



**Arnold Mill Primary School**  
**Charging and Remissions Policy for School Activities and Basis of Remuneration for Lettings**

**General Principles**

The School Governing Body like the Education Committee is committed to the general principle of free education. In determining the charging and remissions policies which are set out in this document the Governors have been mindful of the policy statement produced by the Nottinghamshire Education Committee and have also taken account of the Committee's Entitlement Curriculum.

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 of the school.

**Charges**

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.

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 will be notified in advance of any such activities which the school proposes to organise and the estimated cost. Parental consent will be obtained for their 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 the 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 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 known generally as 'optional extras'. Charges may be made for these activities EXCEPT where they are provided to fulfil any requirements specified in the syllabus of a prescribed public examination or 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 below.)

Parents will be notified in advance of any 'optional extras' which the school proposes to organise and the estimated cost. Parental 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 and 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:

- (i) the pupil's travel costs;
- (ii) the pupil's board and lodging costs;
- (iii) materials, books, instruments and other equipment;
- (iv) non-teaching staff costs;
- (v) entrance fees to museums, castles, theatres, etc;
- (vi) insurance costs;

(vii) the expenses only of participating teachers engaged on a separate contract for services to provide the 'optional extra'.

Any remission arrangements for such activities will be at the discretion of the Governing Body, EXCEPT in the circumstances described 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 have indicated in advance a wish to own the finished product, e.g. in home economics or CDT. Alternatively, parents may, in these circumstances, be asked to volunteer to provide the ingredients and materials prior to the activity taking place.

#### Remissions

Where the parents of a pupil are in receipt of Income Support, Family Credit, an income-based Jobseeker's Allowance or a Disability Working Allowance, the Governing Body will remit in full the cost of board and lodging for any residential activity the school organises for the pupil if the activity:

(i) takes place within school hours,

or

(ii) forms part of the syllabus for a prescribed public examination or 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.

#### 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 contributions sought will be entirely voluntary and pupils will not be treated differently according to whether or not their parents make a contribution in response to any invitation.

#### Breakages and Damage to School Property

The School Governing Body reserves the right to seek reparation from parents where their children cause breakages or damage to school property.

#### Basis of remuneration for lettings

A fair basis for the remuneration of the caretakers shall be to pay a certain sum for the opening of the school and a further sum in accordance with the number and type of rooms occupied by the letting (this sum to include the normal ancillary use of cloakrooms, lavatories, corridors, staff rooms). For a separate letting consisting of a cloakroom only a separate letting payment equivalent to that for one classroom shall be made. For lettings not requiring the attendance of the caretaker throughout the letting no further payment shall be made, subject to the payment of an individual caretaker not exceeding £23.12 per session for lettings finishing before 8pm or £25.07 per session for lettings finishing after 8pm.

The scale of extra duty payments to caretakers shall be automatically increased each year on the date of each national wage award by the amounts equivalent to the percentage increase in the wage rate for SCHOOL CARETAKER (Grade V) the scales to be corrected each time to the nearest whole penny. Upon each occasion the joint secretaries are empowered to notify local authorities of the new scales.

The scale is summarised below

(i) Lettings fees to be used in the following circumstances:

Saturday and Sunday lettings

Completion before 8pm on weekdays

For the purpose of double and treble fees for lettings subsequent to 10pm on weekdays.

Opening and closing school	£2.66	A
Cleaning of classroom	£2.51	B
Cleaning of hall/gymnasium up to 3000 sqft	£5.17	C
Cleaning of hall/gymnasium 3001 to 5000 sq ft	£12.68	D
Cleaning of hall/gymnasium over 5000 sq ft	£18.61	E
Cleaning of changing room/showers	£2.51	F
Attendance for concerts etc	£7.37	G
Attendance for dances etc	£15.02	H
Minimum payment for any one letting	£16.00	

Subject, where payment to an individual caretaker would exceed £29.75 per evening, to further cleaning assistance at the same cleaning rate being provided.

(ii) Lettings fees to be used in the following circumstances:

For use on weekdays for lettings finishing after 8pm

Opening and closing school	£3.05	S
Cleaning of classroom	£3.05	T
Cleaning of hall/gymnasium up to 3000 sqft	£6.27	U
Cleaning of hall/gymnasium 3001 to 5000 sq ft	£14.93	V
Cleaning of hall/gymnasium over 5000 sq ft	£21.46	W
Cleaning of changing room/showers	£3.05	X
Attendance for concerts etc	£7.77	Y
Attendance for dances etc	£16.36	Z
Minimum payment for any one letting	£16.00	

Subject, where payment to an individual caretaker would exceed £32.86per evening to further cleaning assistance at the same cleaning rate being provided.