

Bishop's Waltham Junior School

CHARGING AND REMISSIONS POLICY:

Aims and Principles

At Bishop's Waltham Junior School, we aim to make appropriate charges, which enable and encourage the development of a wide range of enriching activities and uses of our facilities by our Community and Pupils.

- ***We will make no charge to pupils for National Curriculum and related activities in school time.***
- ***We may ask for voluntary contributions for activities outside the National Curriculum, which are wholly or partly in school time which would otherwise be prohibited by cost. No pupil shall be excluded from any such activity on the basis of non-contribution.***
- ***We will support pupils extra curricular activity in part or full where there are financial difficulties – for example, the family is in receipt of Income Support or Family Credit.***
- ***We may charge where it enables an increase or enriches non-statutory extra curricular provision at any time.***
- ***We support the development of all Community Groups who wish to use School facilities through a flexible charging approach.***
- ***We will raise income for the benefit of pupils at Bishop's Waltham Junior School from groups who wish to use School's facilities whilst keeping charges for Non-Profit making Community activities at as low a cost as practicable.***
- ***We may offer chargeable administrative services to users.***

Key Responsibilities

Governors	<p>Full Governing Body</p> <ul style="list-style-type: none"> i) Will receive for endorsement the Charging Policy as agreed by the Resource Committee
Link Governor	<p>Resources Committee</p> <ul style="list-style-type: none"> i) Will give guidance to the Governing Body upon review of the Charging Policy ii) Will review annually the charges for the use of the Schools facilities iii) Will review annually the charges for instrumental lessons to individuals and/or small groups iv) Will review annually the Terms and Conditions of Booking and Hiring contract v) Will monitor the budgeted income versus the actual income and make the appropriate adjustments to the overall budget. vi) Will take appropriate measures to ensure that provision is made for financial support where required.
Headteacher	<p>Head Teacher</p> <ul style="list-style-type: none"> i) Will draft/advise on the proposals for the charges for the use of the Schools facilities ii) Will draft/advise on the proposals for the charges for instruments and/or instrumental lessons to individuals and/or small groups, Music Charges iii) Will draft/advise on the proposals for the charges for the use of the Schools offering of administrative services, Administrative Charges iv) Will draft proposals for the Terms and Conditions of Booking and Hiring contract v) Will review the requirements for Pupils to be supported in extra-curricular activities and ensure that support is received where appropriate vi) Will negotiate where necessary with Users to ensure that the Charging Policy is applied reasonably and that new groups are supported initially. vii) Will provide reports to the Finance Committee identifying the financial position as part of normal budget monitoring
Other staff	<p>Administrative/Finance Officer</p> <ul style="list-style-type: none"> i) Will support the Head Teacher in drafting of proposals related to this policy ii) Will provide effective financial administration enabling efficient budget management by the Head Teacher iii) Will manage the day to day letting of School premises iv) Will maintain efficient and effective communications with the Users and School <p>Administrative assistant</p> <ul style="list-style-type: none"> i) Will manage the Bishop's Waltham "Extra" programme <p>Caretaker/ Site Manager/ Assistant</p> <ul style="list-style-type: none"> i) Will manage the School premises during lettings
Other people	<p>Users: Will abide by the Terms and Conditions of Booking and Hiring contract</p>

Main Aspects of Policy and Procedures

Off Site Extra Curricular Activities

Day Visits

- i) A voluntary contribution not exceeding the actual cost will be requested

Residential Study Visits

- ii) A charge not exceeding the total cost will be made for Specialist Tuition and residency fees.

On Site Activities

Curriculum Enriching Activities

- i) Activities involving visitors will *normally* be free of charge. Sometimes a voluntary contribution will be requested to offset high costs that would otherwise prohibit the event.
- ii) **Music/Instrumental Teaching**
- iii) Class based specialist teaching will be provided free of charge. The cost of instrumental lessons to individuals and/or small groups will be met through a combination of subsidy from the School's budget and Charges. Charges are set on an annual basis and paid termly in advance. Parents will be expected to hire or buy their children's own instrument.
- iv) **Extra Curricular Clubs**
 - i) A charge may be levied for participation in extra curricular activities to meet the costs of materials and Staff as needed. Charges are set prior to the activity and paid in advance.

Letting of premises

- i) The annual charges are set on the basis of the County suggested rates and may include a partial subsidy from the school's revenue budget and will be identified in **Renting Rates**. The conditions of hiring and booking are laid down in the **Terms and Conditions of Booking and Hiring** contract.
- ii) A reduced rate shall be available for Community Users; Non-Community Users shall be charged a commercial rate for these services.

Charges for services

- i) Charges for photocopier, telephone and fax facilities, together with such other administrative services we might offer shall be included in the charges for use of school facilities and reviewed on an annual basis.

Arrangements for part or full remissions of charges

- i) The Governors may provide financial support from the School Budget (Pupil Premium) or external grants for those families unable to meet the full cost of voluntary contributions or charges. Individuals may approach the Head Teacher privately for support

or the Head Teacher may offer support. This support shall remain private and shall on a case-by-case basis be agreed with the Chair of Resources. The Resource Committee shall be informed in general terms of the budget implications of such support.

- ii) The Governing Body support the development of all Community Groups use of the School through a flexible charging approach. This may include offering reduced rates for up to one term in order to assist a new group and would be negotiated with the Head Teacher. The Resource Committee shall be advised of the agreement to allow financial adjustments to be made as appropriate to the budget.

Arrangements for evaluation and review of this policy

- Costs/charges to be reviewed by Resources Committee every January.
- Revised costs come into affect at the beginning of each academic year.