



Shapla Primary School

Charging and Lettings Policy

Approved Date: 03/02/2016
Review Date: As required

The school charges for the following activities and goods:

- School Visits
- School Journey
- Loss of or damage to school property
- Book bags, swimming hats, P.E. bags.

The Governing Body of Shapla Primary School believes that all pupils should have equal opportunity to benefit from all school activities regardless of their parents' financial means. Our charging and remissions policy sets out how we will do our best to ensure this. This policy is in accordance with section 457 of the Education Act 1996.

Education provided wholly or mainly during school hours is deemed free for all pupils during school hours. The school may not impose a charge for any activities that occur during school hours, however we may ask for voluntary contributions, in order for particular enrichment activities to take place.

School Trips

The majority of the cost of school trips during school hours will be met by the school. We will ask parents/carers for voluntary contributions towards any school trip that incurs a cost. We will ensure that costs are kept to a minimum without impeding health and safety.

School Journey

A proportion of the cost of the annual School Journey for Year 5 pupils is met by the school. Parents are asked to make a voluntary contribution towards the cost of the board and lodging. Pupils whose parents are in receipt of:

- Income Support,
- Income based Jobseeker's Allowance,
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (provided Working Tax Credit is not also being received and have an annual income, assessed by the Inland Revenue, that does not exceed the applicable rate as notified by HMRC from time to time)

will be asked to pay 30% of the cost. Families that are finding payment difficult may seek remission from the Headteacher.

The Headteacher should make it known to all parents that they have a right to claim free activities if they are receiving benefits.

Damage/loss to property

Charges will be levied in respect of wilful damage, neglect or loss of school property (including premises, equipment, books or materials) belonging to the school or third party, where the cost has been recharged to the school. The charge will be the cost of the replacement or repair or a lower cost subject the Headteacher's discretion.

School Equipment

Charges will be made to pupils for the purchase of consumables needed to partake in some activities i.e. swimming caps. The goods will be subsidised by the school.

School Meals

School meals will be charged at the rate set by the LA for pupils and adults. Staff who act as role models in the dining area are entitled to a free school lunch, mealtime supervisors who are also Teaching / Learning Support Assistants pay half price.

Breakfast Club

Shapla does not currently run a breakfast club, apart from during SATs week, which is funded through school funds. Any costs will be reviewed each academic year and altered to reflect funding arrangements.

Remissions

In order to remove financial barriers to disadvantaged children the school has agreed to offer reduced rates to parents in particular circumstances, this will be at the discretion of the Headteacher.

Notwithstanding the above, the School will not disbar any pupil from any activity on the grounds of inability to pay and Governors will view each application on its merits and on a sympathetic basis.

The amount charged to each individual will not exceed the actual cost of the activity.

LETTINGS POLICY

Control over the use of accommodation and facilities at Shapla Primary School rests with the Governing Body. The Governing Body has delegated the responsibility for the letting of the School building to the Headteacher who is responsible for approving or declining applications, subject to any directions given by the governing body, and will issue a regular report on the use of premises outside normal school hours.

The school does not currently let its premises.

Should governors agree to allow lettings?

Unless otherwise directed, the school will not levy charges below the full economic cost of the letting. These charges are based on average costs of heating, lighting, cleaning, wear and tear and caretaker's services.

The Governing Body reserves the right to amend their lettings charges at any time they should see fit. The decision of the Governing Body shall be deemed final in this matter.

Although the school is not allowed to subsidise lettings, registered organisations, and community groups which are recognised as educational / cultural and which, undertake a regular programme of approved activities may be eligible for preferential rates at the discretion of the Headteacher.

School functions and events organised by the Governing Body of a Parent/Teacher Association is exempt from all charges as they fall outside the scope of the letting arrangements.

Lettings will be accepted only upon condition that making the premises available to outside organisations would be suitable and does not affect the day-to-day use of school facilities by its staff and pupils.

The School Premises Manager must remain on site and in charge of the premises throughout the lettings. Unaccompanied lettings will not be accepted.

In accordance with Local Government Miscellaneous Provisions Act 1982 a licence is required for events involving Public Entertainment. However, if the activity is limited to teachers, pupils of the school, parents of pupils and bona fide guests and therefore excluding any member of the public, then Tickets may be sold, in advance through the school only and there should be no advertising, other than inside the school buildings, nor should tickets be available at any Entertainment or Theatre Agency, nor should tickets be sold at the door at the time of the event. The restriction on advertising detailed above does not prevent letters or handbills being forwarded to parents and guests via the pupils. Donations are usually asked for such events.

BOOKING PROCEDURES

Application for the hire of the premises should be made to The Premises Manager on the relevant form, giving as much notice as possible.

Subject to approval a provisional acceptance form will be offered along with the Governors' Conditions of Use. Use of the facilities will only be allowed if acceptance is confirmed in writing and conditions of use and indemnity forms are returned. An invoice will then be raised.

Priority will be given to regular hirers.

Occasional hirers will be required to pay in advance.

Lettings for which the charge is more than the cost are liable for VAT (Output tax).

NON PAYMENT

The School Business Manager constantly reviews the outstanding invoices file to ensure that the School has no long-term debtors.

Reminders are sent out for all outstanding amounts. The Finance Committee is informed of any potential problems with outstanding lettings income.

The Headteacher has the authority to cancel the booking of any organisation that has outstanding invoices owing to the School.

CANCELLATION

Two weeks notice in advance will be taken as appropriate notice to cancel an event.

HEALTH AND SAFETY/FIRE SAFETY REGULATIONS

In accordance with the school's Health and Safety Policy and School Fire Safety Regulations the School Premises Manager will explain the above procedures to the person in charge of the letting. These instructions will specifically relate to: -

- Emergency evacuation procedures
- Fire alarm points and fire-fighting equipment
- Assembly points and call-out of personnel
- Location of telephone and how to summon the Fire Brigade and emergency services.

A written copy of fire evacuation procedures will be issued to hirers.

Agreed by the Governing Body.

Signed: Date:
(Chair of Governors)