

Thorn Primary School

Charging, Remissions and Lettings Policy



1. Introduction

The Governing Body of Thorn Primary School recognises the valuable contribution that the wide range of additional activities including trips, clubs and residential experiences can make towards pupil's education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupil's of the school and as additional optional activities.

2. Definition of Charges

The legislation refers only to charges made by the LEA, the school, or the governing body for "optional extras" (see point 3 outside of school hours.)

- ◆ Outside organisations ie a third party, may charge parents/pupils for activities, visits/services involving pupils from the school within school time. Parents would be under no obligation to receive these services but would be required to ask the school to grant their children leave of absence to join any activity requiring time away from school. Any teaching staff involved would have to be satisfied that any arrangements would secure the safety and welfare of the children.
- ◆ Parents may also be invited to make "voluntary contributions" to meet the cost of providing an activity/visit.
(see point 5)

3. Optional Extras

Charges can be made for optional extras, ie. activities that take place outside the school sessions. The participation of children in these "optional extras" depends solely on the basis of parental choice.

- ◆ If sufficient parents do not wish their children to participate in "optional activities", then the proposed activity need not take place.
- ◆ Before the optional activity can take place, parents must be asked, in advance whether they agree to the activity and are willing to pay for it.
- ◆ Charges for individuals must not exceed the unit pupil cost of the activity.
- ◆ Charges will not include the cost of teachers at this school. Costs for specialised teachers, teaching for the duration of the activity and not employed by the LEA or governors can be included.

4. Residential Visits

- ◆ In order that our children benefit from a residential visit there is a charge made to cover the cost of board, lodgings and transport.

5. Voluntary Contributions

- ◆ Where the school does not have the resources to provide activities/visits/services for the children, then parents will be asked to make a contribution towards part or all of the cost of the activity/visit, etc. Parents may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run an activity no qualifying child will be excluded on the grounds of voluntary contributions.

6. **Summary**

- ◆ Should there be any wanton damage caused by identifiable pupils, charges will be made.
- ◆ Charges will be made for any individual (one-one) instrumental tuition.
- ◆ Charges will be made for materials in lessons such as DT, Art and science where parents have indicated in advance that they wish to own the end product
- ◆ Charges will be remitted for parents who are in receipt of current eligible benefits a list of which can be found on the DfE website. In cases of hardship, any parents of pupils will also be exempted from all or part of any charges, at the discretion of the headteacher and/or the governors
- ◆ Third parties, ie school photographer, school book club, etc may make a charge, provided parents of children are not under any obligation to receive the service/product etc.

Lettings

The school buildings and grounds can be made available to outside bodies at the discretion of the Headteacher subject to the following:

- ◆ Such lettings are not detriment to the normal function of the school.
- ◆ The caretaker/cleaner is agreeable to cover the opening at the appropriate rate of pay.
- ◆ Outside bodies using the school or its equipment shall be required to make good any damage done, replace broken/equipment and recompense the school for any hire charges that may be incurred.
- ◆ No storage space for materials/equipment can be provided by the caretaking service
- ◆ All such lettings to be reported to the next meeting of the governing body
- ◆ The scale of fees charged for such lettings should meet all the additional costs incurred by the school. Information on such charges will be provided by the caretaking service.
- ◆ As the school is open plan letting should be confined to those rooms that can be isolated if at all possible otherwise the outside body taking the letting is responsible for the security of the building and its equipment during the letting.
- ◆ The LEAs letting indemnity form is completed and returned to the school.

For reasons of safety all the internal phones allow emergency calls to be made. The external phones are situated in the offices and as such it is essential personnel letting the building have access to a mobile phone provided by themselves.

It is the responsibility of the hirer to ensure all licenses are applied for and obtained

Lettings Request

Name of Organisation	
Date and time of required letting	
Period of required letting	
Frequency of required letting	
<u>Reason for letting</u> Please give full details of the reason for the letting as this may be used to determine any benefit to the school and may effect the rate charged.	
Classrooms/teaching bases required.	
Name of person responsible	
Equipment Required	
Charge agreed for the letting	£

In making this request I have been made aware of the conditions attached to the letting and agree to be bound by them.

Signed Date

FOR OFFICE USE ONLY

Date request received	Charge agreed: £	Conditions agreed:
Caretaker agreed:	Letting authorised:	Additional costs:
Bill sent	Bill Paid:	Paid to L.E.A.
Checked on FMIS:		