

PRIOR HEATH INFANT SCHOOL

Charging and Remissions / Lettings Policy

The school adopts Surrey County Council's policy for Charging and Remissions, as specified in Annex 1 of Section J of the LMS Guidance Manual – Finance. The applicability of the policy to the particular circumstances of Prior Heath Infant School is specified below.

Charging & Remissions

Educational visits made during school hours support the fulfilment of statutory duties relating to the National Curriculum and, therefore, no charge will be levied directly on parents in respect of such visits.

Voluntary contributions will be sought from parents of the participating children, to cover the cost of transport and the entrance fee for the children and for those adults asked to accompany the party in a supervisory category. The contribution sought in respect of each participating child will be calculated by dividing the total cost by the total number of children.

If an activity cannot be funded without voluntary contribution, the governing body, or headteacher, will make this clear to parents at the outset. At the same time it will be made equally clear that the activity will not take place if parents are reluctant to support it.

The School Fund may be used to offer a subsidy where appropriate to meet any shortfall between the contributions received and the cost of the visit.

A voluntary contribution may be sought each term to offset the cost of curriculum resources.

Lettings

At the discretion of the Governing Body, the school premises may be let to outside organisations.

The school premises will not be let for weddings or private parties.

Existing letting agreements will be reviewed annually. New letting applications will be considered by the governing body on a case-by-case basis. One-off lettings will be subject to an administration fee.

Due diligence checks are conducted on groups/individuals seeking to hire/use school premises in the form of references, website checks, etc. All hirers working with children must process an enhanced Disclosure and Barring Service requests and seek to ensure the suitability of any other adults working with the children in their care. Our Visitors policy and Visitors agreement identifies key processes in school in terms of safeguarding. Copies of relevant child protection and safeguarding documents will be attached to the annual letting approval.

Price Schedule – January 2026

| | | Normal School Times | Weekends/Holidays |
|----------|-------------------------------------|---------------------|-------------------|
| Per hour | Hall/L&C Room | £21.20 | £26.50 |
| Per hour | Dining Hall | £15.90 | £21.20 |
| Per hour | Learning Room | £10.60 | £15.90 |
| Per hour | Community Room | £10.60 | £15.90 |
| | One-off Set-Up Charge | £26.50 | £26.50 |
| | Caretaker Charge per week/part week | | £12.20 |

SURREY COUNTY COUNCIL
CHARGING AND REMISSIONS POLICY FOR SCHOOL ACTIVITIES Section 1.01 PROVIDED OR ARRANGED BY
THE AUTHORITY

1. This policy statement has been drawn up in accordance with the requirements of Sections 402,450-458 and 460 of the Education Reform Act 1996. This policy is effective from 1 April 1989 when the charging provisions of the 1988 Act came into effect.

2. In this policy statement:

- '1988 Act' refers to the Education Reform Act 1988;

- 'prescribed public examination' refers to any examination which is listed in Regulations made by the Secretary of State for Education and Skills;

- 'outside school hours' refers to the definition provided in Section 107 of the Education Reform Act 1988;

- 'statutory duties relating to the National Curriculum' are those imposed by Section 10(2)(a) of the Education Reform Act 1988;

- 'statutory duties relating to religious education' are those imposed by Section 10(1)(b) of the Education Reform Act 1988.

3. Sections 5-9 below set out the areas of activity for which charging is permissible under the 1988 Act, and the charging and remission policy of this Authority related to that activity.

4. It should be noted that where a charging and remissions policy less generous than that of the Authority is adopted by a governing body in respect of an activity provided by the school for which charging is permitted and provision for which is included in the school's budget share under the Local Management Scheme, the Authority will take account in its formula of the relevant proportion of the income accruing to the school for that activity.

5. Board and lodging on residential visits

i. Charging

In the event of any residential visit being arranged directly by the Authority, it is the intention of this Authority normally to charge the actual cost of providing board and lodging to each participating pupil. It will be for each governing body to determine its charging policy in relation to board and lodging on residential trips organised at school or college level.

ii. Remission

The Authority will observe the statutory requirement to remit any charges for board and lodging in the case of pupils whose parents are in receipt of income within the criteria of the Tax Credit Act 2002, where the activity is deemed to take place in school hours, or if it is out of hours but provided:

- a) to fulfil any requirements specified in the syllabus for a prescribed public examination; or
- b) specifically to fulfil statutory duties relating to the National Curriculum; or
- c) specifically to fulfil statutory duties relating to religious education.

iii. The Authority reserves the right to remit some or all of the board and lodging costs of residential visits directly organised by the Authority in appropriate circumstances, for example when sponsorship or voluntary contributions enable a general reduction in charges. In such cases the criteria applied for remission will be made clear to parents and other interested parties and children will not be treated differently according to whether their parents have made a voluntary contribution.

6. Individual tuition in the playing of a musical instrument.

Advice on the charges for individual tuition and small groups tuition during and after the school day can be obtained from the Senior Music Manger at Surrey County Arts.

It is the present intention of the Authority to retain funding for music provision as a discretionary item within the scheme of financial delegation to schools. This decision will be subject to review. If delegation to individual schools were to take place in the future, it would be for each governing body operating a delegated budget to determine charging and remission policies for instrumental music tuition, bearing in mind section 4 above.

7. Activities which take place wholly or mainly outside school hours, but which are not provided as part of the syllabus for a prescribed public examination and are not required in order to fulfil statutory duties relating to the national curriculum or to religious education.

i. Charging

It is the intention of this Authority normally to charge for optional extra activities directly organised by the LA. The basis for calculating the charge will be the proportionate cost where appropriate to each participating pupil for: travel costs; board and lodging; materials, books and equipment; entrance fees; insurance; non-teaching staff; staff who fall into the following categories:

- a) teaching staff engaged specifically by the LA or governors for the purpose of providing the activity;
- b) teaching staff employed by the LA or governors to provide individual instrumental music tuition; or
- c) teaching staff already employed by the LA or governors who have been engaged on a separate contract for services to provide the optional extra.

ii. Remission

The Authority reserves the right to remit some or all of the charges for optional extra activities where voluntary contributions, sponsorship or other forms of subsidy permit. In such cases the criteria applied for remission will be made clear to parents and other interested parties but children will not be treated differently according to whether their parents have made a voluntary contribution.

8. Cost of entering a pupil for a public examination

i. Charging

- a) A charge will be made for examination entries for prescribed public examinations for which pupils have not been prepared by the school.
- b) A charge will be made for double entry, except in the exceptional circumstances set out in Section B6 of the Surrey County Council Schools Manual.
- c) A charge will be made in respect of examination entries for examinations, which do not appear in the Approved List set out in Section B6 of the Surrey County Council Schools Manual.
- d) Entry fees paid or liable to be paid by the delegated budget will be recovered from parents when a pupil:
 - fails to complete course work; or
 - fails to attend examinations for other than duly certificated medical reasons and thereby fails to complete the examination requirements for a public examination. In each case the basis for calculating the charge will be the actual cost of the entry fee.

ii. Remission

No charge will be made for entries for examinations listed in the Approved List but which are not on the list of prescribed public examinations, subject to the conditions set out in the Surrey County Council Schools Manual.

In approved cases, no charge will be made for investigation of a particular examination result by the appropriate examination board(s).

9. Work experience

It is for each governing body to determine the extent to which parents should be asked to meet the cost of work experience travel costs where journeys are made direct from home, bearing in mind their arrangements for work experience, and the amount of funding provided by the LA.