




**“Let your light shine brightly.”**

Matthew 5:16

## **Charging and Remissions (Lettings) Policy**

<b>Policy accepted by FGB on:</b>	20/11/2019
<b>Next review:</b>	Autumn 2022
<b>Signed (Chair of Governors):</b>	
<b>Statutory policy:</b> <u>Yes/No</u> <b>On school website:</b> <u>Yes/No</u>	

# **CHARGING AND REMISSIONS (LETTINGS) POLICY**

(This policy is based on the Somerset LA model policy dated April 2019.)

## **1. Introduction**

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extracurricular) independent of their parents' financial means. This Charging and Remissions 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.

## **2. Aims**

The aim of this policy is to set out what charges may be made for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

## **3. Residential school visits**

We may charge for the cost of board and lodgings during overnight school trips, but the charge will not be more than the accommodation actually costs. Parents who are in receipt of certain benefits will not be required to pay. Parents should contact the school for further information.

## **4. Music tuition**

Charges may be made when the tuition is not an essential part of:

- the National Curriculum;
- a public examination syllabus first access to the Key Stage 2 instrumental and vocal tuition, Wider Opportunities programme.

## **5. Examinations**

No charge will be made for entering pupils for public examinations that are on the National Curriculum. However, an examination entry fee may be charged to parents if

- the pupil wasn't prepared for the examination at the school;
- the examination isn't on the National Curriculum, but the school arranges for the pupil to take it;
- a pupil fails, without good reason, to complete the requirements of any public examination where the Governing Body or local authority (LA) originally paid or agreed to pay the entry fee.

We may charge for:

- resits for public examinations where no further preparation has been provided by the school;
- costs of non-prescribed examinations where no further preparation has been provided by the school.

**6. Breakages and replacements**

We may charge for breakages and replacements as a result of damage caused willfully or negligently by pupils.

**7. Extracurricular activities and school clubs**

We may charge for extracurricular activities and school clubs.

**8. Voluntary contributions**

We may ask parents for a voluntary contribution towards the cost of:

- any activity which takes place during school hours;
- school equipment.

The contribution is voluntary and pupils of parents who can't, or don't want to, contribute will not be excluded from the activity. Where there are not enough voluntary contributions to make the activity possible, and there are no other ways to get funds, we may cancel the activity.

## **APPENDIX A: CHARGES AND STANDARD LETTINGS CONTRACT**

### **STANDARD CONTRACT**

- Use of school hall and staff toilets only (i.e. no access to classrooms, administration area, resource room, PE cupboard).
- No wedding receptions, private discos, birthday parties or “private” jumble sales.
- Groups to be adequately supervised at all times.
- No ball games.
- All damage to be paid for.
- Any transgression from this agreement will result in the letting being discontinued.
- Time of letting will be calculated from first admission to premises until final departure.
- School hall, staff toilets, corridor and foyer to be left as found.

### **CHARGES – from 1 September 2019**

#### **A) One-off/occasional lettings to the general public**

- £50.00 refundable DEPOSIT against damage/uncleanliness (to be returned after the end of the final session booked – subject to a satisfactory site inspection by the School Business Manager or Headteacher).
- £90.00 for an up-to-three-hour let with heating **and** caretaker.
- Rates negotiable beyond the three hours.

#### **B) Regular/weekly lettings**

- £50.00 refundable DEPOSIT against damage/uncleanliness (to be held for the duration of the booking period and returned after the end of the final session booked – subject to a satisfactory site inspection by the School Business Manager or Headteacher).
- £50.00 for an up-to-three-hour let with heating **or** caretaker.\*
- £60.00 for an up-to-three-hour let with heating **and** caretaker.
- Rates negotiable beyond the three hours.

\* The no-caretaking option is subject to the School Business Manager’s discretion; if the premises are not left in a clean and orderly fashion all or some of the deposit may be forfeited.

#### **C) Special rates for long-term lettings**

Please contact the School Business Manager for details.