ST LUKES C OF E PRIMARY SCHOOL

CHARGING AND REMISSIONS POLICY

Spring 2025

AIMS

At St Luke's School, we aim to make appropriate charges which enable and encourage the development of a wide range of enriching activities and uses of our facilities.

PRINCIPLES

We make no charge for National Curriculum and related activities in school time.

We may ask for voluntary contributions for activities / school visits wholly or partly in school time which otherwise would be prohibited by cost. No child is excluded from any such activity on the basis of non-contribution.

Support is available towards part or all the cost of activity where there are financial difficulties or the family is in receipt of 'Benefits'.

We may charge where it enables an increase or enriches non-statutory extra curricular provision at any time.

We support the development of all community groups use of school facilities through a flexible charging approach.

We offer minimum cost of facilities for non-profit making community activities.

We raise income for school from local groups' use of facilities.

We offer care-taking services to users.

A charge is made for all board and lodging costs on residential visits. Parents must agree to charges before the child undertakes the activity. Costs for a residential visit can include elements for:-

- travel
- board and lodging
- materials/books/instruments/equipment
- tuition
- entrance fees
- insurance

Parents may be asked to make a contribution towards replacing damaged or lost school property caused wilfully or negligently by their children.

Debt Recovery

The Head teacher may write-off any amount of income due up to a maximum of £200 if he/she considers it is irretrievable, and must sign an explanatory record giving reasons for the write-offs. Records must be kept for inspection.

KEY RESPONSIBLILITIES

Resources Committee

Will review and amend the charging policy on behalf of the governing body.

Will review annually the charges for supplies and services will monitor whether actual income is in line with anticipated income.

Head Teacher

Will be responsible for drafting proposals for charges.

Will provide reports for the Resources committee.

Senior Administrative Officer

Will provide effective financial administration enabling efficient budget management by the head teacher.

Will manage the letting of school premises.

Will maintain efficient and effective information systems.

Caretaker

Will manage the school premises during lettings.

Users

Will abide by the terms and conditions of the booking and hiring contract.

PROCEDURES

1. Off site extra curricular activities

A voluntary contribution not exceeding the actual cost will be requested.

2. Letting of premises

Private extra-curricular clubs, private tuition and music teaching

Children may be charged for participation in private extra curricular activities. Whilst the school does not dictate charges made by third party providers, we encourage access through low cost provision. The amounts that the school charge will reflect this policy.

All organisers of any activities are charged a fee for use of premises. As a guide, for facilities other than hall and grounds, where the third party provider receives an income up to £40, the school will charge approximately 10% of the anticipated total income. Anyone earning more than £40 per hour will be considered on a case by case basis.

In the event that the hall or outside grounds are used, there will be a fee with a guideline fee of £20 per hour subject to upward or downward movement at the discretion of the management of the school, being dependant on the specific circumstances such as the number of participants, fees charged by the provider and contribution to aims of the school.

Where an individual does not receive more than £15 per hour income from hiring the facilities, the letting charge may be waived. A further fee may be charged where additional equipment or

services are provided by the school. If the activity is deemed to be advantageous to the pupil's learning or the income received by the private provider is minimal the letting charge may be waived or reduced at the discretion of the Head teacher or the Resources Committee.

3. Charges for services

Details of charges for photocopier, telephone and fax facilities are available from the school office. Subsidised rates are set for community users and non subsidised rates for non community users.

4. Arrangements for part or full remissions of charges

The governors may provide financial support from the school budget or external grants for those families unable to meet the full cost of voluntary contributions or charges on application to the head teacher. The Resources committee will be informed in general terms of the total provided for each activity.

The governing body support the development of all community groups use of the school through a flexible charging approach. This may include offering reduced rates for up to one month in order to assist a new group and would be negotiated with the head teacher. Separate arrangements and charging rates may be entered into based on circumstances and variations to the key responsibilities. This policy will be reviewed annually.

This policy will next be reviewed in	Spring 2026