



The Priory School, Hitchin

Excellence in education, for every young person, every day

Name of policy	Charges and Remission
Statutory	Yes
Date policy was up-dated	Autumn 2026
Date of next review	Autumn 2027
Governors committee	Finance & Resources
Member of staff responsible for the policy	Karen Jenkins
Approved by Headteacher for operational implementation on 9th September 2026 Pending formal Governing Body ratification on 13th October 2026.	

Responsibility Respect Resilience

1.1 Charging and Remissions

The Priory School, Hitchin will adopt in full the Charges and Remissions policy as laid down in the Financial Regulations Handbook, Hertfordshire County Council, section 11.12.

The objectives of the charging provisions policy are:

- To maintain the right to free school education.
- To establish that activities offered wholly or mainly during normal teaching time should be available to all students regardless of their parents' or guardians' ability or willingness to help to meet the cost.
- To give the schools the discretion to charge for optional activities provided wholly or mainly out of school hours, while emphasising that there is no statutory requirement to charge for any form of education or related activity.
- To confirm the right of the school to invite voluntary contributions for the benefit of the school, or in support of any activity organised by the school, whether during or outside school hours including the letting and hiring of school premises and facilities.
- To utilise the facilities available at the school outside normal school hours for the benefit of the school (both financially and linking with external organisations) and the local community

1.2 Voluntary contributions

The Governing Board may ask parents for voluntary contributions towards the cost of:

- any activity which takes place during school hours, including non-curriculum
- activities
- school equipment
- school funds generally.

The contribution must be genuinely voluntary and the students of parents or guardians who are unable or unwilling to contribute may not be discriminated against.

Where there are not enough voluntary contributions to make an activity possible, and there is no way to make up the shortfall, then it must be cancelled.

1.3 Residential trips

The Governing Board may charge parents for board and lodging costs for residential trips.

Parents who are in receipt of Universal Credit can request financial assistance. Please contact finance@priory.herts.sch.uk These parents or guardians must have board and lodging remitted to them if the trip takes place mainly in school hours and the trip is required in order to fulfill statutory duties relating to the National Curriculum.

Fees for residential trips outside of school hours may not be charged to such parents or guardians where the education provided during the trip forms part of the syllabus for a prescribed public examination or is a part of the National Curriculum or the syllabus for religious education.

1.4 Instrumental music lessons

For parents wishing to purchase instrumental music lessons, these are provided directly by the music service. All information regarding costs, contracts and the availability of remission of fees can be found at: <http://www.hertsmusicservice.org.uk/>

The Priory School, Hitchin will fund 50% of the cost of a 20-minute lesson for students studying GCSE Music or A Level Music. The criteria for this funding is as follows and will be reviewed annually: -

- 1) Students attend all lessons. Where students miss more than 3 lessons per term without a valid reason, funding will be removed.
- 2) Students attend at least one of our school music ensembles - which will help with their musicality and also enhance the music of the school.

1.5 Chromebooks

The school will provide a Chromebook for purchase when your child enters year 7. It is sold at cost and can be purchased either with school insurance at an additional charge or without insurance. Parents are allowed to make payments over an agreed length of time or in one payment.

Provision will be made for those students entitled to free school meals. For details, please contact finance@priory.herts.sch.uk

We will also provide a daily 'creche' service for those not wanting to enter into the scheme.

1.6 Café

The school runs its own cafeteria.

Charges are made for all food and drink sold and parents are able to add funds to their child's account. Cash payments are not accepted.

Students entitled for free school meals will be allowed to purchase up to £3.35 per day.

The school supports healthy eating, we rely on parents supporting their children on making an informed choice. A menu and price list is displayed in the KS3 and KS4 café. Purchases can be viewed using your Scopay account.

1.7 Public examinations

Generally, no charges may be made for entering students for a prescribed public examination. However, an examination fee may be charged where there is a request for a re-sit after the initial exam (see Assessment Policy).

1.8 Transportation costs

Any transport provided within school hours by the school to carry students between a school and any other places where education is to be provided is free of charge, e.g. 6th form consortium education.

In the case of work experience, however, parents may be asked to meet the cost of travel. This does not include trips or visits unless part of the syllabus for a prescribed public exam.

1.9 Hiring of facilities and equipment – also see Conditions of Hire policy

For availability and further information please contact: finance@priory.herts.sch.uk

Hiring contracts will be allowed on two levels:

- a) Supported hirings – a school lettings officer will be responsible for the building throughout the hiring
- b) Un-supported hirings – individual organisations will be responsible throughout the periods of hiring. All un-supported hirings will be at the discretion of the Headteacher and/ or the Business Manager

All hirers will be subject to the standard terms and conditions as stipulated in the contract of hire. A refundable deposit is required from all new hirers for the amount equal to one months' bookings for all new bookings. This deposit, less any debts identified by The Priory School, Hitchin as outstanding, will be refunded at the end of the hiring term.

Charges will be made at the start of the month for the coming month. Any variations in use will be corrected in the following month's invoices.

Hire Charge Rates for 2026/27 (due to be reviewed November 2026)

Facility

Main Hall	£38.00 per hour
MUGA	£36.00 per hour
Sports Hall	£36.00 per hour
3G - partners	£75.00 per hour full pitch
	£40.00 per hour half-pitch
	£20.00 per hour quarter-pitch
3G -non-partners	£100.00 per hour full pitch
	£55.00 per hour half-pitch
	£30.00 per hour quarter-pitch
Climbing Wall	£36.00 per hour (no instructor provided)
Badminton Court	£8.00 per hour per net
Cricket Nets	£15.00 per hour per net
Tennis Courts (6 available)	£18.50 per hour
Netball Courts	£20.00 per hour
Football - Playing Field	£16.50 per pitch per game -partners
Football - Playing Field	£45.00 per pitch per game -non partners
Changing Rooms	£13.00 per session
Gymnasium	£31.00 per hour
Sports Hall Classroom	£25.00 per hour
Community Letting	£12.00 per hour
Sixth Form	£40 per hour
Pavilion	POA

(Community groups are non-profit making and available to the whole community regardless of ability to play/ pay and at the direction of the Headteacher and/or the Business Manager)

All hirings are subject to an insurance levy of 5% (included). VAT @ 20% will be added where required.

For 'one off' hirings where several rooms are required over one day the Headteacher and/or Business Manager is allowed to use their discretion on identifying charges to ensure the school should not incur a loss.

Staff may hire the facilities for a payment of £1.00 and an additional charge of £25 to cover insurance. This can only be for a not-for-profit activity wholly run by the employee and not for a club they may be a member of.

