


# Forest Way School

## Charging and Remissions Policy /Hiring Policy 2022-23

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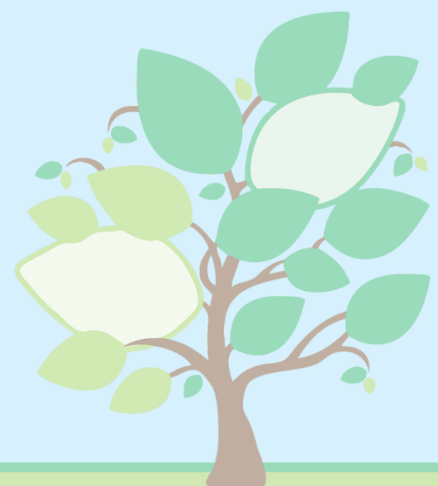
Signature:



Title: Headteacher

Date: September 2022

Next Review Date: September 2023



Statutory

Non-Statutory

# About This Policy

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## **Background**

The purpose of this policy is to ensure that there is clarity over those activities which the school will provide free of charge and for those where there may be a charge.

## **Main Points**

The main points for consideration are:-

- Schools cannot charge for education provided during school hours including the supply of materials, books etc.
- Schools must ensure that parent/carers on low incomes and in receipt of certain benefits are made aware of support that may be available when being asked for contributions towards the cost of school visits.
- Schools cannot charge for education outside school hours if it is part of the national curriculum

Charges are allowed to be made for the cost of providing "Optional Extras". These are:-

- Education that is not part of the national curriculum
- Transport other than transport to and from school or to other places where they will be educated
- Board and Lodging for a pupil on residential visits
- Extended day services offered to pupils

## **Calculating Charges**

The following points must be taken into account:-

- The cost cannot include an element of subsidy for other pupils or alternative provision for those pupils who do not wish to participate
- Parental agreement is required for the provision of an optional extra that incurs a charge
- Voluntary contributions can be asked for provided that it is made clear that there is no obligation and parent/carers are not placed under any undue pressure to contribute
- No pupil should be excluded from the activity because parent/carers refuse or are unwilling to pay
- No charge shall be made for transport costs involving any educational element.
- Parent/Carers in receipt of certain benefits will be exempt from the cost of board and lodging payments incurred on a residential trip. The following is a list of relevant benefits involved:-
  - Income Support
  - Income based Job Seekers Allowance
  - Child Tax Credit (Subject to non-receipt of Working Tax Credit and family's income does not exceed the permitted level
  - The guarantee element of State Pension Credit
  - Income related employment and support allowance

## **2. Educational Activities for Students at Forest Way School**

### **2.1 Guiding Principle**

During the school day, all activities that are a necessary part of the curriculum (including musical instrument tuition), plus Religious Education, will be provided free of charge. This includes any materials, equipment and transport where applicable.

## **2.2 Voluntary Contributions**

Voluntary contributions may be sought for activities during the school day which entail additional costs – e.g. field trips. If these are a necessary part of curriculum studies, no student will be prevented from participating because his/her parents cannot or will not make a contribution. However, if insufficient funds are available overall, then it may be necessary to review the activities offered.

## **2.3 Calculating of Voluntary Contributions**

The rate of voluntary contributions requested for necessary educational activities will be no more than the total costs of the activity divided by the number of participating students.

**2.4** All pupils have regular visits on the school minibuses as part of the curriculum. We may request voluntary contributions for special visits such as museums or for visiting theatre or musical groups. Inability to contribute will not affect whether a pupil takes part in an activity.

**2.5** Voluntary contributions will also be requested for daily refreshments and weekly food-technology.

## **3. Optional Activities for Students**

### **3.1 Hardship**

In cases of hardship, financial support for participation in optional activities will be at the discretion of the Trustees/Directors and/or Headteacher. If payment for participation in activities causes financial difficulties for parent/carers they should contact the Headteacher in the first instance in order to discuss what support may be available.

## **4. Out-of-hours Activities**

### **4.1 Definition of out-of-hours activities**

The school may provide opportunities for pupils, parents and members of the wider community to participate in a range of activities.

### **4.2 Charging for out-of-hours activities**

Where activities are not fully funded by external sources, the school reserves the right to charge an appropriate fee for participation. This excludes activities that are part of the national curriculum

## **5. Loss/Damage to School Property**

### **5.1 Charges**

If school property is lost or damaged as a result of pupil misbehaviour and/or negligence, parents may be asked to meet all or part of the cost of replacement. In such cases, the charge made will be calculated in consultation with appropriate senior staff who have knowledge of the pupil and of the incident concerned.

## **6. Refunds**

**6.1** In the event of unforeseen absence or circumstances, refunds of amounts collected from pupils relating to educational visits/trips away from school will be made, unless instructed otherwise by parents/carers (i.e. donations to school funds).

# Forest Way School Hiring Policy

## **Introduction**

The school recognises that its facilities, building and grounds are a valuable asset to the community and so wishes to make them accessible to groups, organisations and individuals as appropriate, provided that any hiring is not detrimental to the school or its pupils. Trustees/Directors have a responsibility to ensure that the school premises are well looked after and used properly. Trustees/Directors also wish to invest any funds raised by this hiring policy wisely in order to improve provision for the children that attend the school.

The school uses its facilities outside normal school hours, for example, the school organises discos, athletics club and social events throughout the year. The policy is not designed for these activities, but to set out the school policy to ensure that the process of hiring is consistent, fair and equitable for groups that use the school for activities where charges usually apply.

## **Charges**

The scale of charges set out below:

- £30 per hour for the Large Conference Room (maximum 30 participants)
- £30 per hour for the hire of the school hall (maximum 200 participants)
- £20 per hour for the hire of the Small Conference Room (maximum 16 participants)
- £20 Studio (Out of school hours only)
- £25 per hour for Soft Play (depending on First aid/site officers availability)
  
- The room hire charge will be in addition to any catering, administration, caretaking, reprographics, heating and lighting charges.
- Refreshments (tea, coffee, biscuits) are charged at £1.50 per delegate for a morning, afternoon or twilight session and £4.50 for a full day.
- Following the hire of the premises, the school will send an invoice to the hirer for all charges incurred during the course of the letting.

## **Cancellations**

- The school reserves the right to make a charge for any hiring agreement cancelled less than 24 hours prior to the event to cover any loss or costs incurred by the school.
- In the unlikely event that the school needs to cancel a booking it will do all it can to make the hirers aware of this as soon as possible and offer the hirer another date that is mutually convenient to both parties.

*'Data will be processed in line with the requirements and protections set out in the General Data Protection Regulation'*

# Application to Hire Premises

## Application to Hire Premises (Appendix 1)

### Forest Way School

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ (Day)  
\_\_\_\_\_ (Evening)

If applying on behalf of an organisation please give details:

Name of organisation: \_\_\_\_\_  
\_\_\_\_\_

Position of hirer: \_\_\_\_\_  
\_\_\_\_\_

Object/Aims of Organisation: \_\_\_\_\_

Purpose for which premises is required: \_\_\_\_\_

Please return a copy of your current Public Liability Insurance document and Risk Assessment with this booking form

I wish to apply to hire the premises as detailed in the Schedule below for the purpose shown above and in consideration of the hiring being granted I undertake on behalf of both myself and of the organisation I represent to observe the conditions of hire and indemnify Forest Way School and the Trustees/Directors as set out in the Hiring Policy annexed hereto a copy of which has been supplied to me.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Schedule of Accommodation required:					Date:		
	Please ✓	Anticipated Numbers attending	Time of Letting		Hours	For School Use	
			From	To		Table	Amount Payable
Large Conference							
Small Conference							
Hall							
Studio (Out of School Hours)							
Soft Play Area							
					Total:		

