

# Charges, Remissions and Lettings Policy



## WESTHOUSES PRIMARY SCHOOL

	Date	Minute No.	Review date
Approved by Governors	22.04.2021	2021/40.14	22.04.2022
Reviewed by Governors	08.04.2022	2022/34.4	28.04.2023
Reviewed by Governors	17.04.2023	2023-36.1	17.04.2024
Reviewed by Governors	23.04.2024	2024-25.1	23.04.2025
Reviewed by Governors	24.03.2025	2025-26.1	24.03.2026
Reviewed by Governors	23.03.2026	2026-17.1	23.03.2027

## **Introduction**

It is the School's aim that all pupils should have an equal opportunity to benefit from school activities. This policy sets out the School's approach to charging and remissions with the intention to ensure transparency in setting charges and ensure all children are provided with the chance to access all provisions on offer.

This policy is based on the Derbyshire County Council's Charges and Remissions Policy. It therefore represents not only the School's but also the Council's Policy on Charges and Remissions.

Sections 449-462 of the Education Act 1996 (revised in 2011) sets out the law on charging for school activities in maintained schools. Parents on low incomes and in receipt of certain benefits may be eligible for support in terms of contributions requested for school visits. Additionally, families in receipt of free school meals are entitled to an exemption from paying for the cost of board and lodging on residential visits. Further guidance can be accessed at [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/706830/Charging\\_for\\_school\\_activities.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/706830/Charging_for_school_activities.pdf)

Under Section 27 (1) of the Education Act 2002 governors have control over the use of school premises, subject to the local authority's general policy that all educational premises should be available whenever possible to provide for the wider educational and recreational needs of children, young people and adults. Therefore schools with available space are permitted to approve lettings in accordance with this policy.

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition and cost of travel to swimming lessons where appropriate.

### **1. Day visits within or mainly within school hours**

When organising school trips or visits which enrich the curriculum and educational experience of the children, the School invites parents / carers to contribute to the cost of the visit. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a visit. If a visit goes ahead, it may include children whose parents have not paid any contribution. We do not treat those children any differently from any others.

If a parent wishes their child to take part in a school trip, visit or activity or event but is unwilling or unable to make a contribution, we do allow the child to take part in the trip, visit or activity. Sometimes, school pays additional costs in order to support the visit. Parents have the right to know how each trip, visit or activity is funded and school will provide this information on request. Children in receipt of Free School Meals or Universal Free School Meals will be offered a free school packed lunch.

## 2. **Residential visits in school time**

If the School organises a residential visit in school time (or mainly school time), which is to provide education directly related to the National Curriculum we do not make a charge. However, we do make a charge to cover accommodation, food and travel expenses.

To ensure all children are provided with the opportunity to participate on school visits, parents / carers experiencing financial difficulty are invited to talk to / write to the Head Teacher in confidence.

## 3. **Activities outside or mainly outside school hours**

Parents will be expected to meet the full cost. Participation in these activities will be voluntary when the activity is not part of the national curriculum, not part of a syllabus for a prescribed public examination or not part of religious education. Prices for individual activities will be provided to gauge interest. Activities will not run where full costs cannot be recovered.

## 4. **Ingredients/materials for practical activities such as cookery and craft**

To help school finances, parents may be asked to pay the cost of materials where the finished product is to be kept by the pupil. Costs for these will be calculated based on the cost of the material. No profit will be made.

No child will be disadvantaged because of parents' inability or unwillingness to pay, and, therefore, all children will be able to participate in these activities.

## 5. **Lost school equipment, books, etc.**

Parents will be expected to replace or purchase lost items of school property including IT equipment and books. The cost of these items will be the replacement cost to purchase the same or similar item at the time the loss occurs.

## 6. **Breakages and damage to school buildings, furniture or property**

In cases of wilful damage to the School building, furniture or its equipment, the School's Head Teacher, in consultation with the Chair of the Governing Body may decide to make a charge. The cost of repairs will be as quoted on an individual basis. Where items cannot be repaired a charge will be made to replace the item based on the current cost to buy new at the time the damage was incurred. Each incident will be dealt with on its own merit and at their discretion.

## 7. **Extended Services**

Parents / Carers who choose to use the School's extended hours provision will be informed in advance of the charges applicable which will be reviewed on an annual basis.

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#### 8. **Music Tuition**

Charges may be made for vocal instruments tuition provided either individually or to groups, provided that the tuition is provided at the request of the pupil's parent / carer.

#### 9. **Swimming Lessons (Delete as required)**

The School do not make a charge for swimming lessons as these take place in school time and form part of the National Curriculum. We will inform parents/ carers when these lessons take place and ask for written permission for the child to take part in lessons.

#### 10. **Other Charges**

The Head Teacher or Governing Body may levy charges for miscellaneous services up to the cost of providing such services, e.g. Photocopying

#### 11. **Equality**

The School is committed to ensuring equality of opportunity for all pupils, staff, parents, carers and visitors irrespective of their race, gender, disability, religion or belief, sexual orientation, age or pregnancy and maternity.

#### 12. **Lettings**

The governing body is responsible for setting the charges for the hiring of the School premises but has delegated the day to day responsibilities of managing lettings to the Head Teacher. Where a letting is agreed, an agreement form must be completed, ensuring that the person requesting the letting agrees to the School's terms and conditions and is appropriately insured. Invoices will be issued promptly with payment expected, wherever possible, in advance of the letting date. VAT is not chargeable on School lettings in line with the Derbyshire VAT Guide – Schools.

All costs associated with letting the School premises must be considered when determining an appropriate charge. The Governing Body's method of calculating the actual cost of the letting comprises three main elements:-

- i) Energy
- ii) Caretaking Fees
- iii) Per Capita costs

However, where appropriate an additional fee may be levied for the following:

- i) Computer & Printer Costs
- ii) Lettings by non-community/commercial groups
- iii) Excessive cleaning
- iv) Profit Margin
- v) Wear and Tear
- vi) Other costs

A lettings calculator has been developed to assist with the above calculation and is available from School Support Finance.

Concessionary rates or free letting agreements may be appropriate in certain situations where it is deemed by the Governing Body to be of benefit to the School, its children or meets community goals. In such situations the reasons for the concessionary rate must be clearly minuted and approved. The organisation requesting the letting must still sign to agree to the School's terms and conditions and must have appropriate insurance.

Children's Services Health and Safety Manual		Children's Services Health and Safety Manual	
<b>Emergency Evacuation Plan for :</b>	Westhouses Primary School	<b>• The Headteacher (Juliette Whitby) to liaise with Fire Service upon their arrival</b>	
Premises address and contact number	Balden Terrace, Westhouses, Nr Alreton, DE55 5AF	<b>Escape routes</b> The escape routes from the building are: (detail designated fire escape routes) 1. See separate plan	
Plan date	26.01.26	<b>Fire assembly point</b> The assembly point is: The MUGA on the park	
Review date	26.01.27	<b>Fighting fires – Extinguisher use</b> Fire extinguishers will only be used where: <ul style="list-style-type: none"> <li>• Staff have received training and feel confident in their use</li> <li>• Where it is deemed safe to do so i.e. there is a clear means of escape, fire is small</li> </ul> <b>Personal safety always takes priority and if in any doubt, staff should not attempt to extinguish a fire</b>	
<b>Sound of the alarm</b> The sound of the alarm will be:  A continuously ringing bell.  Other N/A		<b>Location of key safety hazards or other fire related equipment</b> <ul style="list-style-type: none"> <li>• Gas supply shut off: Outside cupboard next to the gate</li> <li>• Mains fuse box: Staffroom cupboard</li> <li>• Mains water inlet: Above first aid cupboard</li> <li>• Gas/oxygen cylinders: N/A</li> <li>• Location of fire alarm panel: Outside the staffroom – opposite wall.</li> </ul>	
<b>Raising the alarm</b> In the event of a fire beginning:  If the fire is discovered by a staff member or a visitor notifies a staff member of a fire, the alarm will be raised by: activation of the nearest call point.  If fire is detected by automatic detectors, this will trigger the fire alarm		<b>Number of staff needed to carry out evacuation plan</b> <ul style="list-style-type: none"> <li>• To implement the evacuation plan, 5 trained staff are needed on duty when the school is fully open</li> </ul>	
<b>Action staff should take on hearing the alarm</b> The following actions will be taken upon the fire alarm being sounded/raised: <ul style="list-style-type: none"> <li>• The headteacher (Juliette Whitby) will take charge and lead in the fire evacuation</li> <li>• Office staff to dial 999 and request attendance by the Fire Service. Staff member gives their name, name of building, building address (as detailed above), contact number and details of fire</li> <li>• Office staff (Carole Newborough/ Amy Flint) pick up visitors signing in iPad from the reception shelf and the evacuation registers from the office</li> <li>• Staff will commence evacuation of the building – ensuring this is done in a calm and orderly manner, providing assistance to those needing additional help in evacuating</li> <li>• Separate 'Personal emergency evacuation plans (PEEPs)' are in place for staff and known visitors with additional needs (none at present). They will be implemented as appropriate (i.e. depending on whether any person subject to a plan is present on site)</li> <li>• Staff to sweep building to ensure all areas are clear (including back areas) if safe to do so and ensure all doors are closed on the way out</li> <li>• If safe to do, electrical mains and gas supplies should be switched off before leaving the building. The location of these are detailed below</li> <li>• The Headteacher (Juliette Whitby) to ensure nobody re-enters the building until confirmed safe to do so by the Fire Service</li> <li>• Meet at assembly point and check all contractors and staff members are accounted for</li> </ul>		<b>Equipment needed to effect the emergency plan</b> This will vary depending on the site and fire measures in place but could include: Mobile phone, two-way radio, torches, hi-visibility tabards, evacuation chairs etc. Detail those for your site:  Mobile phone	
		<b>Variations to plan</b> Detail instances where there may be variations to normal working arrangements e.g. late opening, events, lone working etc and what alternative measures would be needed. If variations to normal activities are such that the plan does not adequately cover these activities, then consider whether a separate evacuation plan is needed in these instances:  The ratio of staff to children will vary depending on the activity, but when children are in the building, there should always be at least two members of staff on duty.	

**Lettings:** The person letting the building will assume the responsibility of raising the alarm, evacuating the premises, rolcall and calling emergency services.

**Back up arrangements**

Detail back up arrangements in the event of fire alarm failure or staff absence etc

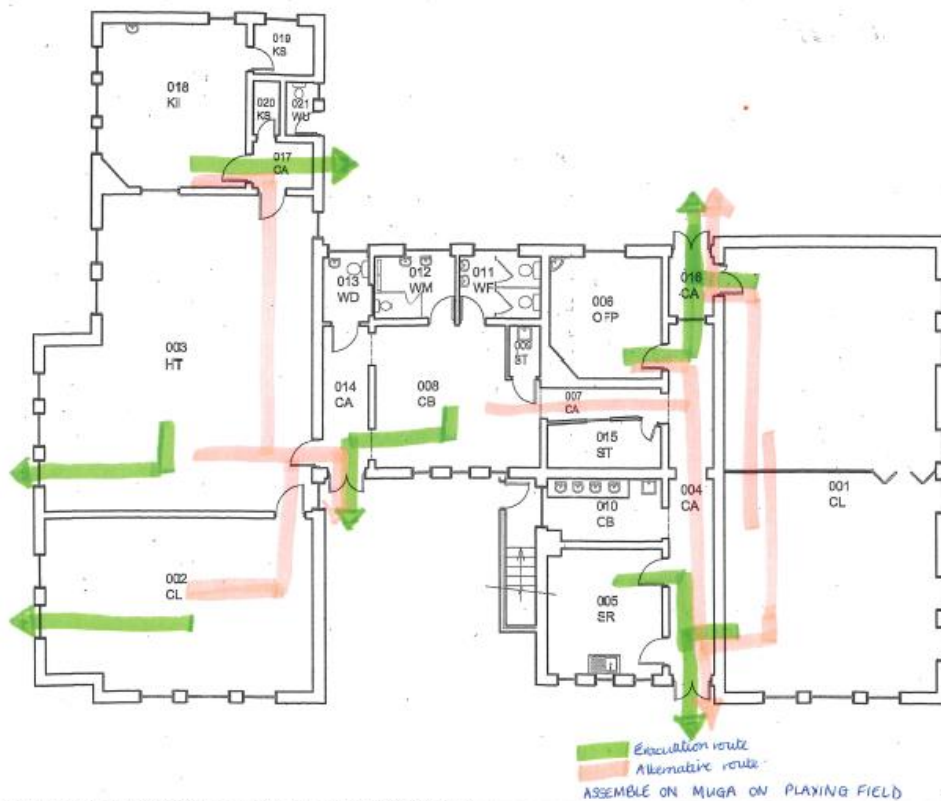
In the event of alarm failure, staff have whistles to blow to raise the alarm. If JW is absent, a member of SLT will assume her role.

**Responsibilities**

For ensuring plan is up to date	Juliette Whitby
For ensuring adequate staff are on duty to carry out the evacuation plan	As above
For training staff on the evacuation plan and in their roles and responsibilities	As above

Alternative arrangements will be made to cover staff absences/ leave etc to ensure there are always a sufficient number of trained staff available on site

**EVACUATION ROUTES**



Use only metric dimensions. All dimensions must be marked in 10mm increments unless otherwise stated. All dimensions must be marked in 10mm increments unless otherwise stated.

Rev	Details of Revision	Date	By

Derbyshire County Council  
 Corporate Services  
 Director: David Thomas  
 County Property Services  
 Property Officer: Joe Huggins  
 Customer Services: 01332 353000  
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Project:  
**WESTHOUSES PRIMARY SCHOOL ALFRETON**

UPRN Number:  
 Drawing Number:  
 1035-01-01-GF-B-0001

Title:  
**SITE 01  
 BLOCK 01  
 GROUND FLOOR**

Scale	Drawn	Checked
1:100	SA	NBS

Author	Date
AK	23-07-05

Issue:  
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