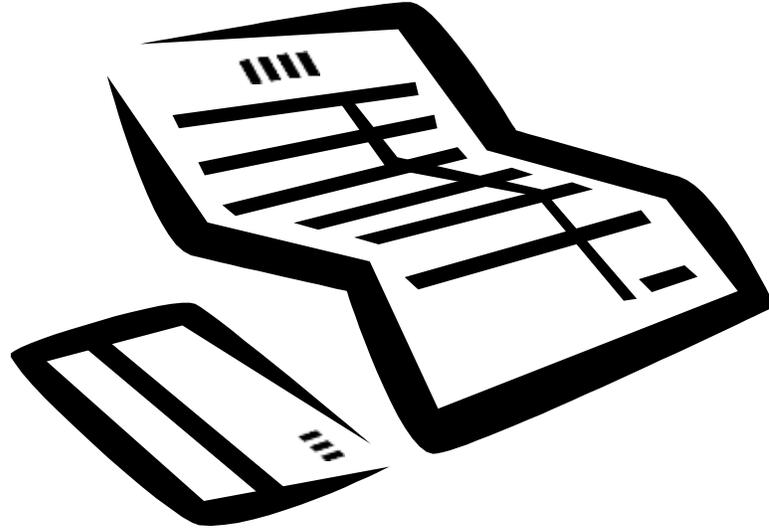




**St Nicholas**  
C of E Primary School



# **Charging Policy & Lettings Policy**

**Adopted: January 2018**

**Review Date: January 2019**

## **Policy on Charging for and remissions for school activities**

### **1 Introduction**

St Nicholas CofE Primary School believes that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means.

The school policy on charging for activities aims to ensure that no child is excluded from an activity because of the inability or unwillingness to pay on the part of the parent/carer.

The Governors state that no profit is made on any trips or residential unless otherwise stated and best value is always sought to keep costs as low as possible.

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, that is kept under regular review. The review date for this policy is recorded at the start of the document.

**Education wholly or mainly within school hours (not including break times) will be provided free of charge.** We do not charge for any activity undertaken related to the National Curriculum or to Religious Education, with the exception of individual or group music tuition.

### **2 Voluntary Contributions**

Separately from the matter of charging, schools may always seek voluntary contributions in order to offer a wide variety of experiences to pupils. All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents who do not make such contributions will be treated no differently to those who have. If we do not receive sufficient voluntary contributions, we may cancel the trip. This will be made clear to parents in the letter advising details of the activity.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

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:

- visits to museums
- sporting activities which require transport expenses
- outdoor adventure activities
- visits to the theatre
- school trips
- musical events

***The law says:***

If the activity cannot be funded without voluntary contributions the parents will be notified of this from the outset.

No child will be excluded from an activity because parents are unable to pay.

If insufficient contributions are raised, the trip or activity may have to be cancelled.

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

### **3 School Meals**

Parents can apply for free school meals if they meet one of the following criteria:

- Income Support Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit, provided the parents are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax credit
- Universal Credit

To apply, parents can either call 01926 359189 or visit [www.warwickshire.gov.uk/freeschoolmeals](http://www.warwickshire.gov.uk/freeschoolmeals) and receive an instant decision regarding eligibility.

We will charge all students **not** entitled to Free School Meals an amount determined by the Governing body of the school, which will be communicated to parents at the beginning of each academic year. Information regarding up-to-date costs of school meals can be found on the school website.

### **4 Residential Trips**

The school will charge for board and lodging for those pupils involved in the residential trips, e.g. the annual Year 6 trip (which is not compulsory, though children are encouraged to attend as part of the inclusion policy of the school). In addition, voluntary contributions will be requested to cover the cost of travel. Where available, sponsorship will be provided for children of families in receipt of income support or in special circumstances to enable them to take part in the activity. This is stated clearly on letters and is dealt with discretely and in confidence by the Headteacher. Parents will be given the option of a payment plan to spread the costs of the residential visit.

### **5 Music Tuition**

The school will charge for music tuition for individuals or groups which is not required as part of the National Curriculum, but requested by parents and delivered by specialist tutors within school hours. Charges will be determined by the Head teacher and the appropriate Finance Committee of the governing body and may vary depending on the size of group, length of lesson and type of instrument. The charge is paid to the school. We give parents information about additional music tuition at the beginning of the summer term ready for the start of the next academic year.

### **6 Swimming**

The school organises swimming lessons for all children in the school. Lessons take place in school and are part of the National Curriculum. We ask for a voluntary contribution to cover the cost of maintaining the pool. We inform parents when these lessons are to take place and we ask for their written permission for their child to take part in these.

## **7 Materials/Ingredients for Practical Subjects**

The cost of ingredients, materials, equipment, etc. needed for practical subjects such as food technology or design technology is budgeted for and borne by the school. However, the school may charge for or require the supply of ingredients and materials if the product is to be owned and taken home by the child afterwards e.g. food products, models containing electrical equipment or batteries. The school will inform parents prior to activities, giving them the choice to pay for materials or purchase their own materials for the activity.

## **8 Loss and Damage to School Property**

Parents of a pupil who damages or loses any item of school property or equipment including for example windows or computer software, are liable for the costs of repair or replacement. This formal statement has to be made available to parents. In reality, any problems are usually resolved very amicably.

## **9 Lettings**

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The school may be used for “child care provision” during the school holidays and a charge may be levied to cover the cost of heating, lighting and caretaking. The school may not be used for adult classes or “non child” orientated activities. However the school should be available, if requested, for use by the local community as and when necessary. The scale of charges will be determined annually by the Finance Committee and will be reviewed on annual basis. A detailed Lettings Policy with current schedule of charges is attached at the end of this document.

## **10 Activities not run by the School**

When an organisation acting independently of the school arranges an activity during school hours, such organisations may charge parents should they wish their children to join the activity.

## **11 Remissions Policy**

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.

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

If a family is in receipt of any of the following then they will qualify for remission or help:

- Income Support
- Income-based Jobseekers Allowance
- 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 the sum given in the Revenue and Customs rules
- Guaranteed State Pension

## **Additional Considerations**

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place 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 costs) at the beginning of each term so that parents can plan ahead

We have established a system for parents to pay in instalments

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

We acknowledge that offering opportunities on a 'first pay, first served' basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.

## **Policy on Charging for and remissions for school activities**

### **1. Introduction**

- 1.1 St. Nicholas' C.E. Primary School has adopted the ' Policy and Conditions for the Hiring of Educational Premises and Grounds Out of Normal Hours' by Warwickshire County Council.
- 1.2 Information in this policy is additional to Warwickshire's and personal to St. Nicholas' C.E. Primary School.

### **2 Additional Information Concerning Principles**

- 2.1 St. Nicholas' C.E. Primary School aims to be an open and welcoming school. Part of that approach is to allow the use of the school's facilities by the community.
- 2.2 Any lettings must not interfere with the work of the school as a learning environment.

### **3 Additional Information Concerning Applications**

- 3.1 Some organisations may be considered incompatible with the aims and ethos of the school or undesirable for other reasons. These groups could include – Spiritualists, Jehovah's Witnesses, Cult groups of any kind, British National Party, extreme political groups. This list can be added to or other organisations refused at the discretion of the Headteacher and Governors.

### **4 Additional Information Concerning Costings**

- 4.1 Hire costs will be based on the following criteria:
  - Full rate – organisations without any educational purpose
  - Concessionary rate – organisations with approved educational purpose.
  - Half concessionary rate – youth and children's organisations where no fund raising activity is involved.
  - Free use – any activity associated with the corporate use of the school – governors, PTA, meetings and courses organised by the Education Committee.
- 4.2 Hire costs will increase with inflation unless the Headteacher feels a worthy organisation's finances would not permit it and the activity would therefore cease.
- 4.3 The Governors and Headteacher have the discretion to vary charges if there are particular circumstances, which warrant it.

- 4.4 Rates reflect the costs that the school will incur in providing this facility ie, heating, lighting, caretaking costs etc.
- 4.5 Hire charges are as follows:

AREA OF SCHOOL	FULL RATE				CONCESSIONARY RATE			
	2 HOUR S	M-F ALL DAY	SAT ALL DAY	SUN ALL DAY	2 HOUR S	M-F ALL DAY	SAT ALL DAY	SUN ALL DAY
HALL	£40	£60	£65	£70	£35	£45	£50	£55
CLASSROOM	£20	£35	£40	£45	£18	£30	£36	£38
FIELD	£20	£35	£40	£45	£18	£30	£36	£38
WHOLE SCHOOL	£80	£100	£130	£135	£60	£85	£100	£110

- 4.6 There is no charge for unavoidable cancellation as long as reasonable notice is given.

### Swimming Pool

Rate per hour	
1 hour	£60
2 hours	£90
3 hours	£110

Where necessary a suitably qualified lifeguard can be provided at an additional cost.

Use of the swimming pool by local parent and toddler groups during school hours and term time will be at a charge of £2.00 per family. This is designed as a community facility rather than profit making.

## 5 Additional Information Concerning Health and Safety

- 5.1 The schools Health and safety policy must be adhered to at all times.
- 5.2 The group's leader must report any health and safety issues to the key holder/headteacher immediately.
- 5.3 The telephone number of the key holder and/or Headteacher is made available to the group's leader, for use in the event of any problems.
- 5.4 Once everyone has arrived and the session begins, **the latch must be put down on the front door.**

## 6 Monitoring and Evaluation

- 6.1 The policy, including charges, will be monitored throughout the school year.
- 6.2 Any changes to either the policy or hire costs will be made at the beginning of the financial year ie September.
- 6.3 Existing groups will be notified of any changes at the end of each financial year.

## 7 Implementation

- 7.1 The school governors and Headteacher are responsible for the implementation of the school's letting policy.

## **8 Consistency**

- 8.1 These procedures have been developed to ensure a consistent approach to the school being hired and all eligible groups treated equally.

## **9 Development of the Policy**

- 9.1 The Headteacher following consultations with the Finance sub committee and discussions with the whole governing body developed this policy.

## **10 Ratification**

- 10.1 This policy was agreed at the governing body meeting in January 2018. Any subsequent revisions to the policy will be presented to the governing body.

## **11 Review**

- 11.1 This policy will be reviewed in line with the Charging Policy in January 2019.