



Charging, Remission & Letting Policy

St. Andrew's C of E Primary School

January 2018

St Andrew's CE Primary School
Charging Remissions & Lettings Policy

Philosophy

DEMAT and St Andrew's CE Primary School recognise the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. We aim to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra curricular) independent of their parents'/carers' financial means. This policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

1. Purpose

We aim to provide a broad, balanced curriculum for pupils within our care. However, it is recognised that many educationally valuable activities have been, and will continue to be, dependent on financial contributions from parents. Without that financial support the school would find it impossible to maintain the quality and breadth of educational experiences provided for pupils.

Guidance from DFE- OCT 14

2. Responsibilities

The Local Governing Body, in consultation with the Headteacher, is responsible for the implementation of the charging policy and the determination of any individual case arising from the implementation of this policy.

3. We will make a charge for:

3.1 Day and part day educational visits

For visits during school time the Headteacher will invite voluntary contributions from parents/carers to meet the cost of the visit. Every effort will be made to keep these costs reasonable. However, where voluntary contributions are insufficient to cover the costs involved, the visit or activity may be cancelled. Pupils will not be treated differently according to whether or not their parents have made any contribution.

3.2 Residential visits

Parents will be charged for the full cost of the visit including travel, board and lodging, materials, equipment, tuition, entrance fees and insurance.

3.3 Instrumental music tuition

The school levies charges in respect of individual music tuition, and group music tuition, if the teaching is not an essential part of the National Curriculum.

3.4 School Dinners

A charge will be made for school meals, except in cases where a child's entitlement to Free School Meals has been confirmed. There is an expectation that school dinners will be paid for in advance. At the Headteacher's discretion pupils may, in extenuating circumstances, continue to be provided with school meals for maximum of 3 days after their credit has run out so as to give parents/carers a period of grace during which to effect payment.

3.5 Materials and equipment

No charge is made for materials and equipment used in curriculum time. However, where parents would like to possess the finished article, the school reserves the right to make a small charge for the materials used.

3.6 Breakages and damages

The Local Governing Body will require parents to pay for the cost of damage caused by a pupil's behaviour (eg breakage of a window, damage to furniture). This also applies to lost, damaged or defaced textbooks.

3.7 Lettings

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities (see below)

3.8 Other charges

The Headteacher or The Local Governing Body may levy charges for miscellaneous services up to the cost of providing such services, e.g. for providing a copy of an OFSTED report.

4. Calculating Charges

When charges are made for any activity, whether during or outside the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who cannot.

5. Remissions

In circumstances of family hardship that makes it difficult for pupils to take part in particular activities for which a charge is made or where parents are in receipt of family credit or income support, the school will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remissions will be made by the Headteacher and will be at his/her complete discretion but subject to guidance, if any, by the Local Governing Body. This may involve the school applying for financial support for such activities for any one of a number of local trusts.

6. Arrangements for monitoring and evaluation

This policy will be reviewed annually by the Local Governing Body and may be amended as appropriate. Any eventuality not covered by this policy will be considered by the Headteacher and the Local Governing Body and a decision made in line with the LEA Policy of Charging.

7. Letting of School Premises

7.1 Persons wishing to hire part of the school premises should apply to the Headteacher using Form EDN 9 available from the School Office. This form will be kept in school.

7.2 When such an application is made, the hirer should be given a copy of form EDN 10 explaining the conditions of hire and be notified of the current charges for hire. A list of current charges is attached.

7.3 A note of each letting should be kept in the Office diary.

7.4 Immediately following a letting, an invoice will be sent to the hirer for payment.

7.5 The areas of the School available for hire are the Main Hall, Small Hall and Field.

7.6 Smoking is not allowed on the School Premises.

7.7 Lettings are only to be until midnight.

7.8 The Governors reserve the right to refuse applications for lettings

LETTING OF EDUCATIONAL PREMISES**General Conditions** (other than regulations as formulated by individual Governing Bodies)

1. Application for the letting of school premises shall be made to the Head/Business Manager.
2. During the Christmas, Easter and Summer holiday periods lettings may be refused in order that cleaning, redecoration and other essential work be carried out.
3. A charge for the hiring of the premises may be made unless 14 days' notice of any cancellation of a letting is given in writing to the Headteacher. In addition a Caretaker's fee will be charged when notice of cancellation is given after 6 p.m. on the previous day in the case of lettings on weekday evenings and after 6 p.m. on Thursday in the case of weekend lettings, provided that the Caretaker has no other lettings to perform during the time the cancelled letting was due to have taken place.
4. Persons hiring the premises or grounds will be held responsible for any damage to buildings, furniture or other property, and a claim for the repair or replacement of such buildings, furniture or other property will be made.
5. IF ANY ADDITIONAL EXPENSE IS INCURRED IN THE REMOVAL AND REPLACEMENT OF FURNITURE OR ANY EXCEPTIONAL CLEANING BECOMES NECESSARY IN CONSEQUENCE OF THE USE OF THE PREMISES, THE PERSONS HIRING THE BUILDING WILL BE RESPONSIBLE FOR ANY SUCH EXPENSE.
6. The Committee cannot accept responsibility for any loss, damage or accidents occurring during occupation of the premises, and particular attention is drawn to the observation of the safety regulations e.g. fire exits must not be locked. Persons hiring the premises for public dances may well be advised to arrange for the attendance of a policeman, but the Committee will not be responsible for any expenses in this connection.
7. The Committee does not seek in paragraphs 4 and 6 above to absolve itself or any employees from liability as owners/occupiers of the premises but in view of the indemnity given by the hirer consideration should be given to the advisability of obtaining third-party insurance cover.

Use of Kitchen and Dining Hall

8. Where other facilities (e.g. evening canteen kitchens) are available, school meals premises should not, if possible, be used.
9. A member of the kitchen staff should be on duty for the full period that the premises are open and the hirer will be charged for his/her services. The duties of the kitchen employees are to be supervisory only and to ensure the correct use of the kitchen and equipment.
10. When the kitchen and dining hall are used they must be left clean and in good order.
11. Cutlery, crockery, linen and all cleaning materials are to be supplied by the hirer. (No school meals utensils or cleaning materials may be used).

Appendix 1.

**St ANDREW'S C.E. PRIMARY SCHOOL
SUMMARY OF LETTINGS CHARGES - ACADEMIC YEAR 2015 - 2016**

	ORGANISATION/CATEGORY			
	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>
→ <u>FACILITIES USED</u> ↓	SCHOOL P.T.A, ST ANDREW'S CHURCH AND ASSOCIATIONS	CHARITABLE ORGANISATIONS	DISTRICT CHURCH ORGANISATIONS	PRIVATE LETTINGS
MAIN HALL & TOILETS	N/A	£14 PER 1st HOUR Additional hours at £10 per hour	£22 PER 1st HOUR Additional hours at £15 per hour	£27 PER 1st HOUR Additional hours at £20 per hour
MAIN HALL, SMALL HALL, TUITION ROOM & TOILETS	N/A	£22 PER 1st HOUR Additional hours at £10 per hour	£32 PER 1st HOUR Additional hours at £15 per hour	£42 PER 1st HOUR. Additional hours at £20 per hour
MOBILE CLASSROOM		£10 per 1st hour Additional hours at £8 per hour	£15 per 1st hour Additional hours at £13 per hour	£20 per 1st hour Additional hours at £15 per hour
RECREATION FACILITIES (school field)	N/A	N/A	£15 PER HALF-DAY SESSION	£25.00 PER HALF-DAY SESSION
SWIMMING POOL	£30	£30	£30	£30
RECREATIONAL FIELD & MAIN HALL (Caravan Club)				

Please note that the above charges do not include any caretaking costs for opening / closing up the building or any necessary hire of the school swimming coach which will be charged at the relevant rate. Amended charges for Long Term lettings can be made at the discretion of the Governors Finance Sub-Committee
Charges confirmed for academic year 2015-16 on 22.6.15 & 11.2.16