resorting to the School premises during or in relation to the hiring arising from any cause whatsoever or for any loss due to any breakdown of machinery, failure of supply of electricity or gas, leakage of water, fire, government restriction, requirement of the Local Authority or act of God which may cause the premises to be temporarily closed or the hiring to be interrupted or cancelled and the Hirer shall indemnify the Owners against any claim which may arise out of the hiring or which may be made by any person resorting to the School premises

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- during or in relation to the hiring in respect of any such loss, damage or injury.
6. The right at any time to enter the School premises and remain on the premises during the hiring is reserved to the Owners and the Agent and any police officer.
  7. The Hirer shall ensure that good order is kept in the premises.
  8. The Owners (by themselves or the Agent) may put a stop to any entertainment or meeting which in their opinion is not properly conducted or which may infringe any of the provisions hereof.
  9. No bolts, nails, screws, bits, pins, spikes or other objects shall be driven into the fabric or furnishings of the School premises. No articles may be fixed thereto and there shall be no structural alterations to any stage in the School hall.
  10. The Hirer shall at the expiration of the hiring leave the School premises in a clean and orderly State.
  11. The Hirer shall ensure that all property brought into the premises for the purposes of the hiring is removed before the expiration of the hiring. The Owners shall not be responsible for any property left behind and reserve the right to charge extra while it is in the premises.
  12. No slogans, advertisements, flags, emblems or decorations shall be displayed outside the School premises whether affixed to the same or free standing.
  13. The Hirer shall remove any slogan, advertisement, flag, emblem or decoration displayed inside the school premises if in the opinion of the Agent it shall be unlawful, unseemly or libellous or expose the premises to an undue risk of fire or is likely to lead to a disturbance or a breach of the peace.
  14. No exits may be blocked or chairs or obstructions placed in corridors or fire appliances removed or tampered with and the Hirer shall ensure that users of the premises are aware of the locations of emergency exits and that the Hirer's staff know the location of fire-fighting equipment.
  15. Any lights or other electrical apparatus which shall be connected to the electrical installation in the premises shall be properly insulated and fused and electrical plugs and sockets shall not be overloaded.
  16. Playgrounds must not be used for car parking.
  17. All the conditions attached to any music and dancing licence and any theatre licence for the School premises shall be observed. A copy of each such licence held may be seen on application to the Agent and the Hirer shall be deemed to have had notice of all such conditions.
  18. All legal requirements regarding the sale and consumption of alcoholic liquor the performing of plays and the exhibition of cinematograph films shall be observed and there shall be no infringement of any copyright subsisting under the Copyright Act 1956. The Owners or the Agent shall be entitled to require proof that the provisions of this clause have been complied with 48 hours before the hiring. All legal requirements of Gaming and Lotteries legislation shall similarly be observed without infringement.
  19. All scenery and costumes used for stage performances and the like must be fireproofed.
  20. If the hiring includes use of the School kitchen the Hirer shall comply with such conditions as the Owners or the Agent may prescribe at the time of the hiring.
  21. Persons may have to undergo, at the discretion of the Governing Body, a criminal record check via the Disclosure & Barring Service (DBS). If a particular letting involves contact with the school's pupils, all personnel

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involved must be checked against List 99 and undergo a DBS check, in accordance with DFE guidance. These checks must be made by prior arrangement with the Headteacher, with at least half a term's notice in advance to ensure that the checks can be carried out in time. (For example a meeting of adults taking place in the evening when no children are on the property would not require a DBS but if it were an after school activity that involved children from the school then a DBS would be required)

23. The Hirer shall make such provision for such Insurance cover as the Owners or their Agent may require, and shall pay all premiums due thereunder, and produce the policy or policies of insurance 48 hours before the time of the hiring. The hirer should hold public liability insurance in the name of the individual / organisation hiring the school premises for a limit of indemnity of at least £5,000,000. Documentary proof of this must be seen and policy details noted by the owners or their agent.