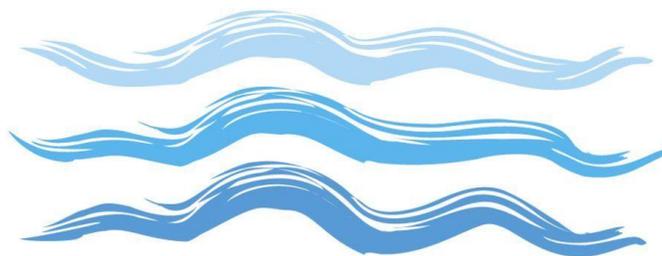


# Charging and Remissions Policy

Dee Point  
Primary School



**Delegate Function: FGB**  
**Approved by Governors: December 2022**  
**Updated: December 2022**  
**Review date: Summer 2023**

## Background

The Governing Body of Dee Point Primary School recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards our pupils' education and experiences. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

## Charges

The governing body will not in all circumstances charge but reserves the right to make a charge for the following activities organised by the school:

### School Journeys in School Hours

The board and lodging element of approved residential activities deemed to take place in school hours. The cost of meals, refreshments and entrance fees.

### Activities outside School Hours

The full cost to each pupil of all approved activities deemed to be optional extras taking place outside school hours.

### Instrument Tuition

The cost of musical instrument tuition if provided at the parent's request.

### Charging in Kind

Materials and ingredients: the cost of materials or ingredients for art and design, food, hospitality and catering, if parents have indicated in advance that they wish to own the final product.

### School Property

The Governors reserve the right to charge parents for non-accidental damage to, or loss of school property.

### General

The Governing Body may from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the Governing Body from inviting parents to make a Voluntary Contribution towards the cost of additional activities which take place in school time. Parents may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity no qualifying child will be excluded on the grounds of voluntary contributions.

Currently the school charges for the following:

	Income Activity	Approved Charge
1	Adult Education	As per LA recommended "Schools Letting Charges"
2	Other Casual Lettings	As per LA recommended "Schools Lettings Charges (to be agreed by Headteacher) for lettings of a commercial nature.
3	Staff Personal phone calls	20p for standard phone calls As per itemised bill for longer-distance calls
4	Personal Photocopying	10p per black & white copy 20p per colour copy

## Schools Lettings Charges - Academic Year 2022/2023

These letting charges have been designed to be used as a guide when charging for the use of school or youth facilities to recover typical premises, cleaning and caretaking costs (reflecting Local living wage pay scales) and administration/overheads.

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 and this version is based on June 2022 CPI

### Community and Commercial charges

The recommended charge for the use of school and youth centre premises for community and commercial use for the 2022/23 academic year is as follows :

	CW&C Adult & Community Learning Usage	Public Community use (2/3 of actual cost return rate)	Outside company Profiting from the letting Commercial use (Actual cost return rate)
	£ per hour	£ per hour	£ per hour
<b><u>(i) Primary Schools:</u></b>			
- Hall	19.27	38.53	57.80
- Classroom	12.23	24.47	36.70
- Subsequent Classroom	2.17	4.33	6.50
<b><u>(ii) Secondary Schools:</u></b>			
- Hall	25.15	50.30	75.45
- Classroom	12.48	24.97	37.45
- Sports Hall	47.98	95.97	143.95
- Gymnasium	34.62	69.23	103.85
- Changing room	10.83	21.67	32.50
- Subsequent Classroom	2.43	4.87	7.30
- Squash Courts	11.42	22.83	34.25
- IT Suite	12.48	24.97	37.45
- Art & Craft Studio	12.48	24.97	37.45
- Cookery Room	12.48	24.97	37.45
- Centre Head Office	12.48	24.97	37.45
<b>(iii) On cost for Sunday and Bank holiday lettings</b>	2.83	5.67	8.50
<b>(iv) Sports Facilities</b>		<b>£ per game</b>	
- Tennis / Netball		8.25	
- Football / Rugby / Hockey / Cricket			
Weekday		46.09	
Weekend		61.05	
- Synthetic Pitches		<b>£ Per Hour</b>	
Full Size Pitch		74.84	
Half Size Pitch		47.59	
1/3 Size Pitch		42.59	

### Election charges

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 CW&C 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.

Queries relating to charges and other related matters should be made to [SchoolsFinanceTeam@cheshirewestandcheshire.gov.uk](mailto:SchoolsFinanceTeam@cheshirewestandcheshire.gov.uk)

**The school currently waives charges for the following organisations we deem to be school orientated and benefiting the pupils of Dee Point:**

- Blacon Youth Football Club: this organization hire the school football pitch for 1 evening a week in the Spring & Summer and on a Saturday morning. A number of Dee Point pupils represent the team and they are managed by one of our parents who also volunteers to run 2 after school clubs at Dee Point.
- Rewind Youth Theatre, part of Chester's Theatre in the Quarter, hire out the main hall of the school throughout term time for 2 hours a week 4.30 – 6.30pm for Blacon children aged between 7 – 11 years. A large number of Dee Point children attend this group.

**Remissions**

Where the parents of a pupil are in receipt of free school meals or pupil premium the Governing Body will offer to remit some of 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 the syllabus for the National Curriculum.

The Governing Body may wish to remit in full or in part 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.