Charging and Remissions Policy

Dee Point
Primary School

Delegate Function: FGB
Approved by Governors: March 2025
Updated: March 2025
Review date: Spring 2026

Aims

Have robust, clear processes in place for charging and remissions.

Clearly set out the types of activity that can be charged for and when charges will and will not be made.

Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities.

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449 to 462 of which set out the law on charging for school activities in England

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher of any specific circumstances that they are unsure about or where they are not certain if the policy applies

The school will provide staff with appropriate training in relation to this policy and its implementation.

Parents/carers are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy

Background

The Governing Body of Dee Point Primary School recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards our pupils' education and experiences. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

Charges

The governing body will not in all circumstances charge but reserves the right to make a charge for the following activities organised by the school:

Residential visits and Day Trips

The board and lodging element of approved residential activities deemed to take place in school hours.
The cost of meals, refreshments and entrance fees.

Activities outside School Hours

The full cost to each pupil of all approved activities deemed to be optional extras taking place outside school hours.

Instrument Tuition

The cost of musical instrument tuition if provided at the parent's request.

Charging in Kind

Materials and ingredients: the cost of materials or ingredients for art and design, science, food, hospitality and catering. Provision of food for snack in Nursery, Reception and Resource Provision Classes.

School Property

The Governors reserve the right to charge parents for non-accidental damage to, or loss of school property.

General

The Governing Body may from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the Governing Body from inviting parents to make a Voluntary Contribution towards the cost of additional activities which take place in school time. Parents may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity no qualifying child will be excluded on the grounds of voluntary contributions.

Calculating charges

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents/carers are unwilling or unable to pay the full charge.

Parental agreement / consent is necessary for the provision of an optional extra that is to be charged for. This is achieved via the School Gateway APP.

If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

Currently the school charges for the following:

	Income Activity	Approved Charge
1	Adult Education	As per LA recommended "Schools Letting Charges"
2	Other Casual Lettings	As per LA recommended "Schools Lettings Charges (to be agreed by Headteacher) for lettings of a commercial nature.
3	Staff Personal phone calls	20p for standard phone calls As per itemised bill for longer-distance calls
4	Personal Photocopying	10p per black & white copy 20p per colour copy

Monitoring

The Bursar monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by every year alongside the MIFP by the Headteacher and Bursar.

The school currently waives charges for the following organisations we deem to be school orientated and benefiting the pupils of Dee Point:

- Blacon Youth Football Club: this organization hire the school football pitch for 1 evening a week in the Spring & Summer and on a Saturday morning. A number of Dee Point pupils represent the team.
- Rewind Youth Theatre, part of Chester's Theatre in the Quarter, hire out the main hall of the school throughout term time for 2 hours a week 4.30 – 6.30pm for Blacon children aged between 7 – 11 years. A large number of Dee Point children attend this group.

Remissions

Where the parents of a pupil are in receipt of **Free School Meals** or **Pupil Premium** the Governing Body will offer to remit some of the cost of full board and lodging for any residential activity which is deemed to take place in school hours or where it forms part of the syllabus for the National Curriculum.

The Governing Body may wish to remit in full or in part the cost of other activities for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. Authorisation for such remission will be made by the Headteacher in consultation with the Chair of Governors.

Schools Lettings Charges - Academic Year 2024/25

These letting charges have been designed to be used as a guide when charging for the use of school or youth facilities to recover typical premises, cleaning and caretaking costs (reflecting Local living wage pay scales) and administration/overheads.

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 and this version is based on August 2024 CPI

Community and Commercial charges

The recommended charge for the use of school and youth centre premises for community and commercial use for the 2023/24 academic year is as follows:

	CW&C Adult & Community Learning Usage	Public Community use (2/3 of actual cost return rate)	Outside company profiting from the letting Commercial use Actual cost return rate
	£ per hour	£ per hour	£ per hour
(i) Primary Schools:			
- Hall	21.37	42.73	64.10
- Classroom	14.05	28.10	42.15
- Subsequent Classroom	2.17	4.33	6.50
(ii) Secondary Schools:			
- Hall	27.60	55.20	82.80
- Classroom	14.37	28.73	43.10
- Sports Hall	51.23	102.47	153.70
- Gymnasium	27.03	54.07	81.10
- Changing room	12.62	25.23	37.85
- Subsequent Classroom	2.43	4.87	7.30
- Squash Courts	13.42	26.83	40.25
- IT Suite	14.37	28.73	43.10
- Art & Craft Studio	14.37	28.73	43.10
- Cookery Room	14.37	28.73	43.10
- Centre Head Office	14.37	28.73	43.10
(iii) On cost for Sunday and Bank holiday lettings	3.35	6.70	10.05

(iv) Sports Facilities	**£ per game**
- Tennis / Netball	8.60
- Football / Rugby / Hockey / Cricket	
Weekday	47.50
Weekend	62.92

- Synthetic Pitches	**£ Per Hour**
Full Size Pitch	74.77
Half Size Pitch	47.52
1/3 Size Pitch	42.52

Election charges

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 CW&C 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.

Queries relating to charges and other related matters should be made to SchoolsFinanceTeam@cheshirewest.gov.uk