

Mickle Trafford Village School

Charging, Remissions and Lettings Policy

Date of policy	Aut 2023
Date for Review	Aut 2024
Signed Headteacher	
Signed Chair of Governors	
Date policy approved by School Governing Body	Finance committee 11.10.2023

Mickle Trafford Village School believes that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities are offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review. The review date for this policy is recorded on the first page of the document.

The policy identifies activities for which:

- **charges will not be made**
- **charges will be made**
- **charges may be waived**

Voluntary contributions

Separately from the matter of charging, schools may seek voluntary contributions in order to offer a wide variety of experiences to pupils. All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents who do not make such contributions will be treated no differently from those who have.

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. (This statement is always included in letters to parents). If we do not receive sufficient 'voluntary contributions', we may cancel a trip.

Sometimes the school pays additional costs in order to support the visit usually using School Fund or contributions from PTA, and funds provided by Pupil Premium to subsidise costs if needed for eligible pupils.

The following is a list of additional activities organised by the School, which require voluntary contributions from parents. These activities are known as 'optional extras'.

This list is not exhaustive:

- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- musical events.

The Headteacher will have discretion to pay from the budget of Mickle Trafford Village School to assist in the whole or in part any student whose means would not enable them to pay for a particular activity for which charging is permitted.

Residential Trips

All residential trips are individually approved by governors. The school accesses grants or donations in order to subsidise the cost of such trips. All families are offered the opportunity to pay for trips in instalments over as long a period of time as possible, up to 6 months, and families are made aware that they may approach the school in confidence if they have concerns regarding payment.

Music tuition

All children study music as part of the normal school curriculum. We do not charge for this. There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music tutors teach individual or small group lessons and make a charge privately for these lessons. Music tuition is provided for all Year 4 pupils as part of a Wider Opportunities Program. This is paid for by school.

Photocopier

The school makes a charge to anyone using the photocopier for business use. The costs are as follows:

A4 black and white copy	5p
A4 colour copy	10p
A3 black and white copy	9p
A3 colour copy	18p
A4 black and white copy 2 sided	8p
A4 colour copy 2 sided	18p
A3 black and white copy 2 sided	16p
A3 colour copy 2 sided	36p

In addition there will be a £5 admin fee added where the school has been asked to undertake the photocopying or where there is a large amount of copying to be undertaken.

Swimming and Other Activities

The School organises swimming lessons for all children in Key Stage 2. They currently take place at Christleton High School in school time and we ask parents for a voluntary contribution towards the cost of transport in order that they can take place. School pays for the cost of the teaching provided by an external teacher, the lifeguard and the hiring of the facilities.

Other related sporting/additional activities, within the curriculum, will be charged to cover the full costs for travel.

Activities lying outside of the National Curriculum, and taking place outside school time, will be charged in full.

General

All charges will be reviewed annually and revised in line with appropriate inflation factors. Where appropriate VAT will be charged and properly accounted for in accordance with the appropriate VAT regulations.

The school may require parents to pay for damage to or loss of school property for which their children are responsible where reimbursement is appropriate. This will be at the discretion of the Headteacher.

School Lunches

School lunches are provided for the children by Hutchison Catering Limited. However, payments for lunches are administered by the school.

Parents may pay weekly, monthly or termly online via scopay for meals taken. When arrears occur, school informs parents by letter, email or smart message of the amount owing and a request that this should be paid. The school will always take reasonable steps to settle the matter with a family as the well-being of the child will be a priority. In extreme circumstances, the school reserves the right to no longer provide any further meals, to contact social services regarding a child's welfare and to refer the matter to the LA legal department to issue a demand for payment. The school has a Bad Debt Policy.

Support for Parents on Low Incomes

Mickle Trafford Village School will advise all parents of the assistance they can expect if they are on low incomes. When we inform parents about a forthcoming visit, we will make it clear that parents who can prove that they are in receipt of the following benefits will receive support towards the cost of board and lodging:

- Income Support
- Income-based Job Seekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit provided the parent is not entitled to Working Tax Credit and their annual income does not exceed £16,190 (Or the figure in place at the time)
- Guaranteed State Pension Credit

In the first instance parents should write in to the Head Teacher to request exemption providing proof of the exemption they are claiming.

Further information can be found on the GOV.UK website at the following address

<https://www.gov.uk/government/publications/charging-for-school-activities>

Lettings (hire of school premises)

What are our aims?

The Governing Body seeks to promote the usage of school premises outside of normal school hours. Priority of usage is:

- Use by the LA for the "education or welfare of young people".
- Use for school functions, formal business meetings of the PTA, Governing Body or fund raising events for the benefit of the school.
- Use by registered Youth organisations and Music Centres.
- Other uses approved by the Governing Body.

Other uses are those that are consistent with the aims of the school. Priority will be given to activities that benefit the children of the school, and the school community.

How is the policy implemented and monitored?

- New lettings will be approved by the Head Teacher and reported at full Governors' meetings.
- No lettings will be made without a contract and insurance indemnity, and the hirer will be reminded of their contractual obligations. In line with LA recommendations, school will check that a formal group or organisation has public liability insurance with a minimum indemnity level of £5million.
- Before any hiring or letting occurs, a risk assessment will be completed. (Appendix 1)
- The letting of classrooms will only be permitted by prior arrangement.
- Regular checks will be made by the school staff to ensure that hirers meet their contractual obligations, for example, appropriate use, damage, facilities left in a clean and tidy state.
- The termination notice period will be 14 days for a single event, and half a term for a regular booking. In the event of breach of contract, termination can be immediate.
- The Governing Body will review and amend charges annually in line with the school's budget year; any lettings to incur incidental costs e.g. for damage etc.
- The Governing Body will review the policy and lettings of the school annually, each Autumn term.
- Our policy on charging is to seek contributions from non-profit making organisations and organisations that benefit school (these may not be in line with LA guidelines on lettings charges for community of business). These charges will be recommended by the Governing Body for action by the Head Teacher.

Appendix 1

Extended Schools Risk Assessment Form

Establishment: _____

Risk Assessment for: _____

(Name of Activity) _____

Carried out by: _____

Position: _____

Date: _____

Has a risk assessment been carried out for this activity before? Yes/No (Delete as Applicable)

If yes, on which date was this carried out? _____

Please note, ALL risk assessments must be retained for a period of 21 years, to provide evidence for Cheshire County Council in the case of any future insurance.

Details of Activity

Persons Considered (Identify who could be at risk – e.g. pupils, staff, visitors etc.)

Hazards Identified with this Activity

Identify what could reasonably cause harm and how.

Control Measures Required

Decide on suitable control measures for each significant hazard, and list below.

Site Security, Buildings and Contents (E.g. Who will be responsible for unlocking and locking premises for use by a third party? Have the volunteers, hirers or staff been suitably trained in the fire evacuation procedures? Who will have access to secure areas – e.g. school office?)

Hazards Identified with this Activity Identify what could reasonably cause harm and how.	Control Measures Required Decide on suitable control measures for each significant hazard, and list below.
Training (E.g. Have all staff and volunteers had an appropriate induction? Are staff and volunteers competent to carry out the proposed activity? What training have staff and volunteers received? How often are training records reviewed? Documented training records for all staff and volunteers should be retained.)	
Supervision (E.g. Are the adult-to-child and tutor-to-student ratios appropriate for the age group and activity being undertaken? If children are involved, have <u>all</u> staff and volunteers been CRB checked? What back-up arrangements are in place to cover staff sickness?)	
Health and Safety (E.g. Will there be access to First Aid provision and supplies? What will the accident reporting procedures be? Will any hazardous substances be used during the activity? What fire and evacuation procedures are in place? How will waste be disposed of? Will any specialised clothing, footwear or other Personal Protective Equipment (PPE) be required for the activity? How will this be provided and by whom?)	

Hazards Identified with this Activity Identify what could reasonably cause harm and how.	Control Measures Required Decide on suitable control measures for each significant hazard, and list below.
Machinery and Equipment (E.g. Has the required testing of electrical and gas-powered equipment been undertaken? Is the equipment appropriate for the activity? A documented inspection system should be in place to aid the County Council's defence in the event of an insurance claim. Will there be any lifting or air-pressured equipment in use, which will require statutory inspection?)	
Environment (E.g. Who will be responsible for ensuring that floors, walkways and corridors are kept clear? Who will ensure that personal belongings are stored safely and appropriately? A documented inspection system should be in place to assist the County Council's defence in the event of an insurance claim.)	
Playing Fields and Paths (E.g. Who will check playing fields and paths for debris, glass or dog faeces before use? Who will be responsible for gritting paths and other walk-ways in cold weather? What weather conditions would make the activity inappropriate or dangerous? A documented inspection system should be in place to assist the County Council's defence in the event of an insurance claim.)	
Other (I.e. Are there any other specific hazards not covered by the categories above?)	

The risk is acceptable and no further action beyond those currently in place and listed above is required.	Yes (Delete as Applicable)
Further action is required to reduce the risk further.	No (Delete as Applicable)

Signed

Appendix 1

Schools Lettings Charges - Academic Year 2023/24

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 2023 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
<u>(i) Primary Schools:</u>	-		
- Hall	20.90	41.80	62.70
- Classroom	13.55	27.10	40.65
- Subsequent Classroom	2.17	4.33	6.50
<u>(ii) Secondary Schools:</u>	-		
- Hall	27.08	54.17	81.25
- Classroom	13.83	27.67	41.50
- Sports Hall	51.00	102.00	153.00
- Gymnasium	26.52	53.03	79.55

- Changing room	12.10	24.20	36.30
- Subsequent Classroom	2.43	4.87	7.30
- Squash Courts	12.77	25.53	38.30
- IT Suite	13.83	27.67	41.50
- Art & Craft Studio	13.83	27.67	41.50
- Cookery Room	13.83	27.67	41.50
- Centre Head Office	13.83	27.67	41.50

(iii) On cost for Sunday and Bank holiday lettings

	3.20	6.40	9.60
--	------	------	------

(iv) Sports Facilities

£ per game

- Tennis / Netball		8.81	
- Football / Rugby / Hockey / Cricket			
Weekday		48.64	
Weekend		64.44	

- Synthetic

£ Per Hour

Full Size Pitch	74.82
Half Size Pitch	47.57
1/3 Size Pitch	42.57

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@cheshirewestandchester.gov.uk