



Rode Heath Primary School
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*Inspiring learning; nurturing minds;
achieving for life*



Charging and Remissions Policy

Written by: John Frankland **Date:** January 2024

Approved by: The Governing Board **Date:**

Review date: This policy will be reviewed in light of operating experience and/or changes in legislation or every three years whichever is soonest

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. Voluntary contributions may be requested so that these can take place.

Activities arranged outside of the school day may be charged for.

[This policy is based on advice from the Department for Education \(DfE\) on charging for school activities and the Education Act 1996, sections 449 to 462 of which set out the law on charging for school activities in England.](#)

[It's also based on guidance from the DfE on statutory policies for schools and academy trusts-](#)

[The governing board has overall responsibility for monitoring the implementation of this policy](#)

[The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.](#)

[Staff are responsible for:](#)

➤ [Implementing the charging and remissions policy consistently](#)

➤ [Notifying the headteacher of any specific circumstances that they are unsure about or where they are not certain if the policy applies](#)

[The school will provide staff with appropriate training in relation to this policy and its implementation.](#)

[Parents/carers are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.](#)

PUPIL CHARGES

Voluntary contributions

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. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, all pupils will be included, regardless of a voluntary contribution.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we still allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. The school allocates 10% of the Pupil Premium allocation and regularly asks for donations and assistance from local charities. The school will provide this information on request.

The following is a 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;

- Visits to the theatre;
- Artist in Residence
- Musical or theatrical events.

Residential visits

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. Parents who receive state benefits/in receipt of pupil premium receive 50% towards the cost of the trip.

Music tuition

All children study music as part of the normal school curriculum. We do not charge for this.

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. We make a charge for these lessons or preferably parents/carers pay tutors directly. Our Pupil Premium strategy will pay for one music lesson a week in Key Stage Two for eligible children. We regularly give parents information about additional music tuition via the monthly newsletter.

Refunds

Refunds of charges or voluntary contributions received will be made in the following circumstances:

- Cancellation of trips or activities due to circumstances beyond the student's control
- The school deciding that a student should not take part in a trip or activity for whatever reason.

Refunds will be reduced by the amount of any non-refundable deposits made. Refunds will be made within seven working days of the request being made by the parent. It may be used as a credit towards another trip if the parent would prefer.

Swimming

The school organises swimming lessons for children in Yr3, Yr4, Yr5 and any non-swimming Yr6 children. 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 have had to regrettably* add a small charge to parent/carers to help subsidise the cost of transport. £20 for ten lessons. (January 2022)

Coaching Sessions

When the school offers additional coaching after school, for example football, rugby 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. The school subsidises a number of clubs so children only have to pay £1 per session.

Teacher Clubs

Our staff give up their time voluntarily to offer extra-curricular activities but a nominal charge of £1 per session is charged to cover the cost of any resources used within the club.

Commented [LA1]: Is this still accurate?

Commented [SBM2R1]: Yes

Commented [LA3]: Is this still correct?

Commented [SBM4R3]: Yes

Lunches

Our lunches are currently provided by CE Catering and are charged at £2.60 per meal.

Extended Services: Before and After School Care

Please see the list of fees on the school website that are revised annually.

<https://www.rodeheath.cheshire.sch.uk/page/all-stars-ooH-out-of-hours-school-club/10170>

Holiday Club

Requirements:

The hiring party must provide evidence of:

- Public Liability Insurance
- A risk assessment; where requested
- DBS safeguarding checks where premises are being used where: School children will be on the premises Children are part of the group for which the premises are being hired.

Conditions governing the hiring of school premises

General Conditions

1.1 Applications for the use of school premises must be made to the Headteacher, and responsibility for their approval rests with the School Governors. The person signing the application will be deemed to be the 'Hirer' and must accept responsibility for ensuring compliance with these conditions.

The hirer must comply with the law of the land

1.2 Hirers will be informed, at the time the application is approved, of the charge for the use of the facilities required.

Payment will be made in advance, at the time when hiring is confirmed unless it is a long term let in which case invoices will be issued on a termly basis after the let takes place.

Invoices should be paid within 7 days of issue. If there is damage, or the need for site manager/cleaners to work longer than expected after the hiring, the Hirer will pay any subsequent account sent to them after receiving communication from the school.

1.3 The school reserves the right to cancel any hiring if the accommodation is required for urgent official or academic business. In these circumstances, the Hirer will be reimbursed his hiring fee or account due will be cancelled. In addition, the school can terminate the let by giving one term notice.

1.4 Any intention on the part of the Hirer to cancel a hiring must be notified to the Headteacher or Business Manager at least 48 hours before the hiring is due to take place. In the event of the Hirer failing to give at least 48 hours' notice, no reimbursement of hiring fee will be made or account will be due for payment and if preparatory works have already been undertaken the Hirer will bear the actual costs incurred. Hirers taking out long term lets must give one term notice of their intention to terminate the let.

1.5 The Site Manager is normally expected to prepare for hiring, to do any necessary cleaning afterwards, and where the school requires, being in attendance throughout the course of the hiring. No payment should be made direct to the Site Manager, since they will be paid by the Authority. The Hirer should sign in and out of the hiring book. In certain

circumstances the Governing Board may give permission for the hirer to have key holder status. The hirer must sign a key holders declaration that only themselves and, if necessary, one other designated person retains the key and access code. On termination of the hire the key must be returned immediately.

1.6 No structural alterations to school premises, fixtures or fittings will be permitted unless agreed with the Headteacher as part of a long-term let.

1.7 (a) The Hirer is responsible for providing supervision during the course of the hiring and must satisfy the Headteacher that the arrangements being made are adequate.

(b) The Hirer or their accredited representative must be in attendance at all times and must accept responsibility for any damage caused to the school grounds, playing fields, buildings, fixtures, fittings, furniture and equipment resulting from the hiring. Every precaution must be taken to avoid such damage, and the Hirer will be required to meet the cost of making good any damage, however caused.

1.8 Hirers are responsible for arranging their own insurance for:

(a) Personal Accident

(b) Third Party Claims

(c) Any loss or damage to the school grounds, playing fields, buildings, fixtures, fittings, furniture and equipment resulting from the hiring.

Any hirers who are charging for their activities must ensure that they have a minimum of £5,000,000 public liability insurance and a copy of the policy must be provided with the hire form.

1.9 If it is intended to organise a public performance or entertainment, or performance of music, singing or dancing to which members of the public are admitted, Hirers are advised to consult the Headteacher in advance to ensure that the school premises are adequately licensed for the purpose before submitting a firm application.

1.10 Footwear which is likely to cause damage to school floors must not be worn. French chalk or equivalent must not be put down when the hall is used for dancing.

1.11 Members of the public must not be admitted to the school premises after 9.30 PM.

1.12 Alcoholic liquor must not be sold or consumed on the school premises unless specific approval has been given by the Headteacher or Governing Board. If approval is given to the sale or consumption of alcoholic liquor, the responsibility for obtaining the necessary license rests upon the Hirer.

1.13 School premises must be left clean and tidy after use.

1.14 The hirer must adhere to the locally agreed no smoking policy. The schools operate a no smoking policy within the school and grounds.

1.15 No dogs are allowed on school property

2. Additional Conditions Governing the Hiring of School Meal Kitchens

2.1 The school kitchen is not to be used unless approval has been given by the Headteacher or Governing Board.

When the kitchen is used, the Cook/supervisor or another member of the School Meals Staff must be in attendance throughout the hiring, except when only tea or coffee is made and no cooking is involved. Hirers who wish to have permission to use the kitchen without a member of Schools Meals Staff present should approach the Head of School when the hiring application is made.

2.2 If boilers, cooking ranges or hot cupboards are used, the member of the School Meals Staff or approved Hirer present during the hiring must be responsible for their use

2.3 Hirers will normally be expected to provide their own cutlery, crockery and condiments.

2.4 All equipment and sinks must be left clean and tidy after use.

2.5 No animals are allowed in the kitchen.

2.6 ESCC Third-Party Use of Catering Facilities application should also be completed and enclosed with this application.

3 Additional Conditions governing the hiring of School Playing Fields and Playgrounds

- 3.1 If there is any doubt as to the condition of the ground, the Hirer must consult the Headteacher and Site Manager who will make the final decision as to whether the ground may be used before the hiring takes place. In the event of the ground being deemed unfit for use immediately before a hiring is due to take place, any hiring charge already paid will be refunded, and any account due will be cancelled.
- 3.2 Hirers must be responsible for ensuring that everyone taking part in the hiring involving the school playgrounds, and all spectators, are properly and adequately supervised.
- 3.3 Casual spectators not connected with the hiring must not be admitted.
- 3.4 Stakes or the like must not be driven into the ground unless permission has been specifically given.
- 3.5 Vehicles must not be driven or parked upon the playing field at any time. Vehicles must not be parked upon playgrounds unless permission has been specifically given.
- 3.6 Bonfires must not be lit.
- 3.7 Animals must not be allowed on the playing field or playground.
- 3.8 No marking out of pitches may be done except by the authorized ground staff unless permission has been specifically given.
- 3.9 Playgrounds and playing fields must be left in a clean and tidy condition after use.
- 3.10 Any loudspeakers must be moderated so as not to cause a nuisance.
- 3.11 Spiked boots/shoes must not be worn on any synthetic playing surface and should be removed before using any indoor facilities.
- 3.12 The Head must be consulted in advance if there is any doubt about the interpretation of the above conditions.

4 Fire Precautions

- 4.1 The Hirer, or a responsible person nominated by him in writing, shall be in charge of and be upon the hired part of the premises during the whole time the premises are open to the public and there shall be sufficient staff or competent attendants on duty on the premises during that time. The person in charge shall not be engaged in any duties which will prevent them from exercising general supervision of the premises. The hirer shall ascertain and comply with any special fire precautions requirements contained in music, singing and dance and theatres, or any other licenses appropriate to his intended use of the premises.
- 4.2 Capacity maximums should not be exceeded as agreed with the Headteacher as part of Health and Safety guidance for the school.
- 4.3 All gangways, corridors, staircases and external passageways intended for exit shall be kept entirely free from obstruction and shall not be used as cloakrooms.
- 4.4 All exit doors shall be available for exit during the whole time that the public are on the premises.
- 4.5 Doors and openings, other than exits, in sight of the audience, which lead to portions of the premises accessible to the public, shall have notices placed over them indicating the uses of such portions. Doors and openings leading to portions of the premises not accessible by the public shall have notices placed over them indicating "No entry".
- 4.6 Mats or other floor coverings shall be secured to prevent rucking, and any drapes over exit doors or exits shall be hung to prevent them trailing on the floor.
- 4.7 Inflammable materials shall not be used for the decoration of the premises unless such materials have been rendered flame retardant and are maintained in that condition.
- 4.8 All electric fires, gas fires, stoves and open fireplaces in the premises shall be provided with adequate protective guards.
- 4.9 Temporary electrical installations, which are necessary for any particular function, must comply with the following conditions:
 - (a) All temporary electrical installations shall comply fully with the applicable recommendations and requirements of the current edition (with amendments) of the following:
 - (i) The Institution of Engineering and Technology 18th Editions BS 7671 for the

electrical equipment in buildings;

(ii) The Electricity Supply Regulations 1988;

and shall only be installed by a qualified electrician.

No temporary wiring shall be connected to circuits or fuse boards feeding the main auditorium lighting.

(b) Temporary wiring shall be carried out using PVC insulated and sheathed cable and switchgear and apparatus of a voltage rating not less than the maximum rms voltage

difference, which can normally develop under fault conditions and must meet the requirements of BS 7671.

All additional stage lighting equipment that may be required shall be kept entirely separate from the existing installation, portable dimmer units being provided where required; no extensions shall be permitted from the existing dimmer equipment without the approval of the Director of Property Services.

(c) All temporary equipment shall be bonded to the main system of Earthing in accordance with The Institution of Engineering and Technology 18th Editions BS 7671 Chapter 54 - Earthing arrangements and protective conductors.

(d) All temporary installations, which have been installed, shall be disconnected from the

permanent installation immediately after the occasion for which they have been used.

(e) Any special requirements or installations that are to be approved, or any item that requires clarification, shall be brought to the notice of the Director of Property Services seven days prior to the proposed date of the required installation.

4.10 The Hirer shall ascertain the position of telephones, escape routes, fire alarm systems and

firefighting equipment which shall be in the charge of some suitable person specially nominated for the purpose, who shall ensure that the appliances and equipment are always available for use.

4.11 Thorough checks should be made by the Hirer at the end of the hiring to ensure that no

smouldering fires or cigarettes are left burning and that all doors and windows are properly

secured. Please note the schools operate a no smoking policy which includes all grounds.

4.12 If there is any doubt about the application of any of the above conditions, the advice of the

Headteacher should be sought.

APPENDIX A.

Application to Hire Facilities for profit-making purposes
(to be submitted to sbm@rodeheath.cheshire.sch.uk for Headteacher/Governing Body review and approval)

SCHOOL: Rode Heath Primary School

HIRING ORGANISATION including name and address and tel. no. of person responsible:

PURPOSE OF HIRING AND EXPECTED CAPACITY:

DATES AND DAYS REQUIRED:

ACTUAL TIMES REQUIRED (to include preparation time and time for cleaning afterwards):

MAIN FACILITIES/ROOMS REQUIRED:

WILL ANY OTHER FACILITIES BE REQUIRED? e.g. stage lighting/piano/specialist equipment:

DO YOU REQUIRE HEATING: Yes/No (Please delete)?

ARE THERE ANY CONSIDERATIONS/BENEFITS FOR THE SCHOOL COMMUNITY YOU

WISH TO BE CONSIDERED AS PART OF THIS APPLICATION?

DECLARATION BY HIRER:

I acknowledge that I have received a copy of the conditions governing this hiring and understand them.

I agree to abide by them and to pay in accordance with the terms. I agree to pay for the

reinstatement following any damage to property caused as a result of this letting.

I confirm that I have a minimum £5,000,000 Public Liability Insurance and attach a copy of the policy.

I also confirm that I will provide copies of DBS safeguarding checks should the hiring be on

premises during times that pupils are present, or where the activity involves children.

If requested, I will provide a risk assessment prior to the let being agreed.

Date _____ Signature _____

TO BE COMPLETED BY SCHOOL

This hiring has been approved for, and on behalf of, the School.

Date _____ Headteacher's signature _____

The charge for this hiring will be:

Any other conditions discussed/agreed:

Date of Policy: January 2024

Date Reviewed:

Next Review: December 2027