St. Andrew's C.P. School

Kirk Ella

Charging and Remissions Policy

Date of last Review: Autumn 2026
Review in: Autumn 2028

Signed: _____ (Chair of Governors)
_____ (Headteacher)

Kirk Ella St Andrew's PC School

Charging and Remissions Policy

In conformity with the requirements of Sections 449-462 of the Education Act 1996, it is the policy of the Governing Body:

- To ensure compliance with the above Act;
- To establish and maintain a fair and coherent system of charges within the constraints of the school budget, seeking to ensure that no child should have its access to the curriculum limited by charges.

The Governing Body also recognise that there is a clear distinction in charging between curriculum and non curriculum activities.

School Meals

The price for school meals will be reviewed annually by the school in line with the Local Authorities recommendations. No parent shall be allowed to accrue debt of more than £11. Once it exceeds this amount a text will be sent asking for the debt to be cleared, or to provide a packed lunch. Parents will be asked and required to provide a packed lunch until the debt is cleared. Regular reminder texts are sent.

Curriculum Activities

Non-Residential Visits
No compulsory charge can be made for school visits. Voluntary contributions will be requested. The School will try and subsidise visits where possible, and families in receipt of free school meals or pupil premium may be entitled to full remission. **However, if insufficient contributions are received the visit/activity cannot take place.**

The school will aim to give as much notice as reasonably possible of the visit and charges; this will be 4 weeks where possible.

Residential Visits
The school will make a compulsory charge for the board and lodging element of the visit. Voluntary contributions will be sought for the remainder of the cost where the school cannot provide a subsidy. If insufficient contributions are received, the Headteacher reserves the right to cancel the trip and refunds will be given.

Where the trip takes place wholly or mainly during school hours, children who are in receipt of free school meals or the school receives pupil premium funding for them may be entitled to a reduction of these charges.

A similar entitlement exists where a trip takes place outside school hours but is necessary as part of the National Curriculum.
Any insurance costs will be included in charges for visits and activities.

For both residential and non-residential;

- **Parents MUST return the signed permission slip to school to indicate they wish their child to take part in the visit / lesson. OR give consent on Parent Pay, Without consent children will not be able to attend on the visit.**
- **The school will not be able issue refunds for visits / residentials that do take place or if the child does not attend. Deposits will not be refunded to cover the administration costs of changing numbers.**

General Lesson Costs

No charge will be made for practical subjects such as Art, Craft, Design or Technology, though in some circumstances a voluntary contribution may be requested and ingredients for cooking activities.

Music Tuition

National Curriculum Music
No Charges will be made for music lessons specifically related to the National Curriculum entitlement provided by the school.

Extra-Curricular Music Tuition
The school facilitates the provision of Brass, Woodwind, Stringed and Percussion tuition through the Schools' Music Service. A termly charge is made for these lessons and must be paid at the end of the previous term. Those children having Free School Meals or those families in receipt of free school meals or pupil premium are entitled to free tuition and instrument hire.

If a parent wishes to cancel the lesson, this must be done in writing giving one term's notice. Should the school need to cancel lessons due to a lack of up take we will give one term's notice. Each child can only take place in one music tuition lesson.

Non Curriculum Activities

Non Curriculum Visits and Activities

The school may levy a charge as an optional extra for educational visits that are not part of the National Curriculum or statutory religious education, for example extracurricular activities such as choir and sports clubs. The school reserves the right to cancel the visit if there are insufficient pupils to make it viable. In these circumstances a full refund will be given. Any insurance costs will be included in the charges for the visits and activities.

Freedom of Information

Information published on our Intranet is free, although costs may be incurred from internet service providers.

Single copies of information covered by this publication are provided free. However, if a large amount of copying or printing is required, or a large postal charge is incurred, or a priced item (e.g. printed publications or videos) is requested, parents/carers may be charged but will be advised of the cost before fulfilling the request.

All charges will be fair and reasonable.

Private Copying

The following charges are made for private photocopying:
A4 black and white 10p per side (8p per side for 11 or more copies)
A4 colour 15p per side (10p per side for 11 or more copies)
A3 black and white 15p per side (12p per side for 11 or more copies)
A3 colour 30p per side (20p per side for 11 or more copies)

School Property

The school may charge parents for damages to or loss of school property caused wilfully or neglectfully by their children.

Private Lettings

The main hall, dining room and library are available for hire in accordance with the school's booking agreement form.

Private lettings after 6pm, weekends or during school holidays will be reviewed and agreed by the school on a case by case basis. All agreements with the school must remain private and confidential. All bookings will be subject to a notice period agreed in advance. Appropriate insurance and policies must be in place. All users must comply with conditions set out in the booking agreement form (appendix 1). The head teacher may exercise discretion with regard to any letting.

Passports

In order to defray the cost of administrative time to countersign passport applications, the school will make a charge of £10.00 per passport. There will need to be a minimum of one week's notice for staff to complete an application. This is subject to pressure of work, and at all time the school reserves the right to refuse to complete applications which are only undertaken at the school's discretion as gesture of good will.

The Charging and Remissions Policy will be reviewed annually and charges and this policy may be adjusted as a result of that review.

Appendix 1

Head Teacher:
Mr J. Church
School Business Manager:
Mrs L. Hodgson
Telephone/Fax: 01482 657208
Email: kirkella@eastriding.gov.uk
Website:
www.kirkellaprimaryschool.org.uk



St. Andrew's C.P. School
West Ella Road
Kirk Ella
East Yorkshire
HU10 7QL

Use of School Facilities – Booking form

Voluntary and non – profit making companies will not be charged – they are still required to complete the form.

Name of individual/company	
Room required	
Equipment required	
Agreed Rate	
Agreed Notice period – to be given by either the school or the hirer in writing	
Date of commencement	
Term time / holiday booking	

	Times required	**Total hours**
Mon		
Tues		
Weds		
Thurs		
Fri		

Conditions of Hiring School Premises

- Invoices will be raised every half term.
- It is the responsibility of hirers to satisfy themselves that the accommodation and furnishings requested are suitable for the purpose required and the school can make no warranties in this regard
- If the school requires use of the booked facility we reserve the right to cancel with two weeks' notice in writing and a full refund will be given.
- The school reserves the right to refuse or cancel a letting or close the facility at its own discretion immediately in the event of the hirers breach of any of these conditions (in which case any payments received will be refunded in full – deducting costs of any repairs required as a result of misuse by hirer).
- School equipment will not be used without prior permission from the school due to the possibility of damage to equipment and premises.
- All equipment brought into the school for the purpose of the letting must be removed immediately afterwards unless specifically agreed by the school, for example, when items are stored by the school for regular bookings.
- Hirers are not permitted to use and must not enter accommodation other than that which is stated on this booking form. Children must be supervised at all times to ensure compliance with these conditions.
- The hirer shall ensure that they are responsible for the conduct of the meetings, dances or other functions must take precautionary measures at every meeting to avoid damage to school property. Stiletto heels must not be worn in the hall and hirers should ensure that only soft soled footwear is worn. **All hirers are expected to leave the premises in a clean and tidy state.** All breakages and damage must be reported to the head teacher or office staff.
- Any damage arising from the hiring of school premises will be repaired by the school or local authority and charged against hirer who have full liability for damage at all times. This applies also to damage caused by children.
- Hirers are responsible for obtaining their own insurances; including public liability insurance and DBS clearance for such sums as are necessary to meet all obligations under these conditions. The school will require copies of hirers' public liability insurance and DBS clearances for events involving children.
- The school is not responsible for the quality and safety of food and drink brought into the premises by hirers.
- Smoking/vaping is not permitted in the school buildings or school grounds.
- There hirer shall keep all aspects of this booking agreement strictly private and confidential.
- The hirer shall at all times comply with any reasonable instructions of the school and shall comply with any policies of the school as maybe notified to the hirer.

Hirer –

I / We declare we are voluntary / non-profit making organisation Yes / No

I/We have signed below to confirm our acceptance of acceptance of the above conditions of hire;

Sign _____

Date _____

School-

Sign _____

Date _____