



Cranford Park Primary School CHARGING AND REMISSIONS POLICY



UN Convention on the Rights of the Child	
Article 26	You have the right to help from the government if you are poor or in need.
Article 28	You have the right to a good quality education. You should be encouraged to go to school to the highest level you can.
Article 29	Your education should help you use and develop your talents and abilities. It should also help you learn to live peacefully, protect the environment and respect other people.

The Governing Body recognises the valuable contributions that the wide range of additional activities provided, including clubs, educational visits and residential experiences, make towards pupils personal and social education. This policy aims to clarify what is liable for charging and what is left as voluntary contribution and states where remission of charges may be available.

Education during school hours

A charge may be made for extra-curricular instrumental tuition and instrument hire.

Education partly during school hours

Residential - Where a school activity involves pupils being at least one night away from home, a charge for the actual cost of providing board and lodging will be made. In addition, voluntary contributions for transport and activity costs will be sought. Pupils in receipt of free school meals can be supported with the cost of board and lodgings upon request.

Non-residential - Voluntary contributions will be sought from parents for activities such as educational visits. Charges will not exceed the actual cost of the individual pupil's participation. All letters to parents publicising a particular activity will make it clear if voluntary contributions are being sought and whilst no pupil will be omitted from activities, it will be made clear that the activity will not take place if we do not receive enough voluntary contributions to cover the cost of the activity. The Headteacher has the right to waive the voluntary contribution upon request for families experiencing financial hardship.

Optional activities outside school hours

Charges may be levied by the school or by outside providers for optional activities outside school hours. This includes extra-curricular activities and our wraparound care provision. These costs can include insurance and accounting costs (non-teaching staff costs).

Charges for materials used

A charge may be made where the school has supplied the materials for making an item which the pupil subsequently takes home.

Breakages and damage

Parents may be asked to pay for breakages and/or damage to school property or equipment where this is the result of a pupil's misbehaviour.

Remissions available- The Headteacher may apply some remission of charges for optional activities for pupils whose parents will find it difficult to meet the costs.

The Freedom of Information Act 2000 took full effect on January 1st 2005, establishing a general right of access to information held by all public authorities, including maintained schools. Cranford Park CE Primary School has discretion to charge applicants a fee for information in accordance with the Fees Regulations.

If a person requests information not contained within the school's publication scheme, the school will charge a fee as outlined below:

- Photocopying - 20p for an A4 sheet.
- Postage - the amount required to post any information.

Charges for photocopying and postage must be met in full before any request for information will be undertaken.

In addition to photocopying and postage charges, in accordance with DCA and LA guidelines, staff-time costs will be charged. This will be at a rate of £25 per hour.

If any request exceeds £450 in staff-time costs, the school may refuse to answer it, or charge up to and including the full costs of answering. If the applicant refuses to pay the fee, the school may refuse to supply the information.

General Data Protection Regulation 2018

We cannot charge for subject access requests (SAR) therefore these will be completed free of charge.

Charges for Lettings:

Level 1 – Free of Charge

- Lettings to Friends of Cranford Park PTA
- The following groups at the discretion of the Headteacher:
 - Letting for the sole benefit of pupils at Cranford Park Primary School
 - Letting to Yateley Community Pre-School for the sole benefit of their pupils
 - Letting by other community groups including St Peter's Church

Level 2 - chargeable

All other lettings outside of level 1:

- Hall - £20 per hour
- Playground/field - £20 per hour or free of charge when hired in conjunction with the hall.
- Class Room - £10 per hour
- Music Room - £15 per hour

Users are expected to leave the premises in the state in which they found it. An additional charge may be added at Level 1 or Level 2 if further cleaning is required following use.

Notes:

1. Minimum chargeable period is 30 minutes (pro-rata above charges).
2. The Headteacher reserves the right to alter the charges at her discretion.
3. The above charges do not include VAT. For general hire VAT is not charged, unless the school is asked to provide equipment such as sound systems, computers (tables and chairs can be used without the need to add VAT).
4. VAT must be added to the charge for use of sports facilities (unless used for non-sporting activity). We currently do not have any dedicated sports facilities.
5. VAT may be exempted under HM Revenue & Customs rules if the hirer qualifies – apply to the school.
6. Hire Agreement or Transfer of Control Agreement must be completed.

Charges for Completion of Paperwork Requests

The school receives occasional requests from parents and carers for the completion of paperwork not required as part of the school's statutory duties. This may include, but is not limited to:

- Disability Living Allowance (DLA) applications
- Passport countersignatures or approvals
- Housing, benefits or immigration-related forms
- Any other third-party paperwork requiring detailed written input from school staff

Where such requests fall outside the school's normal duties, the school reserves the right to charge for staff time involved in completing the paperwork.

- Charges will be applied at a rate of **£25 per hour**, or part thereof.
- Parents will be informed in advance if a charge is applicable.
- Payment must be received prior to completion of the paperwork.
- The Headteacher has discretion to waive or reduce charges in cases of financial hardship or where there are exceptional circumstances.

This does not apply to:

- Statutory school reports
- Information required to fulfil legal obligations
- Subject Access Requests (SARs), which remain free of charge under GDPR

The Governing Body believes that fairness and consistency of judgement is essential to the operation of the school. All members of the school have equality of opportunity to achieve their full potential and will not be discriminated against because of age, disability, gender, sexual orientation, nationality, race, or religion. The Governing Body believes that the school always has to be aware of the potential for unconscious discrimination, to avoid assumptions about individual members of the school based on stereotypes and to use the teaching and learning arrangements actively to encourage everyone to achieve their full potential. All our policies are consistent with our duty of care to protect our pupils and to provide a learning environment that is safe and healthy. In all our dealings, we respect the strict code of confidentiality that underpins our school ethos.

Approved by: Full Governing Body

Date: November 2025

Next review due: November 2026