


Ramsden Primary School

CHARGING, REMISSIONS & LETTINGS POLICY

<i>Compiled by</i>	<i>Headteacher</i>	<i>April 2025</i>
<i>Approved by</i>	<i>Chair of Governors</i>	<i>Headteacher</i> 
	<i>April 2025</i>	<i>April 2025</i>
<i>To be reviewed</i>		<i>Summer Term 2026</i>

*Ramsden Primary School – Charging,
Remissions & Lettings Policy*

CHARGING POLICY

INTRODUCTION

This document is a statement of the aims and principles associated with the charging for school activities at Ramsden Primary School. It also includes the remission arrangements associated with the Policy.

This Policy was developed and adopted using LA guidance as a reference.

PRINCIPLES

Ramsden Primary School is committed to the principle of free education and believes that the broad and balanced curriculum provided by the school should be available to all pupils as of right. The school will not charge for activities which have been wholly funded by delegated budget. The school does not normally charge pupils or parents for any activity it directly organises, except in the circumstances described in this document.

The school recognises the valuable contribution visits and other non-classroom based activities can make to a child's educational experiences. These may be offered inside or outside school hours and it may be necessary to request voluntary financial contributions from parents if the expenses of a particular activity cannot wholly be met from the funds normally available to the school.

In arranging activities for which a voluntary contribution may be sought, we will consider whether such a contribution is reasonable and whether it will be within the scope of a majority of the parents of pupils at the school.

Ramsden Primary School will operate the charging policy within the law and not charge for those activities which, legally, no charges may be made.

Pupils may be assisted, at the Governors' discretion, from the school's budget, or other funds available to the school. Pupils will not be excluded from any school activity that extends or enriches the curriculum for their class because they have not made a contribution.

ACTIVITIES DURING SCHOOL HOURS

No charge will be made for any activity which takes place during school hours, including any materials, books, instruments, ingredients or other equipment (excluding clothing) provided in connection with the activity. The cost of such activities will be contained within the funds available to the school. School hours are defined as being those hours during which the school is in session, but excluding the mid-day break.

Parents will not be charged for or required to provide any items as ingredients or craft materials.

Music Provision

Charging is not permitted for class music tuition during school hours. No charge will be made for group musical activities which take place during school hours.

Transport

No charge will be made for any transport provided to convey pupils between the school and any other place where educational provision has been arranged. E.g. swimming pools.

VISITS PARTLY IN AND PARTLY OUT OF SCHOOL HOURS

Some school activities may take place during and partly outside school hours. The Education Act provides guidance in determining whether an activity is inside or outside school hours.

A day visit takes place during school hours if 50% or more of the time spent on the visit or activity, including any connected travel, occurs during school hours.

A residential activity is one which involves pupils spending one or more nights away from home. Such a visit is deemed to take place during school hours if the number of sessions taken up by the visit is 50% or more of the number of half days involved. In this connection 'half-days' are defined as any twelve hour period ending at noon or midnight on any day.

Thus, residential trip taking place in term-time from noon on Wednesday to 9.00 a.m. on Sunday (9 half days; 5 school sessions) would be regarded as taking place in school hours.

ACTIVITIES HELD OUTSIDE SCHOOL HOURS

Charges may be made, at the discretion of the Governors, for these activities. Any such charge will not exceed the actual cost of providing the activity, divided equally by the number of pupils participating in the activity. The cost of other pupils participating in the visit will not be included in the charge. The charge may include an appropriate element for the following:

- The pupil's travel costs;
- The pupil's board and lodging costs;
- Non-teaching staff's costs;
- Materials, instruments and other equipment;
- Entrance fees to places of interest;
- Insurance costs;
- The expenses only of any participating teachers engaged on a separate contract for services to provide the activity.
- Breakfast Club – Charges are made at a flat daily rate for provision of breakfast and childcare prior to the commencement of the school day. These are subject to periodic review, and do not exceed the cost of providing the service.

REMISSIONS POLICY

Ramsden Primary School adopts the policy of the Nottinghamshire Education Committee.

Clothing

The N.E.C. School Clothing Assistance Scheme provides for assistance to be given towards the cost of a pupils' clothing, including sports clothing, where the pupil's parents are eligible for free school meals. Only pupils who reside in the County are entitled to assistance under this scheme.

Environmental Education

The N.E.C. provides a range of day and residential environmental education centres for pupils attending its schools. Schools are charged a proportion of the running costs for these centres. These charges are partially remitted to reflect the number of pupils who receive free school meals.

The N.E.C. also maintains the Outdoor Education Supplies Department from where schools may book camps, water activities and hire equipment. All of these are charged at the full cost recovery rates.

Board and Lodging Charges for Residential Trips

Where the parents of a pupil are in receipt of Income Support, Family Credit, an income based Job Seeker's Allowance or Disability Working Allowance, any charges for board and lodging for a residential trip, within the terms of the schemes outlined above, will be fully remitted either by the N.E.C. or the Governing Body depending upon who funds the visit, if the activity:

- i) takes place during school hours OR
- ii) forms part of the syllabus for a prescribed public examination or fulfils statutory duties relating to the National Curriculum or religious education, irrespective of whether the activity takes place within or outside school hours.

VOLUNTARY CONTRIBUTIONS

Nothing in this policy statement precludes the Headmaster inviting parents to make voluntary contributions for the benefit of the school or in support of any activity it organises, whether inside, or outside, school hours. Any contribution sought from parents will be entirely voluntary and pupils will not be treated differently according to whether or not their parents have made a contribution.

If an activity cannot take place without voluntary contributions, this will be made clear to parents. An initial letter to parents in those circumstances will explain the nature of the proposed activity and its educational value. The letter will indicate the contribution per pupil which would be required if the activity were to take place. It will also emphasise that there would be no obligation to contribute and that no pupil would be excluded from the activity because his or her parents were unwilling or unable to contribute. However, the letter will make it clear that the activity would not take place if insufficient parents were able to support it.

There is no limit to the level of voluntary contribution which parents or others can make towards school activities. A request for a contribution towards the cost of a school visit could, for example, include an element to cover the cost of subsidising pupils from low income families or the costs incurred by accompanying teachers.

BREAKAGES AND DAMAGE TO PROPERTY

The Governing Body reserves the right to seek reparation from parents where their child has caused breakages or damage to the school's property.

USE OF SCHOOL PREMISES FOR LOCAL ELECTIONS

N/A

This policy is approved by staff and governors and is reviewed annually.

Lettings Policy – Summer Term 2025

The Governor's of Ramsden Primary School have agreed the following lettings policy in an attempt to charge fairly for the use of the school premises. However, the overriding aim of this Policy is to support the school in providing the best possible education for its students, and any lettings will be considered with this in mind. Please note that any organisation that does not use the school premises with care and respect will not be allowed to hire the premises.

The Governors of Ramsden Primary School seek to let the premises to a variety of clubs and organisations for a variety of functions. The School's delegated budget (which is provided for the education of its pupils) cannot be used to subsidise any lettings by community or commercial organisations. A charge will be levied to meet the additional costs incurred by the school in respect of any lettings of the premises. As a minimum, the actual cost to the school of any use of the premises by an outside organization must be reimbursed to the school's budget.

Purpose

- To ensure that the use of the School premises and facilities is properly co-ordinated and events supported appropriately.
- To promote the use of the School facilities by the wider community
- To safeguard the interests of Ramsden Primary School
- To ensure that the out of hours use of the School is not subsidised by the school budget.

Definition of a letting

A letting may be defined as any use of the school premises (buildings and grounds) outside normal School hours (for the purpose of this Lettings Policy this is defined as – nor earlier than 5pm, at weekends or during holiday periods) by either:

- A community group such as a local music group, theatre group or sports team
- An individual or group of individuals
- Other events organised by members of the school PTA

A letting must not interfere with the primary activity of the school, which is to provide a high standard of education for all its pupils. Use of the premises for activities such as staff meetings, parents' meetings, Governing Body meetings and extra-curricular activities of Ramsden Primary School students supervised by school staff, fall within the corporate life of the school.

The Hirer must not use, permit or allow rooms/site to be used for any extremist or terrorist activities or for the dissemination of extremist views or materials.

All lettings out of normal School hours must be booked through the School Office.

Regular Lettings

All clubs and organisations hiring the premises must hold their own insurance and any necessary licences – i.e. entertainment etc. Any group or organisation not using the premises in a suitable manner will be firstly asked verbally to kindly adhere to school policy and rules for the care of the building.

Should the problem be of a more serious nature, the organisation/group will be warned in writing and asked to make amends for their damage.

Should neither warnings result in the necessary improvements then the organisation/group will be asked to find alternative accommodation and recompense the school for any damage or nuisance caused. Whilst we endeavour to allow as broad a spectrum of people as possible to use our school facilities, this must not be to the detriment of the pupils, staff and governors of the school.

Caretaker's fees, the use of electricity/heating etc. have to be costed and covered by all lettings outside of the school day.

There are currently no regular lettings

Occasional Lettings

Charges for these are dependant on time of hire and will be negotiated at the time of booking. Lettings that support the extended services such as holiday clubs will be charged a minimum rate to include any additional cost of caretaking.

This policy should be read in conjunction with;

1. Health & Safety Policy
2. School Security Policy

Lettings Policy Charges

Charging policy from Summer Term 2025 to take effect immediately.

Caretakers fee of £20.00 to be rounded up to nearest 50p = £20.00.

Fee	£20.00 Mid week
	£30.00 Saturday
	£40.00 Sunday
+ Energy allowance of	£4.50 hour
+ Admin charge	£1.50
+ Wear & Tear	£5.00

	P.T.A. Fundraiser	Community	Private/Money Making
	10%	20%	30%
1 hour mid week booking would cost £31.00	34.10	37.20	40.30
2 hour mid week booking would cost £35.50	39.05	42.60	46.15
3 hour mid week booking would cost £40.00	44.00	48.00	52.00
9-4 (7hours) £58.00	63.80	69.60	75.40
9-5 (8hours) £62.50	68.75	75.30	81.25
1 hour Saturday booking would cost £41.00	45.10	49.20	53.30
2 hour Saturday booking would cost £45.50	50.05	54.60	59.15
3 hour Saturday booking would cost £ 50.00	55.00	60.00	65.00
9-4 (7hours) £68.00	74.80	81.60	88.40
9-5 (8hours) £72.50	79.75	87.00	94.25
1 hour Sunday booking would cost £51.00	56.10	61.20	66.30
2 hour Sunday booking would cost £55.50	61.05	66.60	72.15
3 hour Sunday booking would cost £61.00	67.10	73.20	79.30
9-4 (7hours) £			
9-5 (8hours) £			

There would be no additional cost if this were a school or P.T.A. meeting.

If a P.T.A. fund raiser + 10% (disco)

If a Community event + 20% (child's party)

If a private money making event +30% (aerobics/martial arts)

