



Whitewater Church of England Primary School

# Charging and Remissions Policy

APPROVED

Date: November 2023

Next Review Date: November 2025

# CHARGING AND REMISSIONS POLICY

## 1.0 AIM

1.1 At Whitewater CofE Primary School, we aim to make appropriate charges which enable and encourage the development of a wide range of enriching activities and uses of our facilities, provided that it is the best interests of the pupils and in line with the beliefs and ethos of the school

## 2.0 PRINCIPLES

2.1 We make no charge for National Curriculum and related activities in school time.

2.2 We may ask for voluntary contributions for activities wholly or partly in school time which otherwise would be prohibited by cost. No child is excluded from any such activity on the basis of non-contribution

2.3 Support is available towards part or all the cost of activity where there are financial difficulties, or the family is in receipt of Income Support or Family Credit.

2.4 We may charge where doing so permits enrichment of non-statutory extra curricular provision.

2.6 Wherever a charge or voluntary contribution has been committed or received by the School (including post-dated cheques) it is not possible to provide a refund in any circumstances which would leave the school with a deficit for the activity or service for which the charge or voluntary contribution was received.

2.7 We support the development of community-group uses of school facilities with conditions of hire in accordance with local education authority guidelines.

2.8 In conjunction with Hampshire Education Authority's provider we offer school meals in accordance with the Free School Meals scheme (subject to eligibility criteria) or at a cost.

**Note: submission of a completed booking form or payment in cash, online or by presentation to the School of a cheque (whichever comes first and whether any cheque is post-dated or not) amounts to a commitment to pay. It should be noted that the School cannot refund or write off debts where that will result in a loss to the School's general budget and may refer any outstanding debt for recovery in accordance with the Bad Debt Policy.**

## 3.0 KEY RESPONSIBILITIES

### 3.1 FULL GOVERNING BODY (FGB)

The FGB will:

- review and amend the charging policy on behalf of the governing body; and
- review annually the charges for supplies and services in line with actual costs

### 3.2 HEAD TEACHER

The Head Teacher will:

- be responsible for drafting proposals for charges; and
- provide reports for the finance committee

### 3.3 ADMINISTRATIVE OFFICER / SCHOOL SECRETARY

The Administrative Officer/School Secretary will:

- provide effective financial administration enabling efficient budget management by the head teacher
- manage the letting of school premises and facilities
- maintain efficient and effective information systems

### 3.4 THE CARETAKER / OR HEAD TEACHER'S NOMINATED REPRESENTATIVE

The Caretaker or Head Teacher's nominated representative will manage the school premises during lettings

### 3.5 USERS

Users of the premises will abide by the terms and conditions of the booking and hiring contract in accordance with local education authority guidelines.

## 4.0 PROCEDURES

### 4.1 OFF-SITE EXTRA-CURRICULAR ACTIVITIES

Voluntary contributions not exceeding the total actual cost will be requested

### 4.2 MUSIC INSTRUMENTAL TEACHING

Class based specialist teaching will be provided free of charge.

The cost of other instrumental lessons to individuals or small groups will be met through charges to parents. Charges are set on an annual basis and paid in advance. Parents will be expected to hire or buy their child's own instrument; some instruments may be available for loan from Hampshire Music Service.

### 4.3 Extra-curricular clubs

A charge may be levied for participation in extra-curricular activities to meet the costs of materials and staffing as needed.

### 4.4 Residential study visits

A charge not exceeding the total cost will be made for specialist tuition, residency fees, other fees charged by an external provider and transport costs.

## 5.0 LETTING OF PREMISES

The charges, conditions of hiring and booking are set in accordance with local education authority guidelines.

## 6.0 SCHOOL MEALS

The School offers, together with Hampshire Education Authority's contracted provider, school lunches (for eligible pupils) under the Free School Meals scheme or, where pupils are not eligible for free school meals, at a standard cost as set by Hampshire County Catering Service.

Where no packed lunch is provided by a parent, it will be presumed that a school meal will be offered – under the Free School Meals scheme (where the pupil is eligible) or at a cost to the parent(s).

The School is unable to sustain a deficit for provision of lunches. Payment should be made in advance. Where meals are provided and payment remains outstanding action may be pursued in accordance with Hampshire's standard debt recovery policy (which the School has adopted)

## 7.0 CHARGES FOR SERVICES

Details of current charges for photocopier, telephone and fax facilities are available from the school office. Subsidised rates are set for community users and non-subsidised rates for non-community users.

## 8.0 Freedom of Information Act

The school will make such charges as are specified under the above legislation for the supply of information when requested under the terms of this Act.

## 9.0 Equalities

This policy is to be read in conjunction with the School's Equality Policy and adheres to the related values of that document.