

# Charging, Remissions and Letting Policy



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

|                                         |                          |
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| <b>Policy Author</b>                    | Dominique Griffiths      |
| <b>Responsible Governor's Committee</b> | Business, Finance and HR |
| <b>Date reviewed/approved</b>           | Autumn 2025              |
| <b>Frequency of Review</b>              | Annually                 |

| CHANGE CONTROL |                              |              |
|----------------|------------------------------|--------------|
| Date           | Details of Change            | Staff Member |
| November 2021  | No change                    | DG           |
| November 2025  | Change in costs of services. | DG           |
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## **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.

### **1. 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 the child 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 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
- 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.

### **2. 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 at parents' request. Parents are charged for these directly by the music specialist.

### **3. Swimming**

The school organises swimming lessons for all children in Years 4 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.

### **4. 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.

### **5. After-school clubs**

After school clubs are provided free of charge by the Academy. There are occasions where charges are made dependant on the provider and parents are notified in advance.

### **6. Additional Nursery Sessions**

The school provides free places in our Nursery for children aged 3 + for 15 hours a week and for those entitled to 30 hours funding. There is a charge of £15.00 per week for extended sessions for children entitled to 30 hours funding (2.30 – 3.00 daily). If parents/carers are not eligible for the 30 hours funding, further sessions can be accessed which will be charged at the current rate published by the school. For 2025-26, extended sessions will incur a cost of £15.00 per afternoon session. Sessions must be paid for in advance and in accordance with the nursery terms and conditions agreement. A late payment fee of £5.00 will be applied if payment is not made in accordance to this agreement.

In accordance with our late collection of children policy, where a child is late to be collected from the nursery, a charge of £4.00 for every 15 minutes after will be made, to cover the additional staff costs incurred.

### **7. Additional fees**

Wistaston Academy reserves the right to impose charges for late collection of children or for the non-collection of children. Ordinarily children will be placed in the school's before and after school care and will be charged the following:

Late collection up until 5p.m. – £6.00

Late collection up until 6p.m. – £9.00

For collections beyond this, a charge of £5.00 for the first 10 minutes and £5 for every 5 minutes after will be made, 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.

## **8. 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.

## **9. 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.

The Governors are responsible for setting charges for a letting on the school premises.

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

### **9.1 STAFFING**

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

School Caretaker.

Member of school teaching staff.

School Governor

School keyholder

Invoices will be issued at the end of the calendar month and payment must be made within 28 days of the date of invoice. Failure to make payment will result in termination of contract.

Charges will be reviewed annually.

## **9.2 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).

## **9.3 Outside Users/Hirers Policy for the Provision of Extended Schools Activities**

### **CONDITIONS OF HIRE**

#### **1. Acceptance of Conditions**

The hiring of accommodation and use of premises for children's and adult clubs is permitted only on these conditions.

2. All users to report to Reception to read, sign and agree the terms of this policy and to provide evidence of DBS check (where users are working with children) and other forms of identity.

#### **3. Communication**

All users/providers to communicate with pupils/adults about dates, times, numbers and age eligibility for clubs if appropriate.

#### **4. Nominated organiser**

The hirer/user must nominate at least one person who will be on site during the period of the actual hiring/usage to ensure these conditions are adhered to. This person must make her/himself known to the school keeper/office at the start of the letting.

#### **5. Areas hired/used**

The hirer/user must ensure that only the areas hired or agreed by the school for their use are used.

#### **6. Behaviour and Supervision**

Children must be supervised at all times within the building and grounds. The hirer/user will be responsible for ensuring the good behaviour of all those attending the function, including keeping noise at a reasonable level as determined by on-site staff.

#### **6. Periods of hire**

The hirer/user must ensure that the event does not exceed the times booked.

#### **7. Numbers and Procedure for Attendance**

The numbers of people/children attending at any one time must not exceed the numbers agreed by the school at the outset of the agreement. The hirer/user must keep a register of adults/pupils at the club. In the case of clubs for children, all

children need permission to attend and this must be collected by the provider. Parent/carers should be asked to indicate whether their child will be collected and by whom. This clearly depends on the age and maturity of the child but they may indicate that older children in KS2 can go home unaccompanied.

#### **8. Cleaning**

The hirer/user must leave the areas used, including the school grounds, in a reasonable state of cleanliness.

#### **9. Fire**

The hirer/user must make her/himself aware of the **fire evacuation procedures** relating to the area hired and must ensure that all fire exits are kept clear during the letting. The hirer/user must make all participants who are new to the building aware of the fire procedure.

#### **10. Health and Safety**

The hirer/user must make her/himself aware of the school's health and safety policy and must not interfere with or misuse anything which is provided in the interests of health, safety or welfare.

#### **11. School equipment, fabric and fittings**

No use may be made of equipment such as pianos without the prior agreement of the school and the hirer/user must not interfere with the fabric, fittings or contents of the premises in any way.

#### **12. Hirer/users property**

Permission should be obtained from the school in advance if the hirer/user wants to bring electrical equipment onto the premises. Hirer/users may not bring equipment or articles of an inflammable, explosive or dangerous nature onto the premises.

#### **13. Right of access**

The governing body and its agents reserve the right of access to the premises during the letting.

#### **14. Own Risk**

It is the hirer/users/users responsibility to ensure that all those attending are made aware that they do so at their own risk.

#### **15. Accident or Injury**

The governors do not accept any responsibility for any accident or injury or loss of property that may occur to, or be sustained by, persons using the premises during the period of the letting. The provider must ensure appropriate accident records are kept for participants.

#### **16. Contract**

Where a contract exists with the hirer/user this will be reviewed after 3 months and then may run for a year's term.

#### **17. Cancellations and Attendance**

Where the club involves children, the hirer/user must keep a contact list and register of those attending. In the event of the need to cancel, the hirer/user will give the children a week's written notice for their parents/carers. Where the club is provided for adults, a week's notice should be given verbally. When it is necessary to cancel a club with less notice, the hirer/user must contact the children's parents/carers by telephone and, likewise, adult users. The school take **no responsibility** for informing participants of any cancellations.

18. Failure to abide by these conditions may lead to the cancellation of the club and hirer/user use.

Signed ..... (Nominated organiser)

Signed ..... (Headteacher)

#### **County Council Election Charges**

These change annually and the school will refer to the Cheshire East County Council for current prices as Elections occur.