



# Glusburn Community Primary School

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Reg Charity No 1060322  
Headteacher Mr. R.Hunt

## Charging and Remissions

This policy was adopted by the Governing Body on	JANUARY 2021
This policy is scheduled for review on	JANUARY 2022

### Introduction

The Governors of the school have agreed the Charging Policy be adopted in accordance with DES Circular 2/89 on charging provisions of the Education Reform Act which came into being on 1<sup>st</sup> April 1989. This states that no LA or Governing Body may charge for any activity that takes place in school times, with the exception of instrumental tuition, before or after school clubs run by outside organisations and costs incurred for the teaching of swimming (transport/insurance/specialist instructor) or public examinations not prescribed by the LA or the Secretary of State.

### Voluntary contributions

Although charging is forbidden for school-time activities, there may be occasions when the school wishes to enhance national Curriculum delivery by organising educational visits. When organising such events the school invites parents to contribute towards the cost of the event. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel an event. No pupil will be excluded from such activities because parents are unable to contribute towards the cost.

Fixed charges may be waived in individual cases where the Headteacher is aware of hardship that would prevent a pupil taking part in an activity which is of benefit to that pupil. In these circumstances the Pupil Premium / School Sports Funding will be used to cover costs.

If a parent wishes their child to take part in a school activity, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the activity. Sometimes the school pays additional costs from the voluntary school funds and PTA accounts in order to support the activities and events. This will depend on the amount of funds in the account at the time. Parents have a right to know how an activity is funded. The school will provide this information on request.

If parents wish to pay in advance or pay in instalments, then a Parent Pay service will be implemented with a reducing balance, or alternatively via paypoint letter.

Payment for an activity must be complete, where possible, six weeks before a visit is due, to allow decisions to be made on whether the visit should be cancelled due to lack of contributions. This will not apply to swimming lessons. All school visits or activities administered by the school can be paid online via ParentPay.



The following is a list of additional activities organised by the school, which require voluntary contributions from parents. This list is not exhaustive:

- Visits to museums
- Sporting activities which require transport expenses
- Outdoor adventurous activities
- Residential visits
- Theatre visits
- Musical events
- 'experts' in school eg sporting, arts, etc

#### Music tuition

All children study music as part of the National Curriculum. We do not charge for this.

There is a charge for instrumental tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. The Local Authority or individual teacher makes a charge for these lessons.

#### Outside providers

The school also has arrangements with outside providers, where payment and collection of monies is organised between the provider and the parent. The provider takes all responsibility for collection of any arrears.

Lettings (please see additional information in School Lettings Policy)

Lettings include:

- Use of the school field by sports clubs (Sutton Juniors).

The Finance sub-committee will agree a letting charge with the user prior to the commencement of any activity, in line with current / historical charges. Additional costs directly incurred by the school will also be passed on to the user. A letting risk assessment must be completed before the commencement of any activity / hire, as well as completing a NYCC form H1. (appendix A)

#### Charging

- £20 per/hour for use of field only
- £25 per/hour for use of school hall and toilets
- Bespoke quotes on request.

## Appendix B

NORTH YORKSHIRE COUNTY COUNCIL, CHILDREN & YOUNG PEOPLE'S SERVICE

FORM H1

(revised Jan 2000)

APPLICATION FOR HIRE OF EDUCATIONAL PREMISES OR GROUNDS  
(including Kitchens)

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School .....

1. Name of Applicant or Organisation .....  
(IN CAPITAL LETTERS)

2. Name and address for correspondence .....  
(IN CAPITAL LETTERS)

3. Purpose for which letting is requested .....

4. Date(s) and time(s) of proposed letting:

Day	Date	Month	Year	From am/pm*	To am/pm*
1.					
2.					
3. * the series of dates specified overleaf					

5.

Accommodation requested (specify)	£	p
Equipment (specify)		
Caretaking and Cleaning		
Catering Services		

6. I/we\* agree (i) to pay the Governor's charge on demand  
(ii) that use of accommodation shall be in accordance with the conditions given overleaf

Signed ..... Date .....

Position in Organisation .....

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7. FOR SCHOOL USE:

Account No ..... Date .....

\* Delete as appropriate.

This form should be returned to the Head of the School at least three weeks before the proposed date of the letting.

Hiring for a series of dates, not exceeding one school term

Dates and times of proposed letting:

From ..... am/pm\* to ..... am/pm\*

on ..... day ..... (date)

until ..... day ..... (date) inclusive

for ..... (number of occasions) during the \*Autumn/Spring/Summer Term

\* excluding the dates of the half-term holiday.

\* Delete as appropriate (a separate form is required for each term).

Conditions relating to Letting of Educational Premises, Grounds and Kitchens

1. Hirers will be held responsible for any damage to premises, property or equipment which occurs during or as a result of their use.
2. Hirers must ensure that premises and grounds are left in a clean and tidy state after their use, that all litter is removed and that where items of furniture have been moved they are put back in position at the end of the letting.
3. The Authority has insurance cover for liabilities which the school incurs as a result of lettings, but personal accident insurance and any insurance for liabilities incurred by hirers are the responsibility of the hirers themselves.
4. Hirers must ensure that full supervision is provided during lettings, especially of playing fields and swimming pools, and the Authority will not be responsible for any claims which may arise as a result of negligence on the part of hirers or their supervisors.
5. The Authority reserve the right to cancel letting arrangements, without notice if necessary. This will be done only in exceptional circumstances, in the event, for example, of premises being required for a statutory purpose, such as an election. Use of grounds may, however, be cancelled by the Head at any time should he/she consider that they are unfit for use.
6. Failure to comply with the School's conditions may result in the refusal of future requests to hire premises or grounds.
7. Kitchen/Scullery - a high standard of hygiene must be adhered to at all times and the kitchen/scullery and equipment must be left in as hygienic a condition as after normal use by the catering service.
8. The hirers or outside caterers must not use catering foodstuffs, crockery or other light equipment or cleaning materials.
9. Charges:-
  1. VAT has to be added to the lettings charges when sports facilities are used on a casual basis, ie unless the whole series of lettings is booked in advance for at least three calendar months, covering a minimum of ten individual dates at not less than fortnightly intervals and on the basis that the lettings charges will be paid whether or not use takes place on a particular date.
  2. Hire of Swimming Pools  
Hirers must complete Form H3 in addition to Form H1.

..... SCHOOL

Information and Instructions to Organisers of Events held on Council Property

Organisation .....

Event .....

Name of Organiser .....

Date .....

Under the Health and Safety at Work etc Act 1974 the County Council is required to provide you with the following information.

1. The area/room allocated to your activity is:
2. Access is gained to this area from:
3. The nearest telephone is located :
4. The Caretaker's telephone number is :
5. The telephone number of the Officer in Charge is
6. The First Aid Box is located:
7. Potential Health and Safety Hazards:

Instructions to Organisers

1. In the event of fire *immediately* dial 999 for Fire Brigade.
2. *Evacuate* all your party from the area to a safe place. Check your register, await Fire Brigade.
3. *Immediately* thereafter telephone Caretaker and/or Officer in Charge.
4. *In the event of an accident* - follow First Aid procedures, if *serious* telephone 999 for Ambulance.
5. *Immediately* thereafter telephone Officer in Charge (inform Caretaker if on the premises). All accidents must be reported.
6. Obtain names and addresses of at least two witnesses where possible.
7. If accident has occurred whilst utilising the Council's equipment do not move or touch the equipment until a Council representative has examined it.

Notes to Organisers

1. The area allocated to you must be reached by the most direct route from the access point indicated, and members of your party must not enter other rooms or areas, other than to utilise cloakroom or toilet facilities.
2. In the event that the Council has agreed to permit the use of facilities for the purpose of preparing beverages or food, only such equipment shall be used as is necessary for the preparation of these, and the activity must be under the supervision of the organiser or some other responsible person.
3. Any equipment made available must be used strictly in accordance with standard practice and under the supervision of the Organiser.
4. Organisers are reminded that the responsibility for the safety of their party rests with the Authority and with the Organiser jointly.

THIS FORM MUST BE RETAINED AT SCHOOL FOR 3 YEARS FOR INFORMATION PURPOSES.