

**The Oaks Community Primary School  
September 2016**

**CHARGING POLICY**

**PRINCIPLES**

The Oaks Primary School is committed to a free school education for all.

**We Aim To:**

- Ensure that education in school is free.
- Ensure that activities offered wholly or mainly during normal school teaching time should be available to all pupils regardless of their parents' ability or willingness to help meet the cost.
- Ensure that there is no statutory requirement to charge for any form of education but the school has the discretion to charge for optional activities provided wholly or mainly out of school hours.
- Ensure that the school has the right to invite voluntary contributions for the benefit of the school or in support of activities organised by the school, whether during or outside school hours.

**PRACTICES**

**With the aforementioned aims in mind, it is the Policy of this school:**

- To continue to request voluntary contributions from parents towards activities organised by the school during school hours.
- The headteacher is willing to support the funding of certain activities through the school fund account. Subsidies may be available for children whose parents are unwilling or unable to make a voluntary contribution.
- If insufficient voluntary contributions are forthcoming for an activity and insufficient subsidies are available, then that activity may be cancelled.
- Families in receipt of Family Credit, Job Seekers Allowance or Income Support will be expected to pay a contribution towards residential trips at a county council establishment. This must be supported by proof of benefit entitlement.
- current students entitled to Free School Meals acts as a source of confirmation of entitlement;
- The school may invite voluntary contributions towards the cost of ingredients, materials and equipment where parents have expressed the wish to have the finished product.
- This school may make charges for breakages and damage to property including window breakage and cost for graffiti removal.

**Trips**

Each trip is subsidized by school and donations are requested from the parents. If a parent cannot afford to pay they need to speak to the Headteacher and discretion will be used.

All parents are given the option of paying by instalments via Parent pay.

### **Remissions**

Where the parents of a pupil are in receipt of income support or family credit, the Governing Body will offer to remit in full the cost of full board and lodging for any residential activity which is deemed to take place in school hours or where it forms part of syllabus for the National Curriculum.

The Governing Body may wish to remit part of the cost of other activities for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. Authorisation for such remission will be made by the Headteacher in consultation with the Chair of Governors.

Updated September 2015

Approved by the Governors  
To be reviewed

**Schools Lettings Charges - August 2017 to July 2018**

**Queries relating to charges and other related matters should be made to School Finance Team - 01244 976786**

**Calculations using Local Living Wage**

These letting charges have been designed to be used as a **GUIDE** when charging for the use of School or Youth facilities.

Schools are advised to use their own discretion when deciding on the exact charges to be levied. Please take into account local conditions and levels of charging from similar venues.

These figures are updated annually using Government statistics based on April 2017 CPI

**Community and Commercial charges from August 2017**

The recommended charge for the use of school and youth centre premises for community and commercial use for the 2017/18 academic year is as follows :

	<b>CWAC Adult &amp; Community Learning Useage</b>	<b>Public Community use (2/3 of actual cost return rate)</b>	<b>Outside company Profiting from the letting Commercial use Actual cost return rate</b>
	<b>£ per hour</b>	<b>£ per hour</b>	<b>£ per hour</b>
<b>(i) Primary Schools:</b>			
- Hall	15.65	31.30	46.95
- Classroom	9.85	19.70	29.55
- Subsequent Classroom	2.15	4.25	6.40
<b>(ii) Secondary Schools:</b>			
- Hall	20.65	41.30	61.95
- Classroom	10.10	20.20	30.30
- Sports Hall	39.30	78.60	117.95
- Gymnasium	20.20	40.40	60.55
- Changing room	8.70	17.40	26.15
- Subsequent Classroom	2.40	4.80	7.20
- Squash Courts	9.40	18.80	28.15
- P.C. Suite	10.21	20.43	30.64
- Art & Craft Studio	10.24	20.48	30.72
- Cookery Room	10.24	20.48	30.72
- Centre Head Office	10.10	20.20	30.30
<b>(iii) On cost for Sunday and Bank holiday lettings</b>	<b>2.33</b>	<b>4.65</b>	<b>6.95</b>
<b>(iv) Sports Facilities</b>			
- Tennis / Netball		6.65	
		<b>£ per game</b>	
- Football / Rugby / Hockey / Cricket			
- Weekday		36.65	
- Weekend		48.45	
- Synthetic Pitches			
		<b>£ Per Hour</b>	
Full Size Pitch		67.00	15-16 64.00
Half Size Pitch		43.00	41.00
1/3 Size Pitch		38.00	36.00

**Election charges from April 2017**

The recommended charges relating to Elections have now been removed.

Schools maintained by Local Authorities are obliged to provide "free of charge" a room in a school for election purposes.

The Returning Officer is only obliged to make good any damage and to pay any additional caretaking costs

Currently CWAC will reimburse caretakers direct for the extra hours they work on Polling Day.

Historically the Returning Officer has also paid schools an amount towards the cost of any additional heating and lighting expenses.