

Charging Policy




Acresfield Primary School

Last Updated: June 2016

Date of Governing Body approval: July 12th 2016

Committee Responsible for Review: Staffing and Finance Committee

Signed: [Chair of Governors] - 

Signed: [Headteacher] - 

Acresfield Primary School

Policy on Charging

1. Introduction

- 1.1 This charging policy has been compiled in accordance with Sections 449-462 of the Education Act 1996, which set out the law on charging for school activities in schools maintained by local authorities in England.

2. School Visits

Visits To Fulfill Statutory Requirements

- 2.1 In the event of the school seeking to run a **day trip**, which is designed to fulfill a statutory requirement (i.e. any requirements of the national curriculum or religious education) no **compulsory** charges can be levied on parents /guardians by the school. With the exception of those meeting the school's charging remissions policy criteria (see Section 10 below), parents/guardians will be charged the actual cost of board and lodgings for any **residential trip** of this nature, regardless of whether the trip takes place inside or outside school hours.

Other Visits (Non-Statutory Requirements)

- 2.2 In addition to educational visits, the school frequently runs day and residential trips that are outside statutory requirements. Such visits may take place during or outside school hours.

3. Residential visits

- 3.1 If the school organises a residential visit in school time, which is to provide education directly related to the National Curriculum, we suggest a charge to cover the costs of travel, board and lodging, although parents who receive state benefits are exempt from this charge. If we cannot raise sufficient funding through these voluntary contributions, the visit may have to be cancelled, and that aspect of the curriculum would have to be covered in other ways.

4. Music Tuition

- 4.1 All children study music as part of the normal school curriculum. We do not charge for this.

Acresfield School has introduced music tuition in the school; there is a charge for individual or small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons will be taught by peripatetic music teachers. A charge for these lessons is made direct to the parents.

5. Lettings

- 5.1 The school will make its facilities available to outside users and fees will be charged generally in-line with the Local Authority's recommended schedule of charges, which is updated annually, although the Headteacher has discretion to negotiate variations to these charges to meet the school's needs.

6. Damage/Loss to Property

- 6.1 A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

7. Personal Phone Calls

- 7.1 Generally, staff are discouraged from using the school's phones for making personal phone calls, unless for emergencies. Any personal calls made should be logged with the office and will be charged based on the itemised cost (if long distance/duration) or 25p per call for short local calls.

8. Voluntary Contributions

- 8.1 Where the school cannot levy charges, and it is not possible to run trips (or other activities) within the resources ordinarily available to the school, parents/guardians will be invited to make voluntary contributions. In the event of insufficient voluntary contributions being received, the activity is likely to be cancelled with any voluntary contributions received being refunded. Pupils will not be discriminated against on the basis of whether voluntary contributions have, or have not, been made on their behalf.

9. Remissions Policy

- 9.1 Parents/guardians will be exempt from paying for board and lodging costs on residential visits that are designed to fulfill statutory requirements, if they are in receipt of any of the following:-

1. Income Support;
2. Income Based Jobseekers Allowance;
3. Support under Part VI of the Immigration and Asylum Act 1999;
4. Child Tax Credit, providing that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue & Customs) does not exceed £15,575;
5. The guarantee element of State Pension Credit; or
6. An income related employment and support allowance that was introduced on 27/10/08.

- 9.2 In addition, no charge will be levied in respect of pupils receiving music tuition whose parent/guardian is in receipt of any of the above benefits.
- 9.3 The remissions criteria outlined above are identical to the criteria for Free School Meals eligibility. The school strongly encourages any parent/guardian, who is in receipt of such benefits, to claim their full entitlement. Proof of current entitlement to any of these benefits would need to be provided to the school in the event of a remission in charges being requested where the pupil is not in receipt of Free School Meals.
- 9.4 Any parent/guardian experiencing difficulties in meeting any charges should discuss the matter in confidence with the Headteacher.

10. Fledglings

- 10.1 A charge is made to parents for the use of the out of school club. The income from Fledglings has to cover the costs of the expenditure. Funding from the main school budget is not to be used to subsidise Fledglings. The current charges are set out in the table below.
- 10.2 The school also runs a holiday club at different times during the year. The income from the children attending the club must cover the total cost of expenditure. If this is not the case the club may not be able to run. The main school budget is not to be used to subsidise the cost of running the holiday club. The current charges are set out in the table below.
- 10.3 Proposed price changes for Fledglings and the holiday club will be agreed by the Environment committee.

Fledglings

Times	Price	2 nd Child	3 rd Child
Before school from 7.50am	£3.00	No change	No change
From 8.30am	£1.00		
After school until 5pm	£5.50	£5.00	£4.50
After school until 6pm	£8.00	£7.50	£7.00

Holiday Club

Times	Price [September 2013]	2 nd Child	3 rd Child
Whole day	£27.00	No change	No change
½ day	£14.00	No change	No change
CEPD	£27.00 Per day £100 per week	No change	No change

11. **Policy Review**

This policy will be subject to regular review to ensure its compliance with legislative requirements and the appropriateness of charges being levied.

Schools Lettings Charges - August 2016 to July 2017

Queries relating to charges and other related matters should be made to School Finance Team -
01244 972430

These letting charges have been designed to be used as a GUIDE when charging for the use of School or Youth facilities.

Schools are advised to use their own discretion when deciding on the exact charges to be levied. Please take into account local conditions and levels of charging from similar venues. These figures are updated annually using Government statistics based on April CPI

Community and Commercial charges from August 2016

The recommended charge for the use of school and youth centre premises for community and commercial use for the 2016/2017 academic year are as follows.

CWAC Adult & Community Learning Useage £ per hour	Public Community use (2/3 of actual cost return rate) £ per hour	Outside company Profiting from the letting Commercial use Actual cost return rate £ per hour
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(i) Primary Schools:

- Hall	14.53	29.05	43.60
- Classroom	8.75	17.50	26.30
- Subsequent Classroom	2.23	4.45	6.70

(ii) Secondary Schools:

- Hall	19.48	38.95	58.40
- Classroom	9.00	18.00	27.00
- Sports Hall	38.00	76.00	114.05
- Gymnasium	19.03	38.05	57.10
- Changing room	7.63	15.25	22.85
- Subsequent Classroom	2.50	5.00	7.50
- Squash Courts	8.13	16.25	24.35
- P.C. Suite	9.10	18.20	27.30
- Art & Craft Studio	9.13	18.25	27.38
- Cookery Room	9.13	18.25	27.38
- Centre Head Office	9.00	18.00	27.00

(iii) On cost for	1.98	3.95	5.95
Sunday and Bank holiday lettings			

(iv) Sports Facilities

- Tennis / Netball	5.05
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£ per game

- Football / Rugby / Hockey / Cricket	
- Weekday	27.75
- Weekend	36.70
- Synthetic Pitches	

£ Per Hour

Full Size Pitch	55.00
Half Size Pitch	35.00
1/3 Size Pitch	30.00

Election charges from April 2013

The recommended charges relating to Elections have now been removed.

Schools maintained by Local Authorities are obliged to provide **'free of charge'** a room in a school for election purposes.

The Returning Officer is only obliged to make good any damage and to pay any additional caretaking costs.

Currently CWAC will reimburse caretakers direct for the extra hours they work on Polling Day.

Historically the Returning Officer has also paid schools an amount towards the cost of any additional heating and lighting expenses.