

# Charging, Remissions and Letting Policy



**Wistaston Academy**  
Primary and Nursery School  
Together We Learn • Together We Achieve

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<b>Responsible Governor's Committee</b>	<b>Finance, HR and Resources</b>
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<b>Frequency of Review</b>	Review in the light of changes to legislation or operating experience
<b>Website</b>	No

## Introduction

All education during school hours is free. However, to enrich the curriculum, other activities; sometimes off-site and in addition to the normal curriculum are offered during the school day. Activities arranged outside of the school day may be charged for.

## Educational trips and residential visits

The Governing Body places a high value on the benefits gained by pupils participating in educational trips and residential visits in support of the curriculum and development of interpersonal skills. 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. Such a contribution is not compulsory but the visit may not be able to take place unless parents help in this way. Every effort is made to keep costs at a reasonable level and at Wistaston Academy we pay the whole cost of any child in receipt of the Pupil Premium. However, we do ask for a deposit for residential visits and usually this is approximately 25% of the overall cost. Once a child in receipt of Pupil Premium has attended the residential, the deposit is returned to the child's parent. This can be paid in installments but must reach the school by the deposit deadline.

The following is an illustrative list of additional activities organized by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- Visits to museums;
- Educational visits, which enhance the curriculum and which require transport expenses;
- Sporting activities which require transport expenses;
- Outdoor adventure activities;
- Swimming with additional specialist teachers
- Visits to the theatre;
- Artist in Residence
- Musical or theatrical events.

If the school organises a residential visit in school time or mainly school time, we ask for voluntary contributions towards the cost of the visit. All visits are regularly evaluated in order to offer the best value for money to our parents and children. Those children in receipt of the Pupil Premium are paid for by the school.

## Music tuition

All children study music as part of the normal school curriculum. We do not charge for this. The school funds class instrumental lessons including drumming, recorders and xylophones.

There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. Parents are charged for these directly by the music specialist.

## Swimming

The school organises swimming lessons for all children in Years 3 and 6. These take place in school time and are part of the National Curriculum. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons. We do not charge for these lessons or for transport to and from the baths.

## Coaching Sessions

When the school offers additional coaching after school, for example football, judo etc. a qualified coach, who is not a member of the school staff, runs and organises these sessions. The body running the session make a small charge to cover their costs. Attendance is entirely voluntary.

## Teacher Clubs

Our teachers give up their time voluntary to offer extra-curricular activities. A cost may be made to cover the additional materials and resources used.

## Additional fees

Wistaston Academy reserves the right to impose charges for late collection of children or for the non-collection of children of £4.00 for every 15 minutes, to cover the additional staff costs incurred, in accordance with our Uncollected Children Policy. Wistaston Academy reserves the right to make a charge if persistent lateness occurs.

## Lettings

### **Introduction**

The Governing Body of Wistaston Academy regards the school buildings and grounds as a community asset and will make every reasonable effort to enable them to be used as much as possible. However, the overriding aim of the Governing Body is to support the school in providing the best possible education for its pupils, and any lettings of the premises to outside organisations will be considered with this in mind.

### **Definition of a Letting**

A letting may be defined as “any use of the school premises (buildings and grounds) by either a community group (such as a local music group or football team), or a commercial organisation. 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.

Charges will be made for the use of the school premises. We work to a sliding scale and the charges are largely dependent on the nature of the provider. For example, we believe it is only fair to charge less for a charitable organisation and for those users providing a valuable service to our pupils.

A charge will be levied which includes but is not limited to the following:

- Cost of services (e.g. heating and lighting etc)
- Cost of staffing (e.g. security, caretaking and cleaning etc)
- Cost of ‘wear and tear’
- Cost for use of school equipment

## **Funzone**

Funzone is an external organisation providing before and after school childcare. The Academy and Funzone have entered in to and agreed a short term lease with a review date of 31<sup>st</sup> August 2018.

Permitted rental hours are from 7.00am to 9.00am and 2.45pm to 6.00pm Monday to Friday during term time only. Access areas are clearly defined and rent is charged at £10.00 per day.

Invoices are issued at the beginning of each calendar month and payment is to be made in advance. Failure to make payment will result in the termination of contract.

## **STAFFING**

All lettings must have one or more of the following in attendance:

School Caretaker.  
Member of school teaching staff.  
School Governor  
School keyholder

Charges will be reviewed annually.

## **Public Liability and Accidental Damage Insurance**

All organisations submitting applications for letting of school premises must certify that they possess an appropriate level of cover for the activity being undertaken. The minimum level of cover required by the Governing Body is £2,000,000.

The school will be reimbursed by Cheshire East Borough Council when used as a polling station (rates approved by Council Members).

## **Additional Miscellaneous Charging**

If parents wish to have a passport form authenticated (by the staff teacher) then there is a charge of £10 per passport application to be paid to the School PTA, this will then go to the relevant class for use to purchase items for their classroom.