

CALSHOT PRIMARY SCHOOL

Charging and Remissions Policy



'At Calshot we aim to provide the highest quality of learning and care for ALL children in a safe and enjoyable environment, nurturing personal values, in partnership with parents, carers and the wider community. We expect everyone in our school to strive to achieve their full potential.'

Policy Lead	Head Teacher
Sub Committee	Staff and Finance
Link Governor	None
Date of Last Review	14 th May 2026
Next Review Date	Summer 2027

Charging and Remissions Policy Statement

RATIONALE

The Governing Body of Calshot Primary School recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

CONTEXT

The law states that education provided during school hours must be free. This definition includes materials and equipment provided by the Local Authority or the school. No pupil may be left out of an activity because their parents cannot or will not make a contribution of any kind.

AIMS

- To make school activities accessible to pupils regardless of family income
- To provide a process which allows activities to take place at a minimum cost to parents, pupils and the school
- To encourage and promote external activities which enhance the curriculum

CHARGES

The governing body reserves the right to make a charge in the following circumstances for activities organised by the school:

Residential activities taking place largely, during school hours

The full cost to each pupil of board and lodging. Parents have the right to claim free or school subsidised activities at the discretion of the Head Teacher, if they are in receipt of the following state benefits:

- Income Support
- Income based Job Seekers Allowance
- Support under section VI of the Immigration and Asylum Act 1996
- Working tax credit and an annual income that does not exceed the published Inland Revenue threshold
- Universal Tax credits below the published Inland Revenue threshold

Activities outside School Hours

The full cost to each pupil of all approved activities deemed to be optional extras that are not a necessary part of the national curriculum (for example, after school clubs).

Individual Instrumental Tuition

The full cost to the pupil for providing any instrumental tuition if the cost is not an essential part of the national curriculum.

REMISSIONS

There will be no obligation for any parent to make a voluntary contribution towards the cost of school activities and to the School Fund. Pupils will not be treated differently whether or not their parents have made a contribution. In order to remove financial barriers from disadvantaged pupils, the Governing Body has agreed that some activities and visits, where charges can legally be made, will be offered at no charge or a reduced charge to parents with particular circumstances.

VOLUNTARY CONTRIBUTIONS

Voluntary contributions may be requested from parents to cover the cost of the following activities:

- Educational visits including entrance fees
- Costs towards external visitors to school for topic related projects

ADDITIONAL CONSIDERATIONS

The Governing Body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- Visits will be notified termly to enable parents to plan ahead
- A yearly overview of trips will be provided to parents to help them to budget
- There is a system in place for parents to pay in instalments if required
- When an opportunity for a trip arises at short notice it will be possible for parents to pay beyond the date of the trip

LETTINGS

The letting of the school premises by the community is welcomed, subject to the following conditions:

1. Use of the premises for school functions will take priority over lettings.
2. Payment for lettings must be paid in advance and in full before the building can be used.

3. The Governing Body of Calshot Primary School will set charges for lettings guided by these principles:

Brownies

- The Old Infant building is able to be used by the Brownies Organisation on a Friday evening from 6:00pm until 8:00pm; an agreement has been in place between the school and Brownies and a subsequent charge of £30 per session is charged. This charge will be reviewed on an annual basis.
- The hirer will complete and sign a Hire of Accommodation Request Form and BCC Room Hire Agreement form.

Single Lettings

- Other organisations or bodies, which wish to make use of the Old Infant building, will be charged £20 per hour if it directly benefits Calshot pupils and £25 per hour if it does not directly benefit Calshot pupils. This charge will be reviewed on an annual basis and a necessary agreement will need to be drawn up between the school and the relevant organisation.
 - The hirer will complete and sign a Hire of Accommodation Request Form and BCC Room Hire Agreement form.
 - The School reserves the right to request a returnable deposit of £100 per single letting, which will be returned to the hirer in full within 14 days of the period of hire subject to the hired premises being left to the required standard.
4. The school will retain income derived from lettings and costs directly to the school. If PFI is required for the lettings it will be met from this income.
 5. The school premises will not be let to individuals or organisations if there is reason to believe that the name of the school will be brought into disrepute.
 6. The school premises will not be let for functions where a Public Entertainment, Intoxicants or other Licences are required unless it is to be managed by the Head Teacher or Deputy Head Teacher who will be on site during the function.
 7. Decisions whether to permit lettings will be made by the Head Teacher. If the Head Teacher believes a letting should not be permitted he will report the reasons to the Governing Body.
 8. Hirers of the school premises will be expected to conform to the relevant Health & Safety regulations.

9. Hirers shall be present at all time during the period of hire.
10. All hirers must carry sufficient public liability insurance to satisfy Birmingham City Council requirements and which is in force during the period(s) of hire. A copy of the insurance will be required by the school.
11. Hirers shall give special attention to the behaviour of those in attendance during the period(s) of hire and to the interests of residents and the School's community so that they are not disturbed or caused any inconvenience.
12. Hirers shall not assign or sublet the permission given to use the School premises.
13. The School reserve the right at any time to refuse or cancel any function without assigning a reason and will agree in such circumstances, to fully reimburse any monies received from the hirer.
14. If hirer does not pay for the letting a warning letter will be sent after 14 days from when the balance of payment should have been paid. If payment is still not received after a further 14 days then school will authorise court action to collect the payment. Hirer will incur the cost of the court action.

The 'No Platform Policy - Due Diligence Process for Venue Bookings' will be followed when considering a letting request (this can be found in the 'No Platform Policy')

GENERAL

The Governing Body may from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of additional activities, which take place in school time. Parents may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity no qualifying child will be excluded on the grounds of voluntary contributions. If a trip is not supported by sufficient voluntary contributions, which results in a deficit, the continuation of the trip may be reviewed in the future.