



Pinewood Infant School

&

Foundation Unit

Charging, Remissions &

Lettings policy

Autumn 2025

Review Date: Autumn 2026

General Principles

The governing body is committed to the general principles of free education. In determining the charges and remissions policies which are set out in this document the governors have been mindful of the policy statement produced by Nottinghamshire Children & Young Peoples Services.

The governing body recognises the valuable contribution that a wide range of activities, including school visits, residential experiences and clubs can make towards all aspects of pupils' education. The governing body would accordingly wish to promote and provide as far as possible such activities as part of a broad and balanced curriculum for the benefit of pupils at the school.

The governing body reserve the right to review and amend this policy statement from time to time as appropriate. The governing body reserves the right to make a charge for the following activities which may from time to time be organised by the school.

Charges for Activities

Visits during the school day:

Parents/carers will be notified of the cost of the proposed visit and are invited to contribute towards the cost. This is a voluntary contribution, however if we do not receive enough contributions the trip may need to be cancelled. All parents are made aware of this in all school trip letters.

Any contribution for a particular activity will depend on the type of activity, its cost and the number of participants. The contribution will not exceed the actual cost of providing the activity and will be divided by the number of pupils participating. The school may be able to pay towards the contribution of pupil premium children using additional pupil premium funding. Families who qualify for this will be informed within the parent letter for each school trip. To help maintain a level of confidentiality in relation to each families status, letters are issued separately (PP and Non PP) via the school communication system (Class Dojo).

In addition to money provided by the local authority, there is a school fund which is managed by the Head Teacher. This consists of donations and other income which is raised in a variety of ways which can benefit pupils with facilities, equipment, activities and gives financial assistance which cannot be made available for whatever reason from monies provided by the local authority.

Voluntary Contributions

Nothing in this policy statement precludes the School Governing Body from inviting parents to make voluntary contributions for the benefit of the school or in support of any school activity, whether during or outside school hours. Any contribution sought will be entirely voluntary and pupils will not be treated differently according to whether or not their parents/carers make a contribution in response to any invitation.

Residential activities held during school hours

Charges may be made for the board and lodging element of those residential activities which take place during school hours. Parents/carers will be notified in advance of any such activities which the school proposes to organise and the estimated cost. Parental/carer consent will be obtained for the children's participation in any such activities for which a charge may be made.

Any charge for a particular activity will be calculated by reference to the actual cost of providing board and lodging for each pupil; no other costs will be covered by the charge. Any remission arrangements for such activities will be at the discretion of the governing body EXCEPT in the circumstances described in the Remissions section below.

Activities held outside school hours

The school will endeavour to provide a range of such activities from time to time. These will sometimes include day and residential experiences and are generally known as 'optional extras'. Charges may be made for these activities EXCEPT where they are required in order to fulfil statutory duties relating to the National Curriculum or to religious education, in which case they are not regarded as optional extras as such and charges cannot be made (board and lodging charges may still however be made for any residential activities subject to the remission arrangements described in the Remissions section below).

Parent/carers will be notified in advance of any 'optional extras' which the school proposes to organise and the estimated cost. Parental/carer consent will be obtained if their children are to participate in any activities for which a charge may be made.

Any charge for a particular activity will be dependent upon the type of activity, its cost and the number of participants. This charge will not exceed the actual cost of providing the activity, divided equally by the number of pupils willing to participate. The cost of other pupils participating in the visit will not be included in the charge.

The charge may however include an appropriate element for such things as;

- The pupil's board and lodging costs.
- Materials, books, instruments and other equipment.
- Non-teaching staff costs.
- Entrance fees to museums, castles, theatres etc.
- Insurance costs.
- The expenses only of participating teachers engaged on a separate contract for services to provide the 'optional extra'.
- Breakfast / Evening meals during residential.

Any remission arrangements for such activities will be at the discretion of the governing body EXCEPT in the circumstances described in the Remissions section below.

Materials and Ingredients; a charge will only be made for any materials and ingredients relating to activities taking place during school hours where parents/carers have indicated in advance a wish to own the finished product. Alternatively parents/carers may, in these circumstances, be asked to volunteer to provide the ingredients and materials prior to the activity taking place.

Remissions

Where the parents/carers of a pupil are in receipt of Income Support, Income-based Job Seeker's allowance, an Income-related Employment and Support allowance, support under part VI of the Immigration and Asylum Act 1999, Child Tax Credit, but not Working Tax Credit and your annual income (as assessed by Inland Revenue) does not exceed the maximum threshold, the governing body will pay a contribution towards the cost of board and lodgings for any residential or day trip activity the school organises for the pupil if the activity;

- Takes place within school hours or
- Forms part of the syllabus for a prescribed public examination for fulfils statutory duties relating to the National Curriculum or religious education, irrespective of whether the activity takes place within or outside school hours.

Any other remission arrangements for a particular activity or pupil will be entirely at the discretion of the school governing body. Any subsidy provided by the governing body will be met from the funds at its disposal.

Breakages and Damage to School Property

The school governing body reserves the right to seek reparation from parents/carers where their children cause breakages or damage to school property.

Charging for publications

Under the Freedom of Information Act 2000 all public bodies, including schools are under a duty to adopt and maintain a publication scheme that is approved by the Information Commissioner. The publication scheme lists, by category, the type of information that a school readily makes available to the general public. A guide to the information available from this school is published on the school website. Charges will be made for the photocopying of any hard copies and the related postage at actual costs at the time of issue.

Lettings

The letting of the school premises by the community is welcomed. Decisions whether to permit lettings will be made by the Finance and Personnel committee of the governing body on a case-by-case basis, subject to the following principles;

- Use of the premises for school functions will take priority over lettings.
- The school premises will not be let to individuals or organisations if there is reason to believe that the name of the school will be brought into disrepute.
- The school premises will not be let for functions where a Public Entertainment Licence is required.
- If the Head Teacher believes a letting should not be permitted she will report the reasons to the governing body.

Conditions of Lettings

Any lettings are subject to the following conditions;

- All persons hiring the school premises will be expected to conform to the relevant health and safety regulations and take responsibility for carrying out their own risk assessments. The school must be provided with copies of these risk assessments prior to the letting.
- All hirers must provide proof of Third Party Liability insurance to satisfy Nottinghamshire County Council requirements.
- Security issues surrounding the letting must be discussed with the Site Manager and or Head Teacher prior to the letting.
- All hirers agree to respect and take care of the school and its contents. A letting may be cancelled if it is the view of the governing body that due care is not being taken.

Charging for Lettings

The governing body will set charges for lettings guided by these principles;

- Lettings to bona fide community groups will be charged at cost, to cover caretaking, energy, wear and tear and administration.
- Lettings to all other hirers will be charged at cost plus a profit margin determined by the governing body.
- Income derived from lettings will be retained by the school and costs to the school of lettings will be met from this income.