Bromstone Primary School & St Mildred's Primary Infant School

Charging, Remissions and Lettings Policy

Governors' Reviewing Committee: Leadership & Management
Approved on: 7th October 2026
Next Review Date: September 2027
Associated Documentation: Equal Opportunities Policy, Curriculum Policy, Educational Visits Policy, Finance Policy and the Teaching and Learning Policy.

Purpose

1. To ensure that, during the school day, all children have full and free access to a broad and balanced curriculum and sets out the charges and remissions for activities.
2. To inform the School Business Manager of the Governors' decisions regarding lettings

The school day is defined as: 08:45 to 15:15 at Bromstone Primary School and 08:40 to 15:10 at St Mildred's Primary Infant School.

What was consulted?
The policy has been informed by sections 449-462 of The Education Act 1996 which sets out the law on charging for school activities in schools maintained by the LA and the guidance document regarding music tuition charges. (The Charges for Music Tuition (England) Regulations 2007), which compliments the information given in chapter 23 of 'A Guide to the Law for School Governors'.

Relationship to other school policies
The policy complements the school's equal opportunities policy, curriculum policy, educational visits policy, finance policy and the teaching and learning policy.

Roles and responsibilities of Executive Headteacher, other staff, Governors

The **Executive Headteacher** will ensure that the following applies:

No charges will be made for

- Education that is a necessary part of the National Curriculum. This includes any materials, equipment and transport to take pupils between the school and the activity
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education. This includes any materials, equipment and transport to take pupils between the school and the activity
- Tuition for pupils learning to play a musical instrument or singing if the tuition is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school

Activities for which charges will be made

- Any materials, books, instruments, or equipment, where the child's parent wishes the child to own them.
- Optional Extras (see below)
- Music and singing tuition, in limited circumstances (see below)

Optional Extras

- Education provided outside of the school day that is not part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for or part of religious education.
- Entry for an Examination where the pupil has not been prepared for the examination at the school.
- Books materials instruments or equipment provided in connection with an optional extra.
- Non-teaching staff in relation to the costs of providing an optional extra.
- Teaching staff engaged under a contract for services purely to provide the optional extra.

- The cost/proportion of costs for teaching staff employed to provide music tuition where the tuition is an optional extra.
- Board and lodgings for pupils on a residential visit.
- Transport that is NOT required to take the pupil to school or to other premises where the LA/governing body have arranged for the pupil to be provided with education.

Charges for optional extras

Optional activities outside of the school day
We will charge for optional, extra activities provided outside of the school day, for example musical instrument tuition, sport provision (where it is not part of a school club).

Participation on any optional extra will be on the basis of parental choice and a willingness to meet the charges. Parental agreement will therefore be a necessary pre-requisite for the provision of an optional extra.

Activities partly during school hours
Where an activity takes place partly during and partly outside of school hours, there is a basis for determining whether it is deemed to take place either outside or inside school hours. If 50% or more of the activity including travel time falls during school hours it will be deemed to take place during school hours and no charge will be made. However, if 50% or more of the activity including travel time falls outside of school hours it will be deemed to take place outside of school hours and a charge can be made under optional extras.

Music Tuition
Charges will be made for teaching an individual or group to play a musical instrument or to sing where the activity is not an essential part of the national curriculum or public examination syllabus.

Residential visits

Residential visits deemed to take place during school hours
Charges will be made on residential visits which are part of the national curriculum for board and lodging costs only. Pupils whose parents are in receipt of certain benefits (see remissions on page 4) may not be charged for board and lodgings costs.

Residential visits deemed to take place outside school hours
Charges for board and lodging will be made. If the residential visit is deemed to take place outside school hours (i.e. 50% of the number of school sessions is equal to or greater that the number of half days spent on the visit) and is not an essential part of the national curriculum or public examination syllabus other charges will be made to cover costs. In such cases parents will be told how the charges were calculated.

Voluntary Contributions
The staff and governors recognise the importance of activities, that while may not be an essential part of the curriculum, add value and enjoyment to the experiences of the children. However, it may be necessary for voluntary contributions to be sought for such activities during the school day which entail additional costs, for example trips to museums and sites of particular interest to a particular topic.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. Children of parents who do not make a contribution will not be treated any differently. If a particular activity cannot take place without some help from parents, this will be

explained at the planning stage. An activity may be cancelled if not enough voluntary contributions are collected.

Calculating charges
Where charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no element of subsidy to support the costs for any pupils who are unable or unwilling to pay. Support for cases of hardship will come through voluntary contributions and fundraising.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Remissions
Pupils, whose parents are in receipt of the support payments will, in addition to having a free lunch entitlement, be entitled to a remission for any charges for board and lodging for residential visits which are part of the National Curriculum if the school has sufficient funds.

Support Benefits

Remissions will be made as above for pupils whose parents are in receipt of the following benefits:

- Income Support
- Income-based Jobseeker's 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 the sum given in the Inland Revenue and Customs rules.
- guaranteed element of State Pension Credit
- income related employment and support allowance (that was introduced on 27 October 2008)
- Universal Credits, pending guidance from KCC

Lettings

The letting of the school premises by bona fide individuals and organisations in the community is welcomed, subject to the following conditions:

1. Use of the premises for school functions will take priority over lettings.
2. The Governing Body will set charges for lettings guided by these principles.
   a. Lettings to the Events Team will be free of charge.
   b. Where any letting is subsidised by the Youth and Community Service that Service will determine the proportion of the letting charge to be paid direct by the Hirer.
   c. Where the school is used as a polling station the relevant authority will be charged the actual additional costs incurred by the school.
   d. Lettings to all other hirers will be charged at cost plus a profit margin determined by the Governing Body (see below).
3. Income derived from lettings will be retained by the school and costs to the school of lettings will be met from this income. Lettings income shall be credited to the main school budget.
4. The following parts of the school premises will not be let in normal circumstances:
   - classrooms

- library
- offices
- staffroom

5. The school premises will not be let to individuals or organisations if there is reason to believe that the name of the school will be brought into disrepute. Particular attention will be paid to external applications to ensure the school meets it's obligation to prevent radicalisation.

6. The school premises will not be let for functions where a Public Entertainment Licence is required. The school has no PEL.

7. Decisions whether to permit lettings will be made by the Governing Body, delegated to the Executive Headteacher. If the Executive Headteacher believes a letting should not be permitted they will report his reasons to the Chair of Governors for a final decision.

8. All persons hiring the school premises will be expected to conform to the relevant Health & Safety regulations.

9. All hirers must carry sufficient Third Party Liability insurance to satisfy Kent County Council requirements. (Currently £5,000,000.) If the school organises this for them, 3.15% of the total cost of the letting shall be added. (The school can only apply for Third Party Liability for non-commercial lettings.)

10. The caretaker shall be entitled to be paid for a half-hour before and after the letting to cover setting-up and clearing away. (The pre-letting half-hour will not apply if the letting begins before his/her normal shift hours end)

Hire of Hall

Current full costs to hirers:
£35.00 plus VAT to general public, (£20.00 to concessionary groups which benefit the pupils of the school) per hour, which includes cost of heating and caretaker charges

Hire of Field

The field may be available for hire, following prior negotiation of price with the Executive Headteacher. If the field is hired, there will be no access to the main school building for changing/toilet facilities but there will be access to a mobile classroom.

Arrangements for monitoring and evaluation

The Senior Leadership Team will monitor the impact of this policy by receiving, a financial report once a year on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.

It will seek to evaluate the impact of the school's extended services on those children in need of additional support through a yearly report by the for Behaviour and Safety Committee governors.