

Hemblington Primary School



Charging & Remissions Policy

Signed:

Date Reviewed: July 2019

Next Review Date: July 2021

Hemblington Primary School

CHARGING and REMISSIONS POLICY

Charges for school activities

The school has adopted the Norfolk County Council charging policy.

The following activities will be charged to parents:

- **Music tuition:** Individual tuition in playing a musical instrument, which is neither part of the syllabus for an approved public examination, nor part of the National Curriculum. Instrumental tuition would be given to groups of no more than **four** pupils. Parents will be invoiced termly to cover the cost of the instructor and hire of instruments where applicable.

- **Ingredients and materials:** Ingredients and materials for practical subjects where parents have indicated in advance that they wish to receive the finished articles.

- **Board and lodging:** Board and lodging will be charged in all cases where a school activity involves pupils in nights away from home, such as a Year 6 residential trip.

Children who are eligible for free school meals will be entitled to free board and lodgings during residential trips taking place wholly or partly in school hours. For details about the current eligibility criteria for free school meals, please ask the School Secretary or go to www.norfolk.gov.uk and search for 'free school meals'.

Activities outside school hours

- **Non-residential activities:** A charge will be made for all non-residential activities, which take place wholly, or more than 50% outside school hours, where the child's participation has been agreed in advance by the parents. The charge will include the cost of travel, entrance fees, insurance, books, equipment and any staff (teaching or non-teaching) engaged specifically for the activity.

- **Residential trips outside school hours:** A residential trip is deemed to take place outside school hours if the number of 'missed' school sessions is less than half of the number of half days taken up by the trip. Charges will be made as described above.

Parents who have difficulty meeting any charges should discuss the matter in confidence with the Head teacher.

Refunds

Refunds will only be offered in exceptional circumstances, e.g. if a school visit is cancelled, or if the surplus collected for an activity exceeds the cost of that activity by an amount pre-determined by the governing body – in Hemblington's case this is £10.00 per pupil.

Should the amount collected per pupil exceed the governors stated amount, parents/guardians should be offered the refund in writing, with a reply slip attached to the letter stating whether they wish to take up the offer, or decline it, along with a deadline by which a response is required. It should be clearly stated where the surplus will be placed e.g. to offset a future visit etc, and that if no reply is received by the deadline, the school will assume that the parent/guardian intends for the school to retain the funds.

All refunds should be made via cheque payment to the parent/guardian concerned.

Hemblington County Primary School Letting of School Premises Policy

The letting of school premises will be in accordance with following conditions:

General:

- Lettings will only be considered for educational/community based activities and subject to the Head teacher's approval. The head teacher will assess the potential risk with due regard to the insurance condition - any loss arising as a direct result of a premises being left unsecured by a person entrusted to secure those premises, other than an employee of Norfolk County Council acting on the Council's business, or governor of the Insured (the school), or a professional security firm, will be uninsured.
- The school and Norfolk County Council accept no responsibility for damage howsoever caused to vehicles and other property while the user is on the school site. Parking is made available on the understanding that it is at the owner's risk. Any event will be conducted at times convenient to the staff employed at the school. Any additional costs incurred will be borne by the holder of the event.
- The Head teacher must be satisfied, in advance, that the event will be properly supervised.
- Lettings will normally only be considered in normal term time and at times convenient to the staff employed at the school. Such lettings will not impact on normal school activities.
- A limited use of school equipment will be permitted subject to prior agreement with the head teacher.
- Letting rates will be notified to the holders and payment will be made to the school in advance.
- The Head teacher may terminate an agreement to let the premises with immediate effect on any grounds.

The hirer:

- Is responsible for all health and safety issues, not the school, including emergency evacuation arrangements (GEEP and PEEP).
- Will be required to arrange appropriate insurance e.g. Public Liability Insurance of at least £5 million, and provide proof of adequate cover to the head teacher prior to the event.
- Must ensure that they only use those areas or items of equipment that they have been granted approval to use and observe any instructions provided.

- Must have regard to the national standards of qualification, experience and overall competence of instructors/supervisors/coaches for events.
- Is responsible for any necessary licenses are held, e.g. Performing Rights, PRS for Music, Phonographic Performance Limited (PPL).

