



# Charging and Remissions Policy (Including Lettings Policy)

<b>Date of Policy:</b>	April 2024
<b>Date of Next Review:</b>	April 2025
<b>Review Cycle:</b>	Annually
<b>Signature (Chair of Governors):</b>	L.Charlton

## **Introduction and Principles:**

- All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.
- The school will not charge for educational activities that happen outside school hours when these activities are a necessary part of the National Curriculum.
- There may be charges for other activities which fall within the category of 'optional extras'. This policy sets out clearly what these charges are.
- It is our aim that no child should 'miss out' on experiences and opportunities due to financial hardship.

## **Educational Visits and Visitors:**

Voluntary contributions will be requested from parents towards the cost of visits / visitors which support the curriculum. Suggested contributions will be provided to parents in advance of the trip. The cost of visits will be kept to a minimum and all events will be carefully costed. The school will ensure that it does not make a profit out of any educational visit and that parents who do make a voluntary contribution are not subsidising those who do not. If a significant number of parents are unwilling to make a voluntary contribution the visit may not take place. The Headteacher will make this decision.

No child will be denied the opportunity to take part in a visit. The school may offer financial support in cases of need. Parents should make a request for this support in writing to the Headteacher.

Trips and visitors will be evaluated and monitored by the staff, Headteacher and governors to ensure that they provide good value for money and remain relevant.

## **Residential Visits**

There is an established residential visit during Year 6. Parents wishing their child to take part are required to make the full payment. The school will operate a system by which payments can be spread over a set period leading up to the visit. Deposits are non-returnable and full payment must be made by the final date as stipulated by the trip provider. Once this date has passed parents will still be liable for full payment of the trip even if their child decides they no longer wish to take part.

In cases of financial hardship, please make an appointment with the Headteacher and School Business Manager.

Currently, Hampshire County Council offer to support children in need, and the school takes full advantage of this support.

No profit will be made from the visits and parents paying the full price will not be subsidising those who receive financial support from the school.

## **Swimming Lessons in school time**

Children have regular swimming lessons in term time. Parents will be asked for a voluntary contribution towards the cost of these lessons at the start of each academic year.

Swim Subs - voluntary contribution requested:-

- £20 per child per academic year, or
- £30 per family per academic year

## **School Shop**

The school shop sells small items of stationery to the children. Again, this is not profit making.

## **Dinner Money / School Meals**

The school dinner service is operated by Hampshire Caterers (HC3S), which is an independent company. Payments must be made **in advance** either via the online payment system or the school office. There is no charge for children who are entitled to free school meals.

## **Clubs**

The school asks for a small contribution for children to attend internal after-school clubs and external after school clubs to support with buying resources and paying external and internal coaches. For example, currently pupils are asked to contribute approximately £5 a term to attend after school clubs. In some circumstances, for example, if a family are experiencing financial hardship, school will fund the contribution to enable all children equal access to opportunities.

## **School Photographs**

School photographs are taken by an independent company. There is no obligation whatsoever to purchase the photographs. Details regarding the cost of photos and how to purchase them are shared with parents at the time that the photos are taken. The school earns commission from the sale of photographs.

## **Book Fair**

The school sometimes holds book fairs. Books are on sale during this time and the school earns commission which is used to buy books to increase the stocks in the fiction and non-fiction libraries.

## **Damage to Property and Breakages**

Where school property has been wilfully damaged by a pupils the school may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the Headteacher and be dependent on the situation.

### Lettings Policy

There is a scale of charges which will be reviewed annually by the Full Governing Body.

All hirers must complete an application form, have their application to hire agreed by the Headteacher and abide by the School's "Conditions of Hire" and Health & Safety guidance.

All regular hirers must re-apply annually.

All invoices will be issued monthly or termly. All hire charges must be paid within one month of the invoice being issued.

A copy of the school's "Conditions of Hire" and Health & Safety guidance will be issued to all hirers before the period of hire commences.

All payments for hiring's will be paid into the Y Code which is part of the Official School Fund.

Detail of Charges - September 2024 to August 2025

*All charges are reviewed annually.*

### Hourly Scale of Charges

ROOM HIRE				SWIMMING POOL HIRE					
Level 1 Daily Rate		Level 2 Hourly Rate		Level 1 – Local Schools		Level 2 – Feeder School		Level 3 – Commercial Users	
Mad Studio 8 – 5 Daily Rate		Hall/MAD Studio Field Hire							
23/24	24/25								
£110	£120								
Classroom Daily Rate After School Club 7:30 – 9:00 am 1.5 3:30 – 6:00 pm 2.5									
23/24	24/25	23/24	24/25	23/24	24/25	23/24	24/25	23/24	24/25
£48.00	<b>£52.00</b>	£20.00	<b>£22.00</b>	£48.00	<b>52.00</b>	£30.00	<b>£33.00</b>	£50.00	<b>£55.00</b>

Lettings to private groups, private individuals, members of staff and governors will be considered by the Senior Management Team on an individual basis. All costs must be covered including the attendance of the Site Manager or other designated member of staff. A reasonable profit may also be included and VAT will be charged at the current rate where applicable.