

CHARGING & LETTINGS POLICY



Charging

1. At times during the year, various Year Groups and/or specific groups of pupils will be taken on non-residential visits. Parents of these pupils will be asked for a voluntary contribution towards the cost of the visit. Should insufficient voluntary contributions be received, the school will do one of the following:
 - a) Make up the shortfall from School Funds and/ or Pupil Premium (if the pupils are eligible).
 - b) Cancel the visit.
2. Visits and/or events led by external organisations are often booked within school. If possible, the costs of such visits/ events will be borne by the school. Should budgetary constraints necessitate, voluntary contributions will be requested from parents as in Point 1 above.

No child will be excluded from a non-residential visit/ activity as a result of any voluntary contribution (or part of) not being received.

3. Each year the school organises a Residential Educational Visit approved by the Governing Body. Parents wishing their child to have a place agree to pay the associated costs as determined by the school. Each year the school will determine the amount of subsidy it will pay for each participant dependant on budgetary constraints
If a family decides at a later date to withdraw their child from this visit, refunds will be made in accordance with the contractual arrangements made with the providing company/ organisation.
In exceptional circumstances, a child may be offered a free place.
4. At times during the year, the school hosts charitable events. Contributions towards such fund raising are purely voluntary.
5. All pupils in Foundation Stage and Key Stage 1 are entitled to free school meals. Key Stage 2 pupils will pay £2.20 for a school lunch if they are ineligible for free school meals.
6. No charge is currently made for Breakfast Club but this is reviewed annually dependant on funding.

Lettings

1. **The Governing Body actively encourages community use of the school buildings. However, it reserves the right to refuse any lettings it may choose.**
2. **The hirer must be willing to meet with school officials and provide details of their aims and objectives.**
3. **The Governing Body will ensure that the school budget does not subsidise non-school activities and that all costs are recovered.**
4. **Charges will be reviewed annually by the Governing Body, in will be based upon the financing of schools handbook in relation to size of accommodation needed**
5. **Each hirer using the school will be required to nominate a contact person. Such a person is deemed to be in charge and able to investigate any difficulties which may arise.**
6. **The Governing Body will determine if a nominated person from school is required on site when the premises are being used. If not, a responsible person must be on call.**
7. **A Letting Application / Indemnity Form must be completed by ALL applicants. A signed copy of the application form, if approved by the school, will be returned to the hirer. For long-term lettings application forms will be reviewed on an annual basis.**
8. **Any hirer that uses the school must be properly insured and insurance documents must be attached to the application.**
9. **Arrangements for the payment of each letting will be made in advance with the hirer concerned.**
10. **Smoking is not allowed on the premises in line with school policy.**
11. **Alcoholic Drinks –**
 - a. **An occasional licence must be obtained where appropriate. The Licensee is responsible for conduct of bar sales, etc.**
 - b. **No alcohol is to be stored or retained on the premises when pupils are in school.**

Our Gross External Area is 3467 sq metres

HOURLY RATES TO BE APPLIED 2017/2018

£32 without site supervisor

£50 with site Supervisor

September 2017