



# Charging and Remissions Policy

**Updated: January 2024**  
**To be reviewed: January 2026**

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<b>EQUALITY SCHEME EQUALITY IMPACT ASSESSMENT FOR CHARGING AND REMISSIONS POLICY</b>		
Staff / Committee involved in development:	Leadership and Management Committee; Headteacher	
For use by:	Staff, Governors and Parent/Carers	
This policy relates to statutory guidance:	DFE Charging for School Activities May 2018	
Key related Farndon Policies:	School Lettings Policy Pupil Premium Policy	
<b>Equality Impact Assessment:</b> Does this document impact on any of the following groups? If YES, state positive or negative impact, and complete an Equality Impact Assessment Form or action plan, and attach.		
Groups:	Yes/ No	Positive/Negative impact
Disability	No	
Race	No	
Gender	No	
Age	No	
Sexual Orientation	No	
Religious and Belief	No	
Gender Reassignment	No	
Marriage & Civil Partnership	No	
Pregnancy & Maternity	No	
Other	No	
<b>Reviewed by</b>	Leadership and Management	
<b>Agreed by</b>	Leadership and Management	
<b>Next Policy review date</b>	January 2026	
A copy of this form, and any related impact assessment form or action plan must be sent to the school office		

## Our Mission Statement

At Farndon Primary School we aim to provide a welcoming and inclusive environment where everyone feels happy, safe and secure. We promote an atmosphere of truth and honesty in which everyone feels valued and shows respect for each other and their surroundings. As a team, we are committed to high expectations and continuous improvement. We adopt a child centred approach to high quality teaching and learning, to inspire everyone in order to unlock their potential.

## School Charging National Guidance

School governing bodies and local authorities, **cannot** charge for:

- An admission application to any state funded school - paragraph 1.9 (n) of the 'School Admissions Code 2012' rules out requests for financial contributions as any part of the admissions process;
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- Education provided outside school hours if it is part of the national curriculum<sup>1</sup>, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent;
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.

Schools and local authorities **can** charge for:

- Any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- Optional extras (see page below);
- Music and vocal tuition, in limited circumstances;
- Certain early years provision
- Community facilities

## Voluntary Contributions

At Farndon Primary we attach great value to learning from direct experiences. This is greatly enhanced when the children can be taken to a site that offers the opportunity to witness and be involved in activities that are not available in the immediate vicinity.

Such activities usually involve the expense of travel, and often incur admission charges. When deciding whether or not an activity can be charged for, Cheshire LA's flow chart on Charging for School Activities should be followed. More information can be found in Cheshire's Policy and Guidance Documents for Safety in Physical Education and Educational Visits and Overnight Stays.

Nothing in legislation prevents a school governing body or local authority from asking for voluntary contributions for the benefit of the school or any school activities. However, if the activity cannot be funded without voluntary contributions, as a school we will make this clear to parents at the outset. We will make it clear to parents that there is no obligation to make any contribution. No child will be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source, then it will be cancelled. We will ensure that we

make this clear to parents. If a parent is unwilling or unable to pay, their child will still be given an equal chance to go on the visit.

The following is a list of additional activities organised by the School, which require voluntary contributions from Parents. These activities are known as “optional extras”. This list is not exhaustive.

- Sporting coaches
- Artist working with the children
- Musical workshop
- Swimming tuition
- Dance workshop
- Outside speakers
- Real life History experiences
- Outside learning; trips

It would be impossible for every trip / curriculum enhancement to be funded purely from the school budget, or from the School Fund. Therefore, to meet the cost of curriculum-based ventures in school time, we will ask for a voluntary contribution from parents. The letter requesting the contribution should make it clear to parents that the contribution is voluntary, that no child will be excluded because their parent has not contributed, but that such trips cannot take place without sufficient voluntary contributions from parents:-

*Legislation requires that the cost of educational visits has to be covered by voluntary contribution from parents. We have to explain that should you decide not to contribute the full amount of the voluntary contribution, the law states that your child is still entitled to take part in the visit. In reality however, we will not be able to run any educational visits if any parents decide against contributing as we have no alternative source of funding. ( Appendix E )*

In the event of a parent not paying this contribution, the child will not be excluded from the trip. However, if sufficient funds are not available to fund the trip then it may be cancelled.

We will endeavour to be aware that financial hardship may not always be apparent to the school and that matters for payment for any trip will be treated in a sympathetic and discreet manner.

For those pupils who are entitled to free school meals or who are EVER 6, the school will include an additional slip to the letter, reminding parents that the cost of the trip is covered through the pupil premium. Where it is a residential, these families will be exempt from paying for the board and lodgings.

## **Music Tuition**

Music tuition is the only exception to the rule that all education provided during school hours must be free. The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size – provided that the tuition is at the request of the pupil’s parents. The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.

## **Swimming**

The school organises swimming lessons for all children in Key Stage 2. These take place in school time and are part of the National Curriculum. We ask for a nominal charge for this activity. 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. If Parents do not pay, as this is a National Curriculum area, the child will still be able to go swimming. There is no charge for FSM families as pupil premium is used.

## After School Sports Club

The School offers before and after school sport clubs that are led by Sports Coaching Group. Coaches who are qualified and not members of school staff. There is a £3 charge for each session. There is no charge for families on FSM as pupil premium is used. Other clubs led by school staff will of course have no charge.

Clubs that run outside of school hours by an outside company, other than the Sports Coaching Group, will charge for each session for **all families**. The organisation of this is by the club themselves and school is not involved in the collection of any club fees. School in no way makes any profit from these clubs and enters into a TOCA agreement with regard to the letting of the facilities.

## Farndon After School Care Experience (FACE) & Breakfast Club

The school provides out of hour care from 7:45am to school time and from school time to 6pm. This is available to children who attend the school and children of staff who work at the school. Charges apply for **any child** attending this out of school care.

## Residential Visits

The school will not charge for:

- Education provided on any visit that takes place during school hours.
- Education provided on any visit that takes place outside school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of RE.
- Supply teachers to cover for teachers accompanying pupils on visits.

The school may charge for board and lodging, but the charge will not exceed the actual cost. Parents will be assisted with board and lodging costs if they can prove that they are eligible for Pupil Premium through benefits-related Free School Meals. Any other requests for assistance will be at the head teacher's discretion.

Possible support will be an agreement whereby the parent pays in small instalments **before** the residential takes place. On the opening letter, the instalment dates will be given. Should any of these payments be missed, it would result in either the child unable to attend the residential or the parents to drop off and collect so that they can attend the elements of the residential that fall within school hours.

## Remissions

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 in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived.

Activity or thing which will or may be charged for	Notes	Remitted or help available (enter your school decision here).
Charges will/may be made for music tuition.	The cost, or a proportion of the costs, for teaching staff employed to provide tuition	Remission for category A

This is when it is delivered on a one to one basis by a peripatetic teacher. (For Wider Opportunities in Year 5 there is <b>no charge</b> ).	in playing a musical instrument or singing, where the tuition is an optional extra for an individual pupil or groups of up to four pupils	
Charges will be made for the board and lodging component of residential trips	The charge will not exceed the actual cost	Remission for category A / B (see below)
Day Visits / Trips	Requests for voluntary contributions will be made	Remission for category A / B (see below)
Charges will/may be made for any materials, books, instruments, or equipment, where a parent wishes their child to own them;	Eg. A clay model – a charge to cover the cost of the clay.	
A contribution to help the school cover the cost of ingredients in cooking activities	Requests for voluntary contributions will be made	Remission for category A / B (see below)
Child care by attendance at the school Breakfast Club and / or After School Club	All sessions charged using the hourly rate.	
The cost of sports clubs outside of school hours that are led by the Sports Coaching Group.	Charged a £3 per session over a 6 week period so total cost of £18.	Remission for category A
The cost of clubs delivered outside of school hours that are led by external providers.	All sessions charged	
Extended sessions / child care in the Nursery	All sessions charged using the hourly rates set within the Pre School policy.	

**Families qualifying for remission or help with charges.**

If remission or help is available in relation to a particular charge it is indicated in the right-hand column of the table above. Criteria for qualification for remission are given below.

### **Category A**

Parents in receipt of

- Income Support
- Income-based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by the Inland Revenue) does not exceed £16,19.
- Guaranteed element of State Pension Credit
- Working Tax Credit run – on eligibility
- Universal Credit
- Children for whom the school receives Pupil Premium funding

**Additional categories of parents may claim help with some costs in the following circumstances:**

### **Category B**

- Families not in receipt of the benefits listed in Category A above, but who nonetheless feel unwilling or unable to pay due to financial constraints. Parents in this category should discuss their concerns about charges with the Headteacher. Decisions about remission will be made on a case by case basis.
- Examples of families in this category would include those families with more than two children incurring simultaneous charges for school activities.

### **Category C**

- *Circumstances that are not included in the categories above for which the Governing Body may deem to be a special case for consideration.*

### **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:

- Where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead
- We have established a system for parents to pay in instalments via Parent Pay.
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip

### **LETTINGS INTRODUCTION**

The Governing Body regards the school buildings and grounds as a community asset and will make every reasonable effort to enable them to be used as much as possible. However, the

overriding aim of the Governing Body is to support the school in providing the best possible education for its pupils, and any lettings of the premises to outside organisations will be considered with this in mind.

The school's delegated budget, which is provided for the education of its pupils, will not be used to subsidise any lettings by community or commercial organisations. A charge will be levied to meet the additional costs incurred by the school in respect of any lettings of the premises. As a minimum, the actual cost to the school of any use of the premises by an outside organisation must be reimbursed to the school's budget.

## **CHARGES FOR A LETTING**

The Governing Body is responsible for setting charges for the letting of the school premises. A charge will be levied which covers the following:-

- ✚ Cost of services (heating & lighting)
- ✚ Cost of staffing (additional security, caretaking & cleaning) – including “on-costs”
- ✚ Cost of administration
- ✚ Cost of “wear and tear”
- ✚ Cost of use of school equipment (if applicable)
- ✚ Profit element (if appropriate)

The specific charges will be reviewed annually and submitted to the full Governing Body for approval. For full details, these can be found in the School's Letting Policy.

Please see [Appendix A](#) for a breakdown of current charges.

## **Bad Debt Policy**

### **Purpose:**

This policy will enable the school to keep control of debts. It will also clarify the procedures for dealing with debts.

When bad debts occur:-

1. In the first instance the Admin Assistant will issue a reminder at her discretion. (copies of letters kept)
2. Should the debt continue to be outstanding the Headteacher will negotiate for its payment through written correspondence.
3. If the debt remains and is less than £25 the Headteacher, with the consent of the Chair of Governors, will cancel, replace, or write-off the debtor's account.
4. The write-off bad debts will be reported to the governing body with full explanation of the reasons for the write-off.
5. The written-off amount could be debited against the school's budget to offset any credit received when the account was first raised.



6. It is understood that the Local Authority will not pursue any debt of less than £25.

Any debt that is over £25 will need to be considered by the Leadership and Management Committee or Full Governors depending on the amount. (Appendix C)

### **Provision of School Meals**

Meals and refreshments are currently provided to a number of Cheshire West and Chester Council establishments whether they be schools; residential homes; office locations and training venues etc. These functions are provided through a range of in house provision or private/commercial supplier.

**In all cases the policy is that all establishments will be invoiced for all meals/refreshments supplied and any debt remains the responsibility of the establishment.**

In the case of meals/refreshments supplied to schools the following draft protocol is suggested to cover those circumstances where parents' have not paid for their children's meals.

### **PROTOCOL FOR NON PAYMENT OF SCHOOL MEALS (PAID MEALS)**

This is a protocol to cover circumstances where parents' have not paid for their children's' school meals for a period of time.

The school should identify non-payment and investigate the reason for non-payment and enquire whether the family is eligible to receive Free School Meals. If so, the parents should be advised to make an application via the Cheshire West and Chester Contact Centre.

If the pupils are entitled to free school meals the application will **not** be backdated. The school needs to ascertain the first day of eligibility and still pursue any outstanding debt from the parents.

**If the school is concerned about the wellbeing/welfare of the pupil(s) at any stage in this process, they should contact the appropriate Cheshire West Council services for advice and guidance.**

### **N.B. – these services are not involved in the procedures for the recovering of debt**

Throughout any stage of these processes, schools may agree a payment by instalment process with the parents that would negate the need for further action to be taken. Should that agreement then break down, the Protocol would be reintroduced.

It may be necessary to manage the situation more closely in schools where more than one child from the same family receives school meals (where a substantial debt can accumulate quickly), and where there is a known history of bad debt.

Protocol to be followed:-

#### **Step 1. Parent fails to pay for their child's school meals using the online payment system after 1 week.**

Each week, the school office check the online payment system to ascertain whether parents are in credit with their payment for school lunches. Where parents have not settled what they owe in total, a text message reminder will be sent out.

#### **Step 2: After 2 weeks, the parent fails to pay for their child's school meals using the online payment system and the amount owing is greater than £25.**

Where the amount owing is greater than £25, the office staff will send out a text message making clear that payment needs to be made in full before the end of that week.

### **Step 3. Parent fails to pay for pupil's school meal and this continues for a 3 week period**

A reminder letter (**Appendix F**) on school headed notepaper should be sent to the parents after 3 weeks for which income has not been received. In the fourth week, a second letter should state that provision of school meals may be withdrawn if no payment is forthcoming.

(**Appendix G**)

### **Step 4: Parent fails to pay for pupil's school meal and the debt has been apparent for up to 5 weeks.**

The school will send a letter on school headed paper (to be sent as soon as possible during the fifth week without payment) to the parent requesting that payment be made forthwith and within 7 days (**Appendix H**). **The letter must also state that if payment is not made then meals will not be provided to their child/children from the start of the following week and that the parent must make alternative lunchtime arrangements e.g. provision of a packed lunch.**

NB School will not continue to provide meals on the basis that payment has been promised. **See comments under step 5.**

### **Step 5. Parent continues not to pay for school meals – Meals have now been provided for six weeks without payment.**

a) Under these circumstances, meals would have continued to have been provided for the 6 week period and the debt will be mounting per child – with a family the debt could be significantly more.

b) The deadline stated in the second letter has now expired and if the parent has not paid, alternative arrangements should now be in place for the pupil's lunch. If alternative arrangements are not in place on the first day of the week the school need to remind the parents to supply a packed lunch.

*c) If on the second day of that week, after a reminder has been given, no packed lunch has been provided, the kitchen staff will prepare a sandwich and fruit and the child will have access to drinking water.*

### **Step 6. Parent continues not to pay for pupil's school meal beyond the 6 week period and after the second letter has been sent**

a) If, after exhaustive efforts, the school is not able to recover the debt that mounted up prior to meals being stopped, the school would request an external invoice to be raised.

1. **The school should also ensure that a further letter on school headed paper is attached to the invoice stating that if a packed lunch is NOT provided by the Parents, the matter may be referred to Cheshire West Council Agencies by the school should the situation continue for a further week.**

b) Cheshire Shared Services - Income Team will help in creating a new customer within the financial systems and raising invoices as necessary.

c) If the debt continues, a schedule of 'bad debts' may appear and if non-payment is confirmed, the school will need to decide whether to 'write-off' the debt (**they would stand the cost**) – or whether to ask CWAC to take legal proceedings against the parents.

School will contact Rose Fenton within CWAC who works in transactional services and can be contacted on 01244 977372. School will then raise the debt on an invoice request form and email to CWAC invoice services.

## **CAREFUL CONSIDERATION BY THE GOVERNING BODY WOULD NEED TO BE GIVEN TO THIS BEFORE REACHING SUCH A DECISION**

**Step 7.** Procedure should the school breach this guidance and decide to continue to provide a school meal and the non-payment continues during the period after an external invoice has been sent and possible legal proceedings are initiated.

If pupil(s) have continued to receive meals without payment **this will therefore be at the school's cost.**

**SCHOOLS WOULD NEED TO CONSIDER VERY CAREFULLY THE REASONS FOR CONTINUING TO PROVIDE A SCHOOL MEAL UNDER SUCH CIRCUMSTANCES ANY DEBT CONTINUES TO REMAIN THE RESPONSIBILITY OF THE SCHOOL.**

The Local Authority would not be involved in any debt recovery should the school continue to provide meals after stage 4 has been instigated.

## **PROTOCOL FOR PAYMENT OF FACE & BREAKFAST CLUB FEES**

It may be necessary to manage the situation more closely where more than one child from the same family attends (where a substantial debt can accumulate quickly), and where there is a known history of bad debt.

**Protocol to be followed: -**

**Step 1 -** Out Of School Club Manager enters the sessions used on to the online payment system at the start of the following month from when the sessions were used. A text is sent to parents alerting them to the new amount that is owing.

**Step 2 - Parent fails to pay for their child's club attendance using the online payment system, cheque or childcare vouchers 3 weeks after the due date.**

After 3 weeks the Out Of School Club Manager checks the online payment system to ascertain whether parents have settled the previous month's payments. Where parents have not settled what they owe a text message reminder will be sent out.

**Step 3 – Parent fails to pay or make contact with Out Of School Club Manager 4 weeks after the due date.**

A second reminder text & email is issued and this gives a date (normally 5 school days from issue) from when a child will no longer be accepted at sessions if the bill remains unpaid. The email also suggests that parents/ guardians speak with the club manager if they have any reasons for not paying or any difficulties in paying.

Example email – 'You have an overdue payment of £-.00 due for Face Club. Access to FACE & BC will be refused if this bill remains unpaid. (Child's name) will be removed from our register if this bill is not paid by (date). Please contact Sarah if you think you will have difficulty in paying the bill or require further information. Thanks, Sarah sroderick@farndon.cheshire.sch.uk

**Step 4 – Parent fails to pay or give a valid reason for non payment to Out Of School Club Manager 5 weeks after the due date.** A third text & email is issued stating that the child will no longer be able to attend Breakfast Club or FACE. A paper copy will also be sent via the pupil if there is any reason to believe that the parent is not receiving the texts or emails. The email &

paper letter also suggests that parents speak with the club manager if they have any reasons for not paying or any difficulties in paying. Out of School Club Manager approaches the Bursar & Head Teacher to decide if child/ family require the out of school club for any welfare reasons or if they have a genuine reason for non payment. The Out of School Club Manager removes the child's name from the online booking system if agreed this is appropriate.

Example email – ‘You have an overdue payment of £-.00 due for Face Club. Your child is not allowed to attend FACE or BC sessions until this bill is paid. Your child will be removed from the FACE / BC register if the bill is not settled by (date). Once the bill is paid you can fill in another registration form and request that your child is added to the FACE/ BC registers. If you are experiencing any problems with paying this bill or require more information please contact Sarah Roderick. [sroderick@farndon.cheshire.sch.uk](mailto:sroderick@farndon.cheshire.sch.uk)’

**Step 5- Parent still fails to pay & no valid reason for non payment is made known to Out of School Manager.** An email informing parents that their child has been removed from the club register so cannot attend any sessions is issued. It also states that they can reapply to have their child put on the register once outstanding amounts have been paid. Out of School Manager removes the child's name from the club register and discusses with Bursar & Head Teacher whether to pursue the debt or write off. Any written off debt is allowed for in the Club's accounts. If the debt is not written off reminder texts &/or emails detailing the amounts owing will be regularly sent to the parent by the Out of School Club Manager and the outstanding amount will show on the digital payment system when the parent logs in.

Letter that will be attached to email – **Appendix I**

**Step 6 – Parent pays and then requests that their child is registered for FACE or Breakfast Club.** Out of School Club Manager decides to allow reregistering or, after discussing with Head Teacher, to allow reregistering with payment prior to the use of sessions or decision made by Head Teacher & Out of School manager to refuse the request.

### **PROTOCOL FOR PAYMENT and NON PAYMENT OF NURSERY FEES**

Currently, all parents are entitled to 15 hours free Government childcare in the term after they turn 3. They may also claim their 30 hours, if they are eligible. Application needs to be made through DfE

Any additional childcare hours over and above the 15 hours entitlement will be charged at £4:50 per hour (pupils are expected to stay for at least 15 hours minimum; either mornings or 2 ½ days). These are billed in arrears monthly from the school office. Where a child is ill and misses a session they will not be charged where there are additional hours being taken.

Where a child attends for a full day, up until 3:30pm, there is also a lunch session charge for the additional 45 minutes of £3.50. To avoid the additional lunch session charge, parents do have the option of collecting at 11:45am and return at 12:30pm. Also, parents may choose to collect at 2:45pm. Further childcare hours taken (over and above the 15 hours entitlement, including the lunch session) may also be paid for via vouchers from the parents' employer or via Tax Free Childcare vouchers, whichever the parent signs up with. For any optional extras, such as trips or school dinners, that are run via outside providers, these costs are extra and not considered as “child-care” and therefore paid through the School Money facility.

For Pre-School we also take pre-payment for the monetary contribution towards snack which is 30p per session.

The school has a clear procedure for the recovery of non-payment. However, we encourage parents to make contact with the Headteacher where their circumstances change and they find

themselves in financial difficulties. We would rather put something into place early, rather than the debt grow and become unmanageable.

Where a bill for additional hours is unpaid, the parent / carer will be sent letter 1 **Appendix J** when the next bill is due to be issued. If the bill remains unpaid, letter 2 **Appendix K** will be issued within 2 weeks. Finally, if the bill remains unpaid, letter 3 will be issued **Appendix L** which states that the additional hours will be withdrawn and the debt may well be sent to debt recovery within Cheshire West and Cheshire.

**Confirmation the *Charging & Remissions Policy* in respect of Farndon Primary School has been discussed and adopted by the Governing Body**

*Signed by:*

*Chair of Governors: Lindsey Lancelotte*

*Head Teacher: A Walker .Date: January 2024*

*Agreed at the Meeting of the Governing Body on:  
To be reviewed: January 2026*

## Appendix 10.3.a – Lettings Policy

\*Copy of Lettings Policy dated also in SFVS Manual

### County Recommended Schools Lettings Charges –

The recommended charge for the use of school premises for community use for the 2022/23 academic year is as follows:-

#### **Schools Lettings Charges - Academic Year 2022/2023**

These letting charges have been designed to be used as a guide when charging for the use of school or youth facilities to recover typical premises, cleaning and caretaking costs (reflecting Local living wage pay scales) and administration/overheads.

Schools are advised to use their own discretion when deciding on the exact charges to be levied. Please take into account local conditions and levels of charging from similar venues.

These figures are updated annually using Government statistics and this version is based on June 2022 CPI

#### **Community and Commercial charges**

The recommended charge for the use of school and youth centre premises for community and commercial use for the 2022/23 academic year is as follows :

	<b>CW&amp;C Adult &amp; Community Learning Usage</b>	<b>Public Community use (2/3 of actual cost return rate)</b>	<b>Outside company Profiting from the letting Commercial use Actual cost return rate</b>
	<b>£ per hour</b>	<b>£ per hour</b>	<b>£ per hour</b>
<b><u>(i) Primary Schools:</u></b>			
- Hall	19.27	38.53	57.80
- Classroom	12.23	24.47	36.70
- Subsequent Classroom	2.17	4.33	6.50
<b><u>(ii) Secondary Schools:</u></b>			
- Hall	25.15	50.30	75.45
- Classroom	12.48	24.97	37.45
- Sports Hall	47.98	95.97	143.95
- Gymnasium	24.62	49.23	73.85
- Changing room	10.83	21.67	32.50
- Subsequent Classroom	2.43	4.87	7.30
- Squash Courts	11.42	22.83	34.25
- IT Suite	12.48	24.97	37.45
- Art & Craft Studio	12.48	24.97	37.45
- Cookery Room	12.48	24.97	37.45
- Centre Head Office	12.48	24.97	37.45
<b><u>(iii) On cost for Sunday and Bank holiday lettings</u></b>	<b>2.83</b>	<b>5.67</b>	<b>8.50</b>
<b><u>(iv) Sports Facilities</u></b>		<b>£ per game</b>	
- Tennis / Netball		8.35	
- Football / Rugby / Hockey / Cricket			
Weekday		46.09	
Weekend		61.05	
- Synthetic Pitches		<b>£ Per Hour</b>	
Full Size Pitch		74.84	
Half Size Pitch		47.59	
1/3 Size Pitch		42.59	

#### **Election charges**

The recommended charges relating to Elections have now been removed.

Schools maintained by Local Authorities are obliged to provide free of charge a room in a school for election purposes.

The Returning Officer is only obliged to make good any damage and to pay any additional caretaking costs

Currently CW&C will reimburse caretakers direct for the extra hours they work on Polling Day.

Historically the Returning Officer has also paid schools an amount towards the cost of any additional heating and lighting expenses.

Queries relating to charges and other related matters should be made to SchoolsFinanceTeam@cheshirewestandchester.gov.uk

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Schools maintained by Local Authorities are obliged to provide **'free of charge'** a room in a school for election purposes.

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Currently CWAC will reimburse caretaker direct for the extra hours they work on Polling Day.

Historically the Returning Officer has also paid school an amount towards the cost of any additional heating and lighting expenses.







Date:

Dear

I am writing to request your assistance in helping us comply with Local Authority procedures and policy in regard to the hire of our school premises.

A Hire Agreement is attached, which has been drawn up by County Property Management & Legal Departments, such Agreement covers all third party use of the premises.

To comply with legal requirements we ask that you complete the relevant sections of the paperwork enclosed and submit these documents in support of your application.

Many thanks.

Kind regards,

Yours sincerely

*A. J. Walker*

**A. WALKER  
HEADTEACHER**

Charging PolicySCHOOL CHARGING POLICY

No.	Income Activity	Approved Charge
1	Music Tuition	Music tuition arranged and paid through 'Music for Life'
2	Adult Education	As per LA recommended "Schools Lettings Charges".
3	Other Casual Lettings	As per LA recommended "Schools Lettings Charges" unless market can withstand higher charges (to be agreed by Headteacher and another agreed member of governing body) for lettings of a commercial nature.
4	Staff Personal Phone Calls	0p for standard phone calls. As per itemised bill for longer-distance calls.
5	Personal Photocopying	10p per black & white copy.

## Scheme of Financial Delegation

	Authority to Purchase Limit Up To	Authorised Certifying Officer Limit	Authority To Vire Budget	Imprest Cheque Signatory	School Fund Cheque Signatory	Authorisation for Bad Debt Write-Off Limit	Authorisation for write off and disposal of assets
Governing Body	Over £50,000	No	Over £5,000	No	No	Over £500	Over £1,000
Leadership & Management Committee (Finance)	Over £10,000 Up to £50,000	No	Over £2,000 Up to £5,000	No	No	Over £25 Up to £500	Over £200 Up to £1,000
Headteacher	Up to £10 000	Yes	Up to £2,000	Yes	Yes	Up to £25	Up to £200
Deputy Headteacher *	N/A	N/A	N/A	Yes	Yes	N/A	No
Admin Officer	N/A	N/A	N/A	Yes	Yes	Refer to Head	Refer to Head
Teacher	N/A	N/A	N/A	No	No	N/A	No
Departmental Budget Holders	Up to the value of their annual budget (with Headteacher approval)	N/A	N/A	No	No	N/A	No

\*Deputy Headteacher may authorise in the absence of the Headteacher.

Limit above which 3 quotes must be obtained before raising requisition is £1,000.

**Paragraph added to letter to Parents**

Voluntary Contribution

Legislation requires that the cost of educational visits has to be covered by voluntary contribution from parents. We have to explain that should you decide not to contribute the full amount of the voluntary contribution, the law states that your child is still entitled to take part in the visit. In reality however, we will not be able to run any educational visits if any parents decide against contributing as we have no alternative source of funding. If you are in receipt of free school meals or feel that you are unable to meet the voluntary contribution in full, please see your child's teacher or make an appointment with the Headteacher.

**Letter 1 to Parents about non payment of School dinners**

Date:

Dear Parents / Carers

Our records show that you have not paid dinner money for your child .....

As at ..... Our records show a debt of £.....

Please arrange for this money to be paid for in advance in accordance with our debt policy. If you don't wish for your child(ren) to have a school meal, please provide him / her with a packed lunch or arrange to take him / her home for lunch.

The cost of a school meal is £..... and is £..... each week.

If you have any queries regarding these arrears, please contact the School Office or the Headteacher immediately.

Yours sincerely,

A Walker  
Headteacher

**Letter 2 to Parents about non payment of School dinners after 4 weeks**

Date:

Dear Parents / Carers

Our records show that you still have not paid dinner money for your child .....

As at ..... Our records show a debt of £.....

Please arrange for this money to be paid for in advance in accordance with our debt policy.

The cost of a school meal is £..... and is £..... each week.

Please be aware that if the money owed is not paid in the next 7 days, you may well have to make alternative arrangements for your child at a lunchtime and either provide a packed lunch or your child may well have a lunch at home.

If you have any queries regarding these arrears, please contact the School Office or the Headteacher immediately.

Yours sincerely,

A Walker  
Headteacher

**Letter 3 Example Letter of non payment of School dinners after 5 weeks**

Date:

Dear Parents / Carers

Our records show that you have not paid dinner money for your child .....,  
despite a previous written reminder and phone call from the School Office.

As at ..... our records show a debt of £.....

Please arrange for this money to be paid immediately by sending cash or a cheque in a clearly  
marked named envelope into the Office.

The cost of a School meal is £..... and £..... per week.

Since non-payment for School meals affects the quality of service we offer to all of the children in  
the School, we need to ensure that all payments are up-to-date and I am afraid that if the debt is  
not cleared within the next 7 days, it will not be possible to provide your child with a School meal  
and you will need to provide alternative arrangements, such as a packed lunch or to eat at home.

The School reserves the right to begin legal proceedings to recover the debt if it is not paid in full.  
If you have any queries regarding these arrears, please contact the School Office immediately.

Yours sincerely,

A Walker  
Headteacher

## Appendix I

Appendix – Final letter to parent



0/0/0

Dear Parent,

This account has outstanding payments despite previous texts and emails being sent.

**You will not be able to make online bookings & your child will not be allowed access to any FACE / Breakfast Club sessions until this bill is settled.** Please do not cause embarrassment & upset by asking them to attend a session as they will be refused access.

**Your child has been removed from the FACE register.**

When the outstanding bill has been paid you may apply to reregister your child.

If you are going to have difficulties in paying the outstanding bill or you think a payment has been made please speak with the FACE manager or Head Teacher.

The Bursar & Head Teacher are aware of the amount owing and may take necessary action according to the schools Charging and Remissions Policy.

Sarah Roderick (FACE Manager)

[sroderick@farndon.cheshire.sch.uk](mailto:sroderick@farndon.cheshire.sch.uk)



Dear Parent,

Our records show that there is an outstanding balance of [£xx.xx] on your Nursery fee account.

This is from your invoice [INVOICE NUMBER], which was due on the [DATE].

Please make payment for the total of [£xx.xx] in the next 7 days to avoid any further action.

If you are experiencing any difficulty paying your invoices then please let us know so we can discuss options to help you. If you have any further questions please do not hesitate to contact me on 01244 981280

Yours sincerely,

Headteacher

Dear Parent Carer

Further to our letter dated on [DATE], there is still an outstanding balance of [£xx.xx] on your Nursery fee account.

As per our Fee Policy we now ask that you do not bring your child in to Nursery for the additional hours they are currently using until your outstanding balance is paid in full.

Please can you contact me on 01244 981280 to discuss your account. Failure to do this within 7 days from the date of this letter will result in your child's place for these extra hours being withdrawn and your outstanding balance may well be passed on to a debt recovery agency within Cheshire West Cheshire Local Authority.

Yours sincerely, Headteacher

Dear Parent / Carer

Further to our letters dated on [DATE] & [DATE], there is still an outstanding balance of [£xx.xx] on your Nursery fee account for the extra hours you currently use.

As you have not attempted to make any form of contact with us, we have no other option than to follow our Fee Policy and to remove your child's Nursery place for those additional hours you use. We have the right to refer your outstanding balance to a debt collection agency with Cheshire West and Chester Local Authority.

If you have any further questions or wish to discuss this decision, please contact me on 01244 981280.

Yours sincerely, Headteacher