PUBLIC

DERBYSHIRE County Council

Charges, Remissions and Lettings Policy

St. John's CE Primary School and Nursery, Belper

Approved by Governors on 1.10.20
Reviewed on 23.9.21, 28.9.23, 3.10.24, 2.10.25 and 24.09.26

Introduction

It is the School's aim that all pupils should have an equal opportunity to benefit from school activities. This policy sets out the School's approach to charging and remissions with the intention to ensure transparency in setting charges and ensure all children are provided with the chance to access all provisions on offer.

This policy is based on the Derbyshire County Council's Charges and Remissions Policy. It therefore represents not only the School's but also the Council's Policy on Charges and Remissions.

Sections 449-462 of the Education Act 1996 (revised in 2011) sets out the law on charging for school activities in maintained schools. Parents on low incomes and in receipt of certain benefits may be eligible for support in terms of contributions requested for school visits. Additionally, families in receipt of free school meals are entitled to an exemption from paying for the cost of board and lodging on residential visits. Further guidance can be accessed at https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/706830/Charging_for_school_activities.pdf

Under Section 27 (1) of the Education Act 2002 governors have control over the use of school premises, subject to the local authority's general policy that all educational premises should be available whenever possible to provide for the wider educational and recreational needs of children, young people and adults. Therefore schools with available space are permitted to approve lettings in accordance with this policy.
All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition and cost of travel to swimming lessons where appropriate.

1. Day visits within or mainly within school hours

When organising school trips or visits which enrich the curriculum and educational experience of the children, the School invites parents / carers to contribute to the cost of the visit. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a visit. If a visit goes ahead, it may include children whose parents have not paid any contribution. We do not treat those children any differently from any others.

If a parent wishes their child to take part in a school trip, visit or activity or event but is unwilling or unable to make a contribution, we do allow the child to take part in the trip, visit or activity. Sometimes, school pays additional costs in order to support the visit. Parents have the right to know how each trip, visit or activity is funded and school will provide this information on request. Children in receipt of Free School Meals or Universal Free School Meals will be offered a free school packed lunch.

No voluntary contributions will be asked for which exceed the actual cost of any trip although contributions will be rounded to the nearest 10 pence.

See appendix 1

2. Residential visits in school time

If the School organises a residential visit in school time (or mainly school time), which is to provide education directly related to the National Curriculum we do not make a charge. However, we do make a charge to cover accommodation, food and travel expenses.

To ensure all children are provided with the opportunity to participate on school visits, parents / carers experiencing financial difficulty are invited to talk to / write to the Head Teacher in confidence.

No charges will be asked for which exceed the actual cost of any trip although costs to parents will be rounded to the nearest 10 pence.

See Appendix 1

3. **Activities outside or mainly outside school hours**

Parents will be expected to meet the full cost. Participation in these activities will be voluntary when the activity is not part of the national curriculum, not part of a syllabus for a prescribed public examination or not part of religious education. Prices for individual activities will be provided to gauge interest. Activities will not run where full costs cannot be recovered.

4. **Ingredients/materials for practical activities such as cookery and craft**

To help school finances, parents may be asked to pay the cost of materials where the finished product is to be kept by the pupil. Costs for these will be calculated based on the cost of the material. No profit will be made.

No child will be disadvantaged because of parents' inability or unwillingness to pay, and, therefore, all children will be able to participate in these activities.

5. **Lost school equipment, books, etc.**

Parents will be expected to replace or purchase lost items of school property including IT equipment and books. The cost of these items will be the replacement cost to purchase the same or similar item at the time the loss occurs.

6. **Breakages and damage to school buildings, furniture or property**

In cases of wilful damage to the School building, furniture or its equipment, the School's Head Teacher, in consultation with the Chair of the Governing Body may decide to make a charge. The cost of repairs will be as quoted on an individual basis. Where items cannot be repaired a charge will be made to replace the item based on the current cost to buy new at the time the damage was incurred. Each incident will be dealt with on its own merit and at their discretion.

7. **Extended Services**

Parents / Carers who choose to use the School's extended hours provision will be informed in advance of the charges applicable which will be reviewed on an annual basis. There are no charges for extended services run by school staff. Charges may be made for activities eg language lessons or sports coaching which take place after school hours or during the holidays when these activities are provided by an outside instructor, although they take place on school premises. St. John's does not charge outside instructors for use of the school if the service is for the exclusive use of St. John's children.

8. **Music Tuition**

Charges may be made for vocal instruments tuition provided either individually or to groups, provided that the tuition is provided at the request of the pupil's parent / carer.
Current costs for music tuition are as follows:
Please use these prices as a guide – different length lessons are often available and discounts can be given if more groups of children having lessons.
Woodwind £14 for 30 mins
Guitar £9 for 20 mins
Strings £28 per hour
These charges do not apply for children in year 4 who have free music lessons and the loan of an instrument every year as part of the music curriculum.

9. **Swimming Lessons (Delete as required)**

The School do not make a charge for swimming lessons as these take place in school time and form part of the National Curriculum. We will inform parents/ carers when these lessons take place and ask for written permission for the child to take part in lessons.

10. **Other Charges**

The Head Teacher or Governing Body may levy charges for miscellaneous services up to the cost of providing such services, e.g. Photocopying

11. **Equality**

The School is committed to ensuring equality of opportunity for all pupils, staff, parents, carers and visitors irrespective of their race, gender, disability, religion or belief, sexual orientation, age or pregnancy and maternity.

12. **Lettings**

The governing body is responsible for setting the charges for the hiring of the School premises but has delegated the day to day responsibilities of managing lettings to the Head Teacher. Where a letting is agreed, an agreement form must be completed, ensuring that the person requesting the letting agrees to the School's terms and conditions and is appropriately insured, see appendix three, and the company letting the school, must have appropriate insurance. Invoices will be issued promptly with payment expected, wherever possible, in advance of the letting date. VAT is not chargeable on School lettings in line with the Derbyshire VAT Guide – Schools.

The school and its Governing Body are committed to offering the school's facilities to the community. This is to be managed in an effective and constructive manner that does not allow the school's facilities to fall into disrepute. Management of lettings must not detract resources away from the school's core purpose.
The Headteacher will vet all applications for use of the school's facilities and maintain all details in a central lettings file.
The Headteacher will from time to time refer applications to the Governing Body to seek guidance for approval.
Organisations or individuals wishing to use the school's facilities should reflect the values of the school.
The Headteacher and Governing body reserve the right on receipt of any application to request additional information as to the constitution of the proposed group (if any) and financial resources, the nature of the proposed use and such matters as required in order to consider the application.

1. St. John's will not charge for the use of the building or energy if children enrolled at the school are set to directly benefit. For example
    a. PTFA events such as the summer fayre and school discos where children enrolled at the school and their families are present and where any profit generated is retained by the PTFA.
    b. Before, after school or holiday clubs run by private companies where children enrolled at St. John's pay to attend and any profit generated is retained by the private company. In these circumstances all conditions listed below must be adhered to.

2. St. John's will not charge St. Peter's church for use of the building when they are using it for a community event or meeting.

3. St. John's will charge and at least cover the cost of the letting when the use is not for the benefit of their pupils.
    a. Where the use is by the county council, St. John's will cover the costs involved, which during the normal school day (up to 6.00 pm) should not include energy or caretaking costs. In all other circumstances, governors will charge at a rate above cost. Any funds generated through community use will be retained by St. John's for its own purposes.
    b. Costs will be calculated by using the lettings calculator provided by the local authority to ensure that costs are at least covered before any extra costs are added.
    c. Charges in connection with all lettings must be paid in advance and the school Headteacher reserves the right to require, at its discretion, a deposit in case of damage.

Conditions for lettings at St. John's CE Primary School and Nursery, Belper.

1. It is the responsibility of the hirer to ensure that they follow all appropriate GDPR procedures.
2. Activities must be properly supervised by the hirers who must supply a written undertaking to pay for any damage caused by their use of the accommodation.
3. It is the responsibility of the hirer to ensure that they have obtained any necessary DBS checks.
4. Premises must be left in a clean and tidy condition at the end of the booking.
5. Floors must not be chalked or otherwise treated for dancing/sports activities so as to make them slippery.
6. Alcohol may not be brought onto the premises, except with express approval from the headteacher, deputy headteacher or Chair of Governors.
7. Gambling is not allowed.
8. Representatives and officers of the school have the right of access at all times.
9. The school should be contacted if there is any doubt as to whether specific conditions apply.
10. All users must adhere to the Health and Safety Policy of the school.
11. The school and governing body does not provide insurance cover for any activities taking place in its school. If an accident occurs, the governing body will only consider cases where there has been negligence on the part of its school staff or where it has been caused through the condition of the building. Hirers of the school premises are required to demonstrate they have their own insurance policy in place.
12. If any law is found to broken during a letting, the police will be notified without notice to the hirer and without undue delay.

All costs associated with letting the School premises must be considered when determining an appropriate charge. The Governing Body's method of calculating the actual cost of the letting comprises three main elements:-

i) Energy
ii) Caretaking Fees
iii) Per Capita costs

However, where appropriate an additional fee may be levied for the following:

i) Computer & Printer Costs
ii) Lettings by non-community/commercial groups
iii) Excessive cleaning
iv) Profit Margin
v) Wear and Tear
vi) Other costs

A lettings calculator has been developed to assist with the above calculation and is available from School Support Finance.

Appendix One – To be reviewed annually by the governing body

Last reviewed Sept 2026

The following voluntary payments will be requested of parents or carers of all pupils to cover the costs.

ITEM	Voluntary contribution	MAXIMUM FREQUENCY	NOTICE
Materials for subjects such as Food Technology.	£1.50 or less	Termly	Letter sent out - minimum of 3 days' notice
Local Visits	No more than £55 asked for in voluntary contributions per year for all local visits.	Up to three times a school year	Letter to be sent out - minimum of 3 weeks' notice

The following payments will be requested of parents and carers of pupil that wish to travel on residential visits.

ITEM	COST	FREQUENCY	NOTICE
Residential visit in year 5 and 6.	• Lee Green, Year 5 approx £300 • Whitehall, Year 6 approx £300	Annually in year 5 and 6.	Letter to be sent out a minimum of 1 months in advance.

In addition, children and parents may choose to purchase other items through school, for example

- Books (Scholastic Book Club) - at cost
- Photographs - costed by photographer
- Recorders and other musical instruments required for music tuition - at cost
- Playtime snacks, which include a healthy option - rounded up
- Items sold in aid of charity eg Red Noses, Remembrance Poppies.

Appendix 2 - Miscellaneous Charges (Other than those for pupils)

Private telephone calls
Staff and others using the school telephone may do so and will be charged at normal 3CX rates for the call(s) they make.

Use of photocopier
Staff using the photocopier for personal reasons may do so for costs indicated in the rental agreement plus paper costs. This is approx. 3p per B&W sheet and 5p per colour sheet.

Collecting and Banking sums collected
The school will maintain records of all charges collected.

Appendix 3

To be completed by St. John's CE Primary School and Nursery

Name of hirer

_____

Time and Dates school will be used

_____

Areas of school needed

_____

Cost

_____

Signature

_____

To be completed by hirer

I agree to all conditions outlined above in the Lettings policy for St. John's CE Primary School and Nursery

Name

_____

Signature

_____

Date

_____

Company / Group

_____

Email address

_____

Postal Address

_____

Contact phone number

_____

All this information is used for invoicing and as point of contact between school and the user
Date will be shared with Derbyshire County Council