



Pride, Ambition, Resilience, Together

Langdale Primary School Charges and Remissions Policy

Ratified by the governing board: November 2024
Reviewed: Biannually

1 Introduction

1.1 All the education we provide during normal school hours is at no charge to pupils. We do not charge for any activity undertaken as part of the National Curriculum. There is a charge for some individual or small-group music and modern foreign language tuition and some out of school activities (this information is freely available from the school office.) Langdale Primary School is committed to a fair system for charging and remissions across the school. Where possible, the school will support parents who are in receipt of pupil premium with financial funding for the following charges.

2 Voluntary contributions

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

2.2 If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity if school funds allow. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded, and the school provides this information on request. We support all pupil premium children with the cost of trips if they are struggling to commit to the expense.

2.3 The following is a list of additional activities, organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- ☒ visits to museums;
- ☒ sporting activities which require transport expenses;
- ☒ outdoor adventure activities;
- ☒ visits to or by a theatre company;
- ☒ school trips abroad;
- ☒ musical events.

Should the required funds not be generated in order for the trip/visit to take place, and it is not part of the National Curriculum expectations, the trip/visit may be required to be cancelled. If a deposit is required for the trip to go ahead, the school will seek to reclaim these funds, however in the eventuality where this is unsuccessful, the school will not be responsible for reimbursing the deposit to parents. This will be explained to parents prior to the first payment to avoid unnecessary spending.

3 Residential visits

3.1 If the school organises a residential visit in school time which is to provide education directly related to the National Curriculum, we do not make any charge for the education or travel expenses. However, we do ask for an amount to cover the costs of board and lodging. If we cannot raise sufficient funding through these voluntary contributions, the visit may have to be cancelled, and that aspect of the curriculum would have to be covered in other ways.

4 Music tuition

4.1 All children study music as part of the normal school curriculum. We do not charge for this.

4.2 There is a charge for individual or small-group specialised music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers. The payment for these lessons are arranged via the external provider and the parent. The school does not have any responsibility to chase payments or seek

refunds. The school will support PP children music lessons, as part of the PP strategy. This will be on negotiation and will not exceed the agreed budget in this area.

Remissions

There will be no remissions as this is a third party agreement with parents and provider.

5 Intentional Damage to Equipment

Damages to equipment/resources or school property will be recovered by charging parents for the costs. The costs will be based upon a like for like replacement. Where accidents happen, the school may still seek to recover some damages but not all. It is at the Headteacher's discretion to decide when charges for wilful neglect of equipment or school property is required.

Remissions

There will be no remissions as this sets the standard for the requirement of all pupils to respect school property.

6. SAR

Where a data report is requested, the school will charge the requestee £30.00 for the administration of this request.

Remissions

There will be no remissions as staff will be required to attend to the SAR and this will require remuneration to do so.

5 Swimming

5.1 The school organises swimming lessons for children in Key Stage 2. These take place in school time and are part of the National Curriculum. We inform parents when these lessons are to take place, and we seek the parents' written permission for their children to take part and to wear goggles. There is no additional cost for these lessons but parents are responsible for providing their children with a swimming kit.

6 Extra Curricular Activities

6.1 We offer a wide range of extra-curricular activities some of which are chargeable. In most cases a nominal fee is charged to cover expenses. Where a commercial charge is made by the organiser, the school will charge a fee for the hire of the facilities. Any new commercial interest will be subject to Governor approval.

7 School Meals

7.1 School meals are charged at £2.58 from Year 3 upwards. Children in Reception, Year 1 and 2 will not be charged for school meals as they will receive funding through the Government's Free School Meals scheme.

8 Hiring of School Facilities

8.1 Applications

All correspondence and applications for the hire must be made directly to the School. All applications are subject to approval by the Governing Board of the School, but also subject to any direction given to them by the trust.

8.2 Hirer

The hirer must be over 18 years of age and shall be the person by whom the application form for the hiring is signed. Such person shall be responsible for the payment of the fees payable in respect of the hiring and for the observance and performance in all respects of the conditions and stipulations contained in the hire agreement.

8.3 Fees and charges

The hire fee of £15.00 per hour shall be paid in full upon signing the Hire Agreement together with any returnable deposit required by the Governing Board. School facilities will not be provided until the fee has been paid in full.

8.4 Duration of the Letting

The Governors shall determine in advance the duration of a letting.

8.5 Cancelling of hiring by Governing Board

The Governing Board reserves the right to refuse any application without stating reasons for so doing. The right is reserved to cancel any hiring, without notice, where the Governing Board considers it necessary for any cause outside their control.

8.6 Cancellation or postponement by Hirer

Hirers will be allowed to cancel or postpone such bookings. Refunds or fees payable are at the discretion of the Governing Board. Consideration will be made to the length of the notice period provided.

8.7 Hired Area

Access is strictly restricted to the hired area and any toilet facilities, entrances, exits and corridors as directed by the Governing Board. The LEA and Governing Board reserve to themselves, and their officials, the right to enter the hired area at all times on producing evidence of their identity. All hirers must wear identity badges whilst on the hired site.

8.8 Variation of Conditions

There shall be no variation to the conditions of hire without the express consent of the Governing Body.

8.9 Care of School Premises

The hirer is responsible for everyone who is on the school's premises for the activities they are organising and, generally, for everyone who comes on to the parts of the School's premises which

are under the hirers control at the stated times. The hirer is responsible for ensuring that they comply with all the terms of the hire agreement and that the premises are left how they found them. No notices or placards shall be affixed to, lean upon or be suspended from any part of the school premises. No bolts nails, tacks, screws, pins or other similar objects shall be driven into any of the walls, floors, ceilings, furniture or fittings. The hirer shall ensure that no persons using the permitted area to use shoes with stiletto heels or other footwear which may in the opinion of the Governing Board be damaging to the floor surfaces of the hired. The hirer has a responsibility to our neighbours to ensure they are considered when entering and leaving the premises.

8.10 Intoxicating liquor

Intoxicating liquor shall not be brought into nor consumed on school premises without the prior consent of the Governing Board. Where such consent is given hirer must comply with the Licensing Laws and provide evidence of such to the Governing Board.

8.11 Smoking

There shall be no smoking on the school premises, and this includes all external areas of the site.

8.12 Public Entertainment and other Licences

The promoters of entertainment and functions to which the public are admitted on payment shall be responsible for completing to the satisfaction of the Governors all formalities in connection with the use of the premises for that purpose. Where the Chief Fire' Officer or Licensing Authority require additional facilities for the purpose of a letting (such as "Exit" sign and emergency lighting) which are not already installed, it shall be the responsibility of the Hirer to provide such facilities of an approved type and method of installation.

Payment for admission shall be deemed to include admission by tickets or programmes or by any other method by which the making of a payment entitles a person to admission.

No entertainment or function to which the public are admitted shall be allowed unless the premises are licensed for the purpose under the bye-laws of the Local Authority in whose area the premises are situated and all necessary regulations against fire are complied with.

The hirer shall be responsible during the function or entertainment for which the premises are hired for ensuring:

All safety requirements and recommendations of any licensing authority are complied with; any limitation on the number of persons admitted imposed by any licensing authority or the Governors are complied with; Suitably qualified persons are employed to be responsible for the supervision of the premises and the conduct of those attending so as to avoid personal danger, and damage to the premises.

8.13 Copyright and Performing Rights

No copyright work shall be performed without the licence of the owner of the copyright and the payment of any appropriate fees.

The hirer shall comply with all the provisions of the Copyright, Designs and Patents Act 1988. If the hirer shall fail to do so any permission previously granted by the Governing Board to use the school premises shall be immediately cancelled and the Governing Board shall have the right to recover fees, charges or any other payments referred to in these Regulations.

The hirer shall indemnify the Governing Board from and against all actions, proceedings, costs, claims or demands whatsoever, arising out of the performance of Copyright Works on school premises.

The hirer shall, immediately after any performance or function at which music has been performed or songs sung, complete, sign and return to the Performing Right Society a Performing Right Society Limited form obtainable from the Performing Right Society Limited, 29-33 Berners Street London W1P 4AA. If it is proposed to play a copyright record or tape in public, application for a licence so to do must be made to Phonographic Performance Ltd, 103 James Street, London W1R 3HG

Evidence that the necessary licences have been obtained must be supplied to the school at one week before the letting.

8.14 Gaming

Gaming is not permitted on the premises. Nor will any activities involving gambling.

8.15 Use of Equipment

The hire area does not include the use of any equipment except where specifically agreed and subject to any fees deemed appropriate by the Governing Board. School furniture (other than chairs for use in halls) shall not be moved except by arrangement. The hirer must do everything reasonable to avoid loss, damage or breakage to the School's property whilst the School's premises are under the hirer's control. Any loss, damage or breakage must be reported as soon as practicable to the Headteacher. The Governing Board will be entitled to charge the hirer for any such loss, damage or breakage on terms to be approved by the school.

8.16 Insurance

The hirer will be required to indemnify the School against any liability at law in respect of any accident involving death or bodily injury to any person or damage-to or loss of any property real or personal and happening consequent upon or in connection with the use of the premises unless due to the negligence / default of the Governing Board, its Servants or its Agents. The Authority has a special insurance policy which will provide cover for the hirer in certain cases. Full of the policy details including conditions and exclusions can be found in the Third Hirer's Policy - Summary of Cover document (*Model 3*). Where the hirer is a political organisation, a professional entertainment promoter, or uses the premises on a commercial / business basis or is unable to satisfy the requirements of the Third Party Hirer's Policy then they will be required to obtain separate third party insurance cover.

8.17 Parking of Vehicles

The parking of vehicles in the school's property shall be permitted in approved areas only on condition that persons bringing such vehicles on to the premises do so at their own risk and that they accept responsibility for any damage to the school's property or injury to any person whether connected with the establishment or not, caused by such vehicles or their presence on the school's premises. Parking should be considerate and in line with the law.

8.18 Use of Playing Fields

Any hiring of a playing field may be cancelled without notice if weather conditions or the state of the ground make it likely that unreasonable damage may result from use. Suitable footwear must be worn.

8.19 Miscellaneous

The hiring body shall comply with such additional conditions as the County Council, Headteacher, or the Governors may require in writing, to be observed for a particular letting.

9. Care Club/Nursery/Little Learners

There is a school run care club provision on site. We do not charge for the rental of any buildings used by Care Club or Little Learners. There is a charge to parents for Care Club, Little Learners and Nursery, as follows:

Charges to parents are as follows:

*It must be noted that payments should be made in advance for any services used within the school. This is outlined in the contract signed when accepting a place.

Nursery charges:

£11.25 for a 3 hour session

£5.00 lunch hour

Little Learners (2-3 year olds) charges:

7:30 – 9:00 £4.95

9:00 – 12:00 £15.00 plus £2.58 for lunch

12:00 – 3:00 £15.00

Care Club charges:

7:30 – 9:00 £4.95

8:00 – 9:00 £3.75

3:00 – 4:00 £3.75

3:00 – 5:00 £7.50

3:00 – 6:00 £11.25

Late Fees

A late fee of £5.00 will be charged if any parent is more than 15 minutes late over the booked time.

Debt

For further information on debt recovery, please see the debt recovery policy.

10. Monitoring and Review

10.1 This policy is monitored by the Governing Board, and will be reviewed every two years or earlier if necessary.