



Charges, Remissions and Lettings Policy

School Policy:	Charges, Remissions and Lettings	
Date:	December 2025	
Policy Lead(s):	Leah Slack	
Approval signature and/or date:	10/12/2025 Chair of Governors	
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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 our school's policy 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

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

The Governing body reserves the right to request voluntary contributions for the benefit of the school or any school activities.

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 Executive 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.

Each incident will be dealt with on its own merit and at the discretion of the school.

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

In cases of wilful damage relating to The Park Schools Federation buildings, furniture or its equipment, the Executive 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 a termly basis.

Decisions on the offer of services will be reviewed by the Executive Head Teacher and may be withdrawn if the service is in a financial deficit.

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.

We use an external music provision which may be withdrawn at any time. Charges will not exceed the cost of the provision including space and utilities.

9. Swimming Lessons

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

All Trips – If a pupil does not behave to a reasonable level whilst on a school trip/activity and has to be sent home, Parents/Carers will be responsible for collecting their child or any expenses incurred as a result of this.

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 Facilities Manager. 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.

13. **Minibus Lettings – Not for Profit**

The school allows other Derbyshire County Council schools to use their minibuses for transport providing all the criteria is met;

- i) Availability
- ii) Driving Permit, necessary licences and insurances

The school will charge price per mile to cover maintenance costs, insurance costs, breakdown support, fuel, servicing, storage, upkeep, cleaning costs, administration of hire and any other incurred charges relating to the vehicles.

The school reserves the right to withdraw any bookings and If the school requires usage of the Minibus at any time, will always have priority.

All bookings are subject to withdrawal and are managed by the Facilities Manager and Executive Head Teacher.

14. **Surpluses**

The school will ensure that charges requested from Parents/Carers for trips, activities, residential visits are set appropriately to cover the anticipated costs. Any small surpluses relating to each trip will be held in the Private School Fund to support the cost of any school, year group activity, clearing small unplanned debts on activities.

15. **Refunds**

Where voluntary contributions/payments are made for school trips/visits/activities these will be **non-refundable**. This applies to deposits and subsequent payments.

If the school decides to remove a student from a trip/activity for whatever reason (including behaviour and attendance) there will not be any entitlement to a full refund.