



Locks Heath Junior School

1.0 Governor Operational Policies

1.1 Charging and Remissions Policy 2024

Approved by Governing Body February 2024

Published March 2024

To Be Reviewed by February 2025

Signed on behalf of the Governing Body	Name	Date

List of Revisions	
P1	Dates Changed
P3 and throughout	Business Manager changed to Senior Admin Officer
P3	Number and frequency of lessons amended.

P4	Number of residential changed from 3 to 2
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Aims of this Policy

- To set out the types of activities and circumstances in which the school can make a charge for activities arranged for children.
- To set out the circumstances in which charges will be made for use of the school's facilities.

References

This policy has been written to be compliant with:

- 1988 Education Reform Act
- 1993 Education Act

This policy requires service providers to supply written assurances that they have screened current employees and volunteers; have appropriate vetting processes in place and that they have an adequate Safeguarding and Child protection policy in place or will follow the school's own policies.

Principles

- We make no charge for Statutory National Curriculum activities that take place during school time.
- We do charge for non-statutory enrichment activities that take place outside of school hours.
- We may ask for voluntary contributions for activities that supplement and enrich the curriculum, where these take place wholly or partly in school time. No child is excluded from any such activity on the basis of non-contribution. However, if insufficient contributions are received to make the activity viable the activity/trip may be cancelled.
- Where families are in receipt of free school meals and experiencing financial difficulties, the school may provide some support towards the cost of the activity. Families should apply to the Headteacher or another senior member of staff and consideration will be given on an individual basis.
- We aim to generate income for the school from charging for the use of the school's facilities and services.
- Charging for use of the school's facilities and services is flexible depending on the nature of the organisation (community/non-community, profit making/non-profit making).
- We reserve the right to charge for repair or replace school property that has been lost or damaged through wilfulness or negligence.

Key Responsibilities Governor's Resources Sub-Committee

- Will review and amend this policy annually on behalf of the governing body.
- Will monitor income and expenditure in relation to charges for trips and activities and examine the proportion of subsidies, against the educational value of the trip/activity in the context of the impact on the overall school budget.

- Will review and amend annually charges for use of school facilities and services.
- Will monitor income generated from the use of school facilities and services in the context of the whole school budget.

Headteacher

- Will ensure school visits/activities fulfil sound educational objectives and represent the best value for money.

School Admin Officer

- Will be responsible for drafting proposals for changes to this policy in consultation with the Headteacher.
- Will provide reports for the Governor's Resources Sub-committee.
- Will manage the letting of school facilities.
- Will liaise with the Facilities Manager with regards to lettings

Facilities Manager

- Will ensure the security of the site during lettings
- Will provide care-taking services in relation to lettings.

Procedures

On Site Activities:

1. Musical Instrument Tuition

No charge is made for music lessons where these form part of the coverage of the National Curriculum. Additional musical instrument tuition is provided by Hampshire Music Service during the school day and is referred to as peripatetic lessons. These lessons are provided at the request of parents. The cost of these lessons is passed on to parents/carers and parents/carers are expected to buy or hire the musical instrument for their child. Parents are expected to commit to a whole year of tuition and will be liable for the cost of a year's tuition even if the child withdraws from lessons prematurely.

2. Extra- Curricular Clubs

Where providing an extra-curricular activity incurs a cost to the school, a charge may be made to parents/carers.

3. Swimming Lessons

All primary schools must provide some swimming instruction to all pupils as part of the national curriculum. In most schools this would equate to one swimming lesson per week for one term, during Key Stage 2. At Locks Heath Junior School the National curriculum element of the swimming provision occurs during the summer term of year 6 and there is therefore no charge for this provision. Because Locks Heath Junior School has a swimming pool on site, enabling it to provide weekly swimming lessons, throughout the year for the duration of the time the child attends the school. This represents enhanced provision. The ongoing maintenance of the pool is costly and this cost is offset by charges to hirers of the facility and by voluntary contributions each term from Year 3 Autumn term until Year 6 Spring term. The voluntary contribution covers a minimum of 5 x 40 minute swim sessions per term.

Off Site Activities

1. Day Trips

The school will ensure all trips have a sound educational purpose. The school will ensure value for money by comparing alternative providers (establishments and transport options). All children will be expected to attend. The school has an allocated a proportion of its' budget to provide educational visits where the educational value of the visit is such that to provide a classroom alternative would compromise learning e.g. a visit to a place of worship. However, for most trips parents will be informed of the cost per child and asked for a voluntary contribution to cover the full cost. No profit will be made by the school from contributions received. Where insufficient funds are received from parental contributions to make the trip viable, the trip will be cancelled and alternative provision will be made within school.

2. Residential Visits

Currently, the school organises two residential visits. Attendance on school residential visits is optional. Bed, board and evening activities are charged to parents. Voluntary contributions are requested for day time activities. Families who can prove they are in receipt of certain benefits will normally be offered a grant to cover a proportion of the accommodation costs, following a conversation with the headteacher or senior member of staff. However, if the school receives insufficient payments/contributions to make the trip viable, it reserves the right to cancel.

Lettings of Premises

The annual charges are set out on the basis of county suggested rates. These are available from the School Admin Officer. Rates are flexible to reflect the type of user and whether or not a benefit is gained to children attending Locks Heath Junior School. Charges are reviewed annually to ensure charges are more than sufficient to cover costs of providing the facility (for example cleaning costs and site presence costs).

Charges for Services

Use of the school's photocopier, telephone and other resources may incur a charge. Details of these charges are available from the School Admin Officer.

Advertising

The school is often approached by local community groups, businesses and organisations wishing the school to distribute flyers or to otherwise advertise their goods and services. Where the organisation is local and non-profit making and the goods or services are deemed appropriate and of benefit to Locks Heath children, no charge is levied. Where the organisation is profit making but is providing a service that would be of benefit to our children a small charge is levied. This charge is waived if the organisation is able to provide a service to the school. E.g. A Karate taster session. Where the organisation is profit making and no direct benefit to Locks Heath Children, Locks Heath Junior School is not likely to offer this service, where this is agreed this is likely to incur a charge.