





Charging, Remission and Lettings Policy



‘Every Child, Every Chance, Every Day’

Reviewed By	Cate Gregory	Policy Owner	March 2017
Ratified by	Peter Gould	Governor	March 2017
NEXT REVIEW			March 2019

The **AIM** of our **CHARGING AND REMISSIONS POLICY** is to support our safe and purposeful, extended provision for young people and community activities of an educational, recreational, social or cultural nature. The purpose of this policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge. The Executive Head Teacher has overall responsibility for the consistent implementation of this policy and its requirements.

Shirley Infant & Shirley Junior Schools endorse the principles of the 1988 Education Act in maintaining the right to free education for all children. All education during school hours is free, including the supply of materials, books and equipment. This excludes musical instrument tuition of individuals or groups by specialist teachers. The act allows us to request voluntary contributions to broaden children’s educational experience.

This policy should also be read in conjunction with any relevant Jefferys Education Partnership documentation / policies. Please ask if you need further information.

Trips, Visits and Activities

School trips, visits and practical activities enhance the pupils’ learning and broaden their knowledge and experience. The school reserves the right to ask parents for voluntary contributions for any activity organised by the school which takes place wholly or mainly during normal teaching time.

Non-contribution would not prejudice a pupil’s place; however, unless most parents are prepared to make a contribution, the school may have to cancel the activity. Such enriching activities are an important aspect in supporting the curriculum.

The Governors do not wish to deny any child from taking part in an activity because parents or legal guardians are in a difficult financial circumstance. These parents/legal guardians will be encouraged to approach the school, to have charges fully or partly exempted.

Voluntary contributions will, in all circumstances, be invited through individual letters to parents. Any school organised activity which takes place mainly outside of school time will be charged for in such as way as to meet the entire costs of the activity.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents. When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating.

After School Clubs

Where necessary, the governors will charge for optional, extra-curricular activities provided outside of the school day. This will include all after school clubs, most of which are charged at a cost of £3 per session.

Private Use of Photocopier

The school photocopier may be used for private photocopying. Charges are fixed by the school, relating to the current rental and photocopying costs incurred by the school. The individual is responsible for ensuring that copyright is not breached.

Dinner Money

Dinners are charged for at the rate set by our current catering supplier, Chartwells and the full cost passed on to parents. In September 2014 the government introduced Universal Free Meals for all children of Infant age (Year R, 1, 2), therefore no charge for meals will be levied for children in Year R, 1 or 2. In Years 3, 4 5 and 6, there is no charge made for dinners for children that are currently eligible for Free School Meals.

Pupil Premium

Parents whose children are eligible for Pupil Premium funding or receive free school meals are informed of their right to claim free activities if they are low income families or receiving eligible benefits through school letters and general whole school communications. Information, guidance and support will be given to parents by the school.

Hiring and Letting

Shirley Infant and Junior School governors have agreed to share the School's premises for the benefit of the local community and to ensure that the school is not adversely affected by lettings.

The Letting of Shirley Infant and Junior School by local community groups is welcomed subject to the following conditions:-

- Use of the premises for Schools functions will take priority over lettings.
- School premises will not be let for functions where a Public Entertainment Licence is required.
- School premises will not be let to individuals or organisations if there is a reason to believe that the name of the school will be brought into disrepute. Furthermore any activities of an extremist nature or the promotion of radicalised views are prohibited, should we have any concerns of this nature we are under obligation to report to Channel.
- Charges will be made that at least cover premises management, energy, wear and tear and security
- Current charges for the community room or hall are reviewed annually.
- Income derived from lettings will be retained by the school.
- The person responsible for the group must ensure that they understand and comply fully with school's policies including those identified below and confirm this by completing a Letting Agreement Form.
- All corporate hires must carry sufficient Third Party Liability Insurance cover to the amount of £5 million pounds.
- Any group who wishes to hire school premises must present all documentation to the school office for inspection. Documentation must include insurance details, enhanced DBS disclosures of staff working with children, staff qualifications and references where appropriate and risk assessments.
- In the case of wilful or accidental damage or loss of school property the Executive Head Teacher will consider the circumstances carefully and may request a voluntary payment from the organisation towards the cost or one that will match the cost of the replacement or repair.

Governing Body Responsibilities

- The Governing Body will set and periodically revise the charges for lettings.
- The Safeguarding, Finance and Premises committee will review hire charges at least once a year and report to the governing body.
- Decisions on whether or not to permit a particular letting may be referred to the Governing Body. If the Executive Head Teacher believes a letting should not be permitted, the Governing body will be advised accordingly.
- The Safeguarding, Finance and Premises committee (or delegated governors) will review with the office that all paperwork is in date and policies have been adhered to for a new letting.

Executive Head teacher Responsibilities

- Lettings to new clubs or groups is at the discretion of the Executive Head teacher
- The Executive Head Teacher will vet all enquiries against this policy and refuse permission as necessary
- The Executive Head Teacher will ensure the goodwill of the immediate community is maintained by appropriate communication and management of lettings.

Procedure once letting approval is confirmed

- The Executive Head Teacher will delegate the detailed arrangements for individual lettings once approved by the Executive Head Teacher to the school's Business Manager. This will include:
- Approval of lettings of a general or historical nature
- Ensuring that users recognise and adhere to all the relevant related policies and procedures, especially health and safety procedures and sign to acknowledge understanding on the Letting Agreement Form.
- Copies of the school's Health and Safety policy are available at the office and on the website.
- Informing and advising staff of the school about forthcoming events and the use of areas, rooms and equipment as appropriate.
- Promoting the availability of school facilities on the basis of the pricing strategy agreed by Governors.

This policy should be read in conjunction with Shirley Infant & Junior School's Health & Safety Policy, First Aid Policy and Safeguarding Policy. Copies of the documents are available at the office.