



# Charging and Remissions and Lettings Policy 2026

Approved by Governors	Date:
Due for Review	Date: March 2027



## Our Vision Statement

We learn and grow best together, with God, in a family of all sorts of people, surrounded by encouragement and love.

We are 'growing in wisdom' Luke 2:52

### TINTWISTLE C.E. (A) PRIMARY SCHOOL SEPTEMBER 2025 Charging and Remissions Policy

#### Optional Extras

Charges may be made for some school activities that are known as "optional extras". Where an optional extra is being provided, a charge may be made for providing materials, books, instruments, or equipment. **Optional extras are:**

- transport that is not required to take the pupil to school, or to other premises where the local education authority/governing body have arranged for the pupil to be provided with education;
- board and lodging for a pupil on a residential trip;
- any materials, books, instruments, or equipment provided in connection with the optional extra.
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra;
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the

optional extra activity, divided equally by the number of pupils participating. It will not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge. In cases where any of the activity takes place during school hours the charge will not include the cost of alternative provision for those pupils who do not wish to participate. Therefore, no charge will be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.

The charge will not exceed the actual cost of providing the optional extra or the board and lodging.

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

### **Voluntary Contributions**

The school will, in certain situations, such as trips during school time or visits from professionals to work with the children, ask for voluntary contributions to benefit the school or any school activities. If the activity cannot be funded without voluntary contributions, the head teacher will make this clear to parents at the outset. The head teacher will also make it clear to parents that there is no obligation to make any contribution. No child will be excluded from an activity simply because his parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a trip, then it will be cancelled.

### **Music Tuition**

Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule. Charges will be made for tuition in playing a musical instrument, for either an individual pupil or groups of up to four, where the teaching is not an essential part of the National Curriculum. This will include all lessons delivered by peripatetic music teachers.

### **Residential Trips**

The school will not charge for:

- education provided on any trip that takes place during school hours;
- education provided on any trip that takes place outside school hours if it is part of the National Curriculum;
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.

The school will charge for:

- board and lodging, but the charge will not exceed the actual cost.

When a school informs parents about a forthcoming trip, they will make it clear that when the trip falls wholly or mainly during school time parents who can prove they are in receipt of certain benefits will be exempt from paying the cost of board and lodging:

If the number of school sessions taken up by the trip is equal to or greater than 50% of the number of half days spent on the trip, it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into 2 sessions. A “half day” means any period of 12 hours ending with noon or midnight on any day.

The school will endeavour to ensure that whenever possible there will be sufficient places on any trip for all pupils in the relevant group. When this is not possible places will be allocated in order of receipt of a parental consent slip.

### **Remissions**

The governing body may, at their discretion, remit (wholly or partly) any charge which would otherwise be payable to them in accordance with their Charging Policy. Possible examples may include:

- Reducing the cost of a residential trip outside school time for children whose parents are in receipt of the benefits detailed above.
- Providing an optional extra outside school time at free or reduced costs.

### **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. 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.

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:

- Energy
- Caretaking Fees
- Per Capita costs

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

- Computer & Printer Costs
- Lettings by non-community/commercial groups
- Excessive cleaning
- Profit Margin
- Wear and tear

Other costs

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

Concessionary rates or free letting agreements may be appropriate in certain situations where it is deemed by the Governing Body to be of benefit to the school, its children or meets community goals. In such situations the reasons for the concessionary rate must be clearly minuted and approved. The organisation requesting the letting must still sign to agree to the school's terms and conditions and must have appropriate insurance.

M Mulhall – 23 September 2025