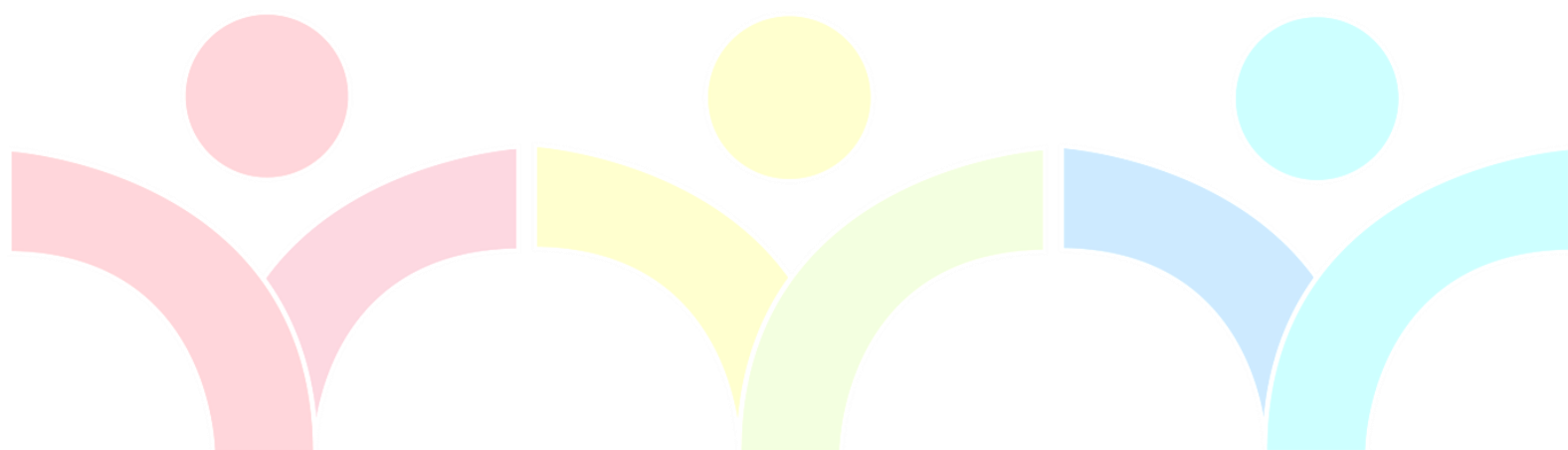




Charging and Remissions Policy

Reviewed March 2026

Next Review Due March 2029



Change Log

Review	Revision
Spring 2026	<u>Pg 3 Residential Visits</u> Removed: "A residential visit is organised for each year group in Key Stage 2." Removed to add flexibility.
Spring 2026	<u>Pg 3 Residential Visits</u> Added: "instalment plans are set up in line with cancellation fees charged by the residential provider"
Spring 2026	<u>Pg 3 Residential Visits</u> Removed: "The PTFA contribute towards transport costs for each year group. For Key Stage 2 classes this is used for residentials and for Key Stage 1 this is used for day trips."
Spring 2026	<u>Pg 3 Swimming Lessons</u> Removed: "and we ask parents for their written permission for their child to take part in swimming lessons." This is not a requirement as swimming is part of the National Curriculum.
Spring 2026	<u>Pg 4 Wraparound Care</u> Fees updated to £5.50 BFC and £12.00 ASC
Spring 2026	<u>Pg 6 Status of persons applying for letting</u> Amended: "When lettings involve access to Hermitage pupils all personnel involved must undergo a DBS check" changed to "All personnel involved in the hiring must undergo a DBS check".
Spring 2026	<u>Pg 6 Food and Drink</u> Removed: "No food or drink may be prepared or consumed on the property without the direct permission of the Headteacher due to food hygiene regulations." There is no reason for this restriction.
Spring 2026	<u>Pg 6 Food and Drink</u> Added: "Hirers must clean up after themselves and leave the school in the same condition in which they found it."

Introduction

All education during school hours – 8.50 am to 12 noon and 1.15 pm to 3.30 pm - is free. We do not charge for any activity undertaken as part of the National Curriculum; however voluntary contributions may be asked for (see paragraph below).

Voluntary contributions

When organising school trips or visits that enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, it may be necessary to either subsidise or cancel a trip.

In exceptional circumstances, where there is a bad debt, parents may be refused the opportunity for their child to attend a trip if it is not directly linked to a curriculum activity.

Parents have a right to know how each trip is funded and this information is included within pre-trip correspondence.

Optional Extras

Charges may be made for some activities that are known as “optional extras”. Where an optional extra is being provided, a charge may be made for providing materials, books, instruments or equipment. Optional extras are:

- Education provided outside of school time that is not:
 - a) part of the national curriculum;
 - b) part of the syllabus for a prescribed public examination that a pupil is being prepared for at the school; or
 - c) part of religious education
- examination entry fee(s) if the registered pupil has not been prepared of the examination(s) at the school;
- transport (other than transport that is required to take pupils to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education);
- board and lodging for a pupil on a residential visit;
- extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions).

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

Residential visits

A charge is made to cover accommodation, activities and transport. In cases where there is an accommodation charge for additional adults where we do not meet the required ratio of children to staff, this cost is also included. We also build in the costs of additional staff hours and the overnight stay allowance for teaching assistants.

An estimation of the cost for a residential is quoted to parents when an initial letter is sent seeking permission for a child to take part, and once numbers are known parents are advised of the recalculated cost, if applicable. Parents are given the opportunity to pay in instalments, in line with cancellation fees charged by the residential provider.

Parents of children who receive free school meals can request support from school to cover the cost of educational trips.

Music Tuition

All children study music as part of the normal school curriculum. We do not charge for this provision.

The school offers various music clubs and lessons, some of which are chargeable to parents. Where the clubs are independently run and organised a fee is payable for the sessions.

The charging regulations for music tuition during the school day (The Charges for Music Tuition (England) Regulations 2007), came into force on the 1 September 2007. They aim to provide schools with more flexibility in the ways in which instrumental and vocal tuition can be delivered and to increase access. The regulations allow for instrumental lessons and vocal tuition in groups of any size provided during the school day **at the request of the pupil's** parent to be charged for. Group sizes should be decided based on sound educational and pedagogical principles rather than economics. We give parents information on music lessons on a regular basis.

Swimming

The school organises swimming lessons for children in Key Stage 2 who are unable to swim. These lessons take place in school time and are part of the National Curriculum. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons. We do not charge for children to attend swimming lessons.

The Swimming Instructor assesses the children's ability during the lesson and badges for achievement can be purchased if the parents wish.

After School Clubs

The school offers various after school clubs and activities, some of which are chargeable to parents. Where the clubs are independently run and organised a fee is payable for the sessions.

Wraparound Care

The school has a wraparound facility called Kids Club. Charges are £5.50 for breakfast club and £12.00 for after school club. A 10% discount is applied for siblings. Fees are payable in advance and any late fees are dealt with in line with the school's bad debt policy.

Cancellation Charges

Whenever parents are asked to make a voluntary contribution to school trips or visits, the contribution may be non-refundable if the child is unable to attend the activity. This will always be made clear to parents when requesting the contribution. Non-refundable contributions will apply when the school has to pay costs in advance of the trip or visit, such as pre-paid tickets or pre-booked transport.

Exceptions

Any exceptions to a payment that the school would normally expect to receive will be assessed on a case-by-case basis and will be entirely at the school's discretion.

Remissions Policy

What are our Aims?

The Governing Body seeks to promote the use of school premises outside normal school hours. Priority will be given to activities that benefit the children of the school and the school community.

Charges are made in accordance with the policy. The Finance Committee will review and amend charges annually in line with the school's budget year along with other annually agreed sums.

In considering all requests from outside bodies the needs of the school must be taken fully into account and the first consideration must always be given to the school's requirements.

A reduced community group rate may be charged dependent upon the classification of the letting group and the activity.

Caretaking

Hermitage will give due consideration to the caretaking arrangements and the caretaker's commitments. The Caretaker will claim payment for any hours worked during the approved letting.

Catering

If catering facilities are required beyond tea brewing and washing up, permission must be obtained from the school meals contractor via the Headteacher or School Business Manager.

Damage to premises and insurance

The hirer warrants to the Governors that it has appropriate insurance to cover all its legal liabilities for accidents resulting in injuries to persons, including participants in the hiring activity, and/or loss or damage to property, including the hired premises, arising out of the letting of educational premises.

The hirer will be directly responsible to the Headteacher and Governors of the school for the proper use of the school premises and will be required to reimburse the school for all the expenses incurred in reinstating structural damage and maintenance repairs caused by the hirer or any person admitted to the premises by them.

Administration

- New lettings will be approved by the Headteacher and reported to the Governing Body.
- The policy will be administered by the Business Manager.
- Regular checks will be made by the school staff to ensure that hirers meet their contractual obligations, for example, appropriate use, damage, facilities left in a clean and tidy state.
- No lettings will be made without a contract and insurance indemnity, and the hirer will be reminded of their contractual obligations
- The termination notice period will be 14 days for a single event, and half a term for a regular booking. In the event of breach of contract, termination will be immediate.
- The Finance Committee will review and amend charges annually in line with the school's budget year.

First Aid Facilities

There is no legal requirement to provide first aid facilities for hirers. It is the hirer's responsibility to make their own arrangements i.e. trained personnel and provision of a first aid kit, particularly in the case of sports lettings. Use of the school's resources is not available.

Status of persons applying for letting

All personnel involved the hiring must undergo a DBS check.

Copyright or Performing Rights

The hirer shall not, during the occupancy of the premises, infringe any subsisting copyright or performing right, and shall indemnify the school against all sums of money which the school may have to pay by reason of an infringement of copyright or performing right occurring during the period of hire.

Smoking

The school and its grounds are a non-smoking area.

Food and drink

All litter must be placed in the bins provided. Hirers must clean up after themselves and leave the school in the same condition in which they found it.

Electrical Equipment

Any electrical equipment brought into school by the Hirer must have a certificate of safety from a qualified electrical engineer. Copies of paperwork should be provided to the School Business Manager on an annual basis.

Vacation of the Premises

The Hirer shall ensure the premises are vacated promptly at the end of the letting and are left in a tidy condition, all equipment being returned to the correct place of storage. In the event of an emergency, occupants must leave school by the nearest exit. The Hirer is responsible for familiarising themselves with emergency exits and must ensure members are aware of evacuation procedures.

Security

Only keyholders advised to School may operate the security system. Any security issues identified by the hirer must be reported immediately to the school Caretaker. Keys should not be passed to any other person without direct permission of the Headteacher or School Business Manager.

School Premises and Equipment

All lettings are for the sole purpose of the activity booked. Additional activities/parties must be applied for through the Headteacher.