

# The Furze-Warren Hard Federation 2017-2018

## Charging and Remissions Policy



**Warren Junior  
School**



**Furze Infants  
School**

## Introduction

We want all our pupils to have an equal opportunity to benefit from school activities, both on and off site, within and outside the curriculum, regardless of their family's financial means. This policy sets out our approach to charging and remissions, and is informed by national and local guidance. In doing this our intention is to ensure transparency in setting charges and ensure all children are able to access all the provision on offer. This policy applies to both schools.

This policy does not apply to charges made and determined by other organisations offering activities and services on the school premises. However, a Transfer of Control Agreement may be used to manage such charges.

1	Admissions	No charge will be made for admission.
2	School meals	No charge will be made for pupils entitled to free school meals.
		<i>We will charge all pupils not entitled to free school meals an amount determined by the local authority, contractor or governing body of the school, as appropriate.</i>
3	Public examinations	No charge will be made for the entry fee if the examination is on the set list and the pupil has been prepared at the school.
		<i>Where supported by school, we will not charge parents for the entry fee if the examination is on the set list, but the pupil was not prepared for it at school.</i>
		<i>Where supported by school, we will not charge parents the entry fee if the examination is not on the set list, but school has arranged for the pupil to take it</i>
		<i>We may charge parents the examination fee if a pupil fails without good reason to complete the requirements of a public examination where the school originally paid the entry fee. This will be decided by the Executive Headteacher.</i>
4	Activities for pupils that take place during school hours (‘School hours’ are those when school is actually in session and do not include the break in the middle of the school day)	No charge will be made for activities provided during school hours (with the exception of music tuition – see Section 8).
		No charge will be made for transport during school hours e.g. to swimming.
		<i>A charge will be made to cover the cost of ingredients or materials where parents/guardians have confirmed in advance that they wish to own the finished product.</i>
5	Activities for pupils that take place outside school hours (non-residential)	No charge will be made for an activity that takes place outside school hours when it is: <ul style="list-style-type: none"> <li>a) a necessary part of the curriculum</li> <li>b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school e.g. revision and booster classes</li> <li>c) part of the school's basic curriculum for religious education</li> </ul>

		<p><u>Optional extras</u>  <i>We may charge for some other activities that take place outside school hours. The Executive Headteacher will decide which activities we make a charge for. The levels of charge (including any remissions) will be set annually on the recommendation of the Executive Headteacher and the finance committee.</i></p> <p>Where we make a charge, the total collected will not exceed the cost of providing the activity and no parent will be asked to subsidise the cost to other pupils by paying more than an amount equal to the total cost of the activity divided by the number of pupils participating.</p> <p>Costs we can legally recover are as follows:</p> <ol style="list-style-type: none"> <li>teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra</li> <li>non-teaching staff</li> <li>any materials, books, instruments or equipment provided in connection with the optional extra</li> <li>transport to an activity outside school hours</li> </ol>
6	Activities that take place <b>partly</b> during school hours either on or off site (Non-residential).	<p>Where the majority of time spent on a non-residential activity is within school hours, we must treat the activity as if it is fully within school hours, and will apply the same criteria to charging as set out in section 4.</p> <p>If the majority of the time spent on a non-residential activity is outside school hours, we must treat the activity as if it happens fully outside school hours, <i>and will apply the same criteria to charging as set out in section 5.</i></p>
7	Residentials	<p>Residential are classified as being within school hours if the number of school sessions missed by the pupils is at least 50% of the number of half days spent on the trip.</p> <p><u>Board and lodging</u>  <i>We will charge pupils an amount up to the full cost of board and lodging on residential whether it is classified as taking place within or outside school hours EXCEPT where pupils are legally entitled to remission. In such cases no charge will be made for board and lodging. (See section 11 of guidance for details of legal entitlements to remissions)</i></p> <p><u>Travel</u>  If the residential is classified as being within school hours, no charge will be made for travel costs (legal requirement), although, a voluntary contribution may be sought.  <i>Where the residential is classified as being outside school hours, a charge will be made for travel to cover the unit cost per pupil other than those entitled to remissions (but no paying pupil will be required to subsidise the cost of non-paying pupils).</i></p> <p><u>Activities on residential</u>  If the residential is classified as being within school hours no charge can legally be made for the educational activities provided.  <i>If the residential is classified as being outside school hours, a charge will be made for the educational activities provided (see section 5).</i></p>
8	Music tuition within school hours	<p>No charge will be made if the music tuition is an essential part of the national curriculum or a public examination syllabus being followed by the pupil (including instrument hire, music books etc.).</p> <p>No charge will be made for the first programme in which the whole class engages with the KS2 Programme of Instrumental and Vocal</p>

		Tuition (Wider Opportunities). This includes instrument hire, music books etc.
		No charge will be made for instrumental and vocal tuition within school hours for any children (including instrument hire, music books etc.).
9	Childcare and providing a safe place to be	We will charge families for any childcare offered to children before and after school (and during school holidays), with the level of fees and any remissions to be set and reviewed regularly by the governing body, and in accordance with any requirements set by the local authority where it is subsidising the provision.
10	Damage to property and breakages	<i>We may seek to recover some or all of the costs incurred due to wilful damage or breakage of school property. This will be determined by the Executive Headteacher.</i>
		<i>We may seek to recover some or all of the costs incurred due to wilful damage or breakage of property belonging to a third party where the school has been charged. This will be determined by the Executive Headteacher.</i>
11	Remissions and concessions	We will comply with legal requirements for remissions as outlined throughout this document, for pupils defined as eligible in section 11.
		<i>We may choose to subsidise, in full or part, charges for certain activities and pupils, as determined by the Governing Body, advised by the Executive Headteacher. The circumstances in which concessions are applied will be reviewed regularly.</i>
12	Voluntary contributions	<i>We may in certain circumstances invite parents to make a voluntary contribution towards activities that are exempt from charging.</i>
		Where we do ask for voluntary contributions, we will make it clear that children of parents who choose not to contribute will not be treated differently from those who do. No pupil will be excluded from the activity if their parents do not contribute.
		If an activity cannot go ahead without sufficient voluntary contributions, this will be explained to parents when the contribution is requested. If the activity has to be cancelled due to insufficient funds, all monies received will be returned to parents.
13	Lettings	We will seek to charge different hourly rates according to the type of usage, and for concurrent and non-concurrent users. The responsibilities and liabilities of recurring users will be covered by a Transfer of Control Agreement, in line with the borough guidance.
		Community/ faith group
		Voluntary sector organisation
		Local authority/ public service
		Private individual/ organisation
		Exemplar lettings relating procedures are attached in Appendix A.
14	Attendance fines	Regular attendance in school is expected. Following a Government directive in September 2013, schools are not permitted to authorise any holidays during term time. Any holidays will be marked as an unauthorised absence. Schools are obliged to report these to the Local Authority who may issue a fine to the parents of children who take holidays during term time. Parents may also be fined for poor attendance in school.

Signed Chair Governors

Review date 13<sup>th</sup> October 2016

**The Furze-Warren Hard Federation  
2016-2017  
WARREN JUNIOR SCHOOL  
LONDON BOROUGH OF BARKING AND DAGENHAM**

Once completed please return to: Lettings Department  
Warren Junior School  
Gordon Road, Chadwell Heath  
Romford  
RM6 6DA

Purpose of Hiring \_\_\_\_\_

Facilities Required (Please Tick):

Hire of Dining Hall: Hire of Dining Hall and Kitchen:

Hire of School Hall: Hire of School Hall and Kitchen:

Tables: (How many \_\_\_\_\_) Chairs: (How many \_\_\_\_\_)

Day and Date: \_\_\_\_\_

Hours: From: \_\_\_\_\_ To: \_\_\_\_\_

Numbers in attendance: \_\_\_\_\_

I declare that I am over the age of 18years old.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Full Name (Block Capitals): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Mobile No: \_\_\_\_\_

I hereby make an application for the use of the facilities above and upon such applications being granted, I undertake to pay in advance the charges in respect thereof and accept and comply with the lettings Terms and Conditions.

**Please note: INTOXICATING LIQUORS ARE NOT TO BE SOLD ON THE PREMISES.**

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**Office use only**

**Date form sent:** \_\_\_\_\_ **Deposit Received date:** \_\_\_\_\_

**Full payment received date:** \_\_\_\_\_ **Indemnity returned yes/no**

**Reference no:** \_\_\_\_\_

**The Furze-Warren Hard Federation  
2016-2017**

**WARREN JUNIOR SCHOOL  
LONDON BOROUGH OF BARKING AND DAGENHAM**

**Rates and Procedures 2016-2017**

**Rates:**

All lettings charges are based on an hourly rate:

<b>Hire of Dining Hall</b>	<b>Weekday</b>	<b>£45.00</b>
	<b>Weekend</b>	<b>£55.00</b>
<b>Hire of Dining Hall&amp; Kitchen</b>	<b>Weekday</b>	<b>£55.00</b>
	<b>Weekend</b>	<b>£60.00</b>
<b>Hire of School Hall</b>	<b>Weekday</b>	<b>£35.00</b>
	<b>Weekend</b>	<b>£45.00</b>
<b>Hire of School Hall and Kitchen</b>	<b>Weekday</b>	<b>£45.00</b>
	<b>Weekend</b>	<b>£55.00</b>
<b>Indemnity charge for Hall</b>	<b>£100.00</b>	
<b>Indemnity charge for Kitchen</b>	<b>£ 50.00</b>	

**Please note indemnity charges are returned after the event provided the facility is left in the same condition as it was found.**

**Procedures:**

1. Complete a lettings form and submit to the school.
2. If the facility is available for your lettings a provisional booking will be sent to you and held for ten days.
3. To confirm the booking during the ten days provisional period you are required to submit to the school 50% deposit of the total costs for the hiring and the appropriate indemnity charge.
4. 21 working days prior to the letting the remaining 50% of the hiring charge should be sent to the school.
5. After the function the indemnity charge will be returned within 21 days provided the facility is left in the same condition as it was found.

**Capacities:**

**School Hall    150**  
**Dining Hall    300**

**ALL HIRERS MUST ADHERE TO THE TIMES OF THE BOOKING  
AT THE LETTING FINISH TIME EVERYONE SHOULD BE COMPLETELY OFF THE  
PREMISES (NOT STARTING TO CLEAR UP)**

- \* Extensions cannot be granted and organisations that over-run their time will be surcharged and may not be offered the facilities in the future
- \* The hire is restricted to the designated area and individuals attending the function must not enter any other part of the school
- \* The organisers of the event are responsible for the conduct of all individuals attending that event while they are on the school site. Proper supervision is essential, particularly when the function involves young children
- \* If there is any problem or if damage does occur, this must be reported to the caretaker at once
- \* School furniture shall not be moved except by arrangement. The hirer is responsible for any movement of furniture and this should all be returned to the original position before the end of the letting
- \* The school cannot provide telephone facilities
- \* Cars must be parked in the designated parking areas
- \* **ALL COUNCIL PREMISES ARE NON SMOKING SITES**

**Payment of Account**

Within 10 days of receiving your account you are required to pay 50% of the full cost of the booking to confirm the reservation. The balance of the fee must be paid at least 21 working days before the date of the event.

If you wish to cancel the booking, we need a cancellation letter from you as soon as possible. Unfortunately, we cannot return your deposit unless we can re-let the hall

**Refund of Indemnity**

As you know, an indemnity has been charged for the damage of any of the school property or if there are breaches of the school letting agreement. If there have been no breaches of the hire and the premises are left in good order, the indemnity will be refunded within 28 days after the function. **A cheque will be forwarded to the person named on the account.**

**Courtesy**

Please respect the peace of our neighbours. Please leave quietly without unnecessary playing of loud music or the hooting of car horns. Failure to co-operate may result in the loss of indemnity; it could also result in the loss of the community facility

Thank you for your co-operation