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Date for review: October 2027

Charging and Remissions Policy

Pathway Primary Federation

'Each of you should use whatever gift you have received to serve others, as faithful stewards of God's grace.'
1 Peter 4:10

1. Federation Vision

Across Pathway Primary Federation, we aim to provide every child with a rich, rounded, and ambitious education - one that equips them with a 'toolkit for life' so they may 'live life in all its fullness' (John 10:10). Learning in our federation extends beyond the classroom, and we are committed to offering high-quality enrichment experiences that deepen understanding, build confidence, and broaden horizons.

We recognise that some opportunities incur additional costs. While we may request voluntary contributions, no pupil will ever be excluded from an activity because of financial hardship. We plan activities carefully to remain accessible and manageable for families.

2. Policy Context

This policy is informed by:

- DfE Charging for School Activities guidance
- Sections 449–462 of the Education Act 1996
- Local Authority advice on lettings and school premises

The policy outlines federation procedures for:

- Charging
- Voluntary contributions
- Remissions (including for children eligible for certain benefits)
- Recovery of costs for loss or damage
- Lettings of premises across both schools

The Federation Finance Committee reviews this policy annually and recommends amendments for approval by the full Governing Body.

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3. Voluntary Contributions

The Governing Body and Executive Headteacher may invite parents and others to contribute voluntarily to the cost of enrichment activities, including educational visits.

Key Principles

- Voluntary contributions are optional and non-binding.
- No child will be excluded because a parent is unwilling or unable to contribute.
- Activities may be cancelled if contributions do not cover costs; this will be stated in advance.
- Staff must explain:
 - that contributions are voluntary
 - the basis for allocating places on visits

Curriculum Activities

For activities that take place during the school day or are essential to the National Curriculum, only voluntary contributions may be requested.

4. Optional Extras

Activities classed as “optional extras” may be charged for. These are activities that:

- take place mainly outside school hours, and
- are not part of the National Curriculum

Charges may include the cost of:

- Materials, books, instruments or equipment
- Teaching or non-teaching staff employed specifically for the activity
- External providers, coaches or tutors
- Travel and entrance fees

Participation requires parental agreement to pay.

5. Residential Visits

5.1 What may be charged for

Where a residential visit takes place mainly during school hours, the federation may charge for:

- Board and lodging only

Travel and activity costs may only be requested as voluntary contributions. The federation will also consider hardship applications sensitively and confidentially.

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6. Music Tuition

Charges may be made for:

- Individual or small-group instrumental/vocal tuition
- Tuition not forming part of the National Curriculum or public examination syllabus
- Instrument hire, accompanists or visiting music tutor costs

No charges will be made where tuition is an essential part of the curriculum.

7. Damage, Loss or Breakages

Parents may be charged for:

- Deliberate or reckless damage to federation property
- Loss or damage to books, devices or equipment
- Damage that occurs during lettings

Charges will not exceed the actual cost of repair or replacement.

8. Extended Provision – Breakfast and After School Clubs

Each school within the federation may offer its own wraparound care. Charges reflect staffing, food, resources and running costs and are reviewed annually.

Whittington CE Primary School:

Breakfast Club

- 7:30–8:45am: £5.00
- 8:00–8:45am: £3.00

After School Club (includes light tea from 4:30pm)

- 3:15–4:30pm: £2.00
- 3.15–6.00pm: £12.00
- 4:30–5:00pm: £7.00
- 4:30–6:00pm: £10.00

Morda CE Primary School:

Breakfast Club

- 7:30–8:45am: £6.00
- 8:00–8:45am: £3.00
- 8:30–8:45am: £1.00 (no breakfast served)

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After School Club (includes light tea from 4:30pm)

- 3:15–4:15pm: £4.00
- 3:15-6:00pm: £12.00
- 4:15–6:00pm: £9.00

Late Collection Charge: £1.00 per 15 minutes.

Unpaid fees may be recovered as a civil debt and parents are expected to keep accounts up to date.

9. Debt Management and Late Payment

Where debt arises:

- A reasonable administration charge may be added to reflect costs incurred by the federation in recovering outstanding payments.
- Parents experiencing difficulties should contact the Executive Headteacher or school office at an early stage for support.

10. Lettings Policy (Federation-Wide)

Pathway Primary Federation encourages safe, appropriate community use of its premises outside the school day, provided that:

- educational provision is not disrupted
- federation budgets do not subsidise lettings
- safeguarding, health and safety, and security arrangements are maintained

10.1 Charges

Charges are reviewed annually by the Finance Committee and may include:

- School Hall: £20 per hour
- Playing Field: £20 per session/event
- Caretaking, cleaning or additional hours as required
- Photocopying and telephone charges where applicable

Additional fees may be applied for weekend or late finishes.

10.2 Authority to Approve

The Governing Body delegates authority to the Executive Headteacher for routine lettings.

Lettings that extend beyond normal parameters, involve unknown hirers, or carry additional risk require consultation with the Chair of Governors.

10.3 Hirer Responsibilities

Hirers must:

- Supervise their group appropriately at all times

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- Leave all areas in a clean and tidy condition
- Restore furniture/equipment to its original position
- Report any accidents, damage or concerns immediately
- Provide necessary insurance for their activities
- Comply with all federation safeguarding requirements

10.4 Safeguarding

Hirers must:

- Ensure DBS checks where activities involve children
- Follow the federation's safeguarding, access and emergency procedures
- Not enter areas of the building beyond those agreed in the letting

10.5 Alcohol and Smoking

No alcohol, smoking or vaping is permitted on federation premises unless specifically authorised in writing by the Executive Headteacher and approved by the Governing Body in accordance with licensing requirements.

10.6 Cancellations

- Hirers must give 24 hours' notice to avoid full charges.
- The federation reserves the right to cancel lettings if premises are required for educational or statutory use, or if conditions of hire are not met.

10.7 Lettings Forms

All lettings must be confirmed via the federation's official application and conditions of hire documents.

11. Monitoring and Review

- The Federation Finance Committee reviews this policy annually.
- All charges for clubs, visits, activities and lettings are reviewed annually and approved by governors.
- The Executive Headteacher oversees implementation across the federation.

12. Approval

Chair of Governors: _____

Executive Headteacher: _____



Date: _____

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Pathway Primary Federation

Lettings Booking Form

Please complete all sections and return to the school office. Bookings must be submitted at least two weeks in advance.

1. Hirer Details

Name of Applicant / Organisation:

Contact Name (if different):

Address:

Telephone: _____

Email: _____

2. Purpose of Hire

Type of activity / event:

Is this activity for children?

☐ Yes ☐ No

If yes, do all supervising adults hold DBS checks?

☐ Yes ☐ No (school may request further information)

3. Booking Details

School:

☐ Whittington CE (VA) Primary School

☐ Morda CE (VC) Primary School

Date(s): _____

Start Time: _____ **Finish Time:** _____

Expected Number of Participants: _____

4. Facilities Required

(please tick)

- ☐ School Hall
 - ☐ Classroom(s) – specify: _____
 - ☐ Playing Field
 - ☐ Car Park
 - ☐ Kitchen (permission required)
 - ☐ Equipment – specify: _____
-

5. Insurance

Do you hold Public Liability Insurance?

- ☐ Yes ☐ No

If yes, please attach a copy of your certificate.

If no, the federation may be unable to approve the booking.

6. Additional Requirements / Notes

7. Agreement

By signing this form, I agree to:

- ✓ comply with the Pathway Primary Federation **Lettings Policy and Conditions of Hire**
- ✓ ensure appropriate supervision and safeguarding
- ✓ use only the areas agreed
- ✓ leave the premises clean, tidy and secure
- ✓ accept liability for damage or loss
- ✓ pay all applicable charges

Signed: _____

Name: _____

Date: _____

Office Use Only

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Approved by Executive Headteacher:

☐ Yes ☐ No

Signature: _____

Date: _____

Total Charge: £_____

Invoice Sent: ☐ Yes ☐ No

Payment Received: ☐ Yes ☐ No