



# Charging and Lettings Policy

## Introduction

The Governors recognise that the school premises constitute a valuable asset for the community as a whole both within and outside school hours. They acknowledge that the use of the premises is ultimately a matter for the head teacher but they positively encourage the utilisation of the school building and land in a manner which is consistent with the aims and purposes of the school.

Allowing the school premises to be used outside school hours is not without its costs; this policy is designed to ensure that the school is covered financially when doing so. All post-Nursery education during school hours is paid for by the LA; there is no charge for any activity undertaken as part of the Primary Curriculum with the exception of Swimming, Music Tuition, Cooking Club and some visitors to the school.

Many before and after-school activities are also free but for some, where we incur extra costs, there may be a small charge.

This policy should be read in conjunction with the Emergency Action Plan and the Health and Safety Policy.

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## 1. Charging

### Swimming

The school organises swimming lessons for KS1 and KS2 children (subject to alteration). These take place during school time and form part of the Primary Curriculum. However, due to the distance it is necessary to travel to the swimming pool, the school is forced to request voluntary contributions to cover costs.

### Music Tuition

All children study music as part of the school curriculum for which no charge is made.

In addition parents may choose to avail themselves of the services of a peripatetic music teacher visiting the school from the County Music Support Service. These individual or small group lessons are not part of the Primary Curriculum and any parent wishing to take advantage of the service must be prepared to cover the costs in full. Letters are sent to parents informing them of the dates and costs of lessons. Payment is made to the school, not the music teacher, for which receipts are given. The school is then charged by the Music Support Service. Reductions are available for siblings and children whose parents are on benefits.

## Day and Residential Visits

The 1988 Education Reform Act includes a section on charging for activities organized by the school such as day and residential visits. The section says that there is no obligation on parents to contribute and no pupil should be omitted from the activity because his or her parents were unwilling or unable to contribute.

However the section also makes it clear that an activity may not take place if parents are reluctant to support it. The Governing Body has decided that if 95% of the cost of any visit is not met by voluntary contributions then the school reserves the right to cancel the visit, and any voluntary contributions received will be refunded.

All letters to parents will conclude the following information: "Voluntary contributions are necessary from all parents to enable the school to proceed with this visit. The school does not intend to make a profit from the visit but voluntary contributions are necessary to cover the actual costs of the visit."

Any families who express concerns regarding their ability to finance the visit will be invited to make an appointment to see the Headteacher who will exercise their judgment in the matter. Parents in receipt of Income Support or Family Credit will be encouraged to contribute something towards the cost of the visit. School Funds through Pupil Premium will also be used to subsidise when possible with the agreement of the Governing Body.

Great care will be taken by members of staff to ensure that visits are organised and costed well in advance to enable parents to respond positively to requests for contributions.

## Hot School Meals

A two course hot meal at lunch time is available at a cost of £2.30 per day. These must be ordered and paid for at least a week in advance. No charge will be made for pupils entitled to free school meals.

## **2. Lettings**

In accordance with Local Education Authority advice this school has set its letting policy charges as follows with effect from 1st January 2016.

The standard charge for the use of the school will apply to any outside agencies who may wish to use the facilities:

### 1 Standard Charge

The standard charge for the use of educational premises comprises two elements:

- a) a fixed amount reflecting the caretaker's extra duty payment
- b) a variable amount per room to cover other costs associated with the hire

### 2 Fixed Amount

Nil per room per session on weekdays finishing before 6.00pm

£15.20 per room per session on weekdays finishing after 6.00pm

£22.80 per room per session on Saturdays up to 10.00pm

£15.20 per room per session on Saturdays after 10.00pm

£15.20 per room per session on Sundays and public holidays

On weekdays and Saturdays a session is regarded as 4 hours up to 10.00pm and 2 hours thereafter. All sessions continuing after 10.00pm should be regarded as 2 or more sessions. On Sundays all sessions are regarded as 2 hours.

3. Variable Amount

Small Room	£2.05 per hour or part thereof
Hall/Large Room	£7.55 per hour or part thereof
Playing Field/Playground	£2.05 per hour or part thereof

4. The Den

Charged at a daily rate.

5. Children's Centre

In agreement with LCC.

6. Exceptions to the above Policy

The Governors have agreed that the following exception to the rates set by the LEA will apply.

- Friends of the School will not be charged a fee in relation to hire of school premises, as their activities are for the benefit of the school. Friends of the School will leave the premises as clean as practicable. Final cleaning will be undertaken as a normal part of the Site Manager's duties, unless otherwise agreed.
- Lettings for ad hoc community events will be in negotiation with the Headteacher and will also be subject to review on changes in management.

7. Review

Governors will review the policy annually.

## **Appendix 1: Music and Vocal Teaching**

### 1. Teaching and Learning

- South Witham CP School is committed to providing a high quality of instrumental and vocal teaching from qualified specialist teachers.
- The role of the instrumental and vocal teacher is to develop the musical talent of individual pupils within the school.
- It is recognized that different approaches are employed by different teachers. Freedom will be given to each teacher to develop and use his/her course of instruction.

### 2. Attendance

- Instrumental and vocal teachers will keep an attendance register.
- All pupils are expected to attend at the time allocated on the timetable. If a pupil is present at school but unable to attend a lesson he/she must inform the instrumental or vocal teacher at the earliest opportunity.
- Repeated failure to attend lessons without agreement may result in the withdrawal of the pupil's entitlement to instrumental or vocal tuition for that term, without refund.

### 3. Progress

- Instrumental and vocal teachers will record the progress of pupils and will prepare a report on pupils' progress once a year, usually at the end of the summer term.
- When a pupil's progress falls short of the expectations the parents will be informed. Failure to make the required progress following this may result on the entitlement to lessons being reviewed.
- An appropriate member of staff will oversee the above procedures through discussion with the instrumental or vocal teacher and the pupil.

### 4. Expectations of Pupils

- Pupils are expected to prepare work as directed by the instrumental or vocal teacher.
- Pupils are encouraged to take examinations of the national music examination boards, e.g. Associated Board of the Royal Schools of Music.
- All instrumentalists are encouraged to join school instrumental groups and take part in scheduled concerts once they have achieved the appropriate standard.
- Pupils are encouraged to apply for membership of County orchestras, bands and choirs as appropriate.

### 5. Loan of school Instruments

- School or County owned instruments on loan become the responsibility of the pupil's parents/guardians. Parents/guardians are therefore strongly recommended to insure instruments for all risks.
- Pupils who use school instruments will be encouraged to purchase their own when they reach a suitable standard to free school/county instruments for new pupils.
- Current charges for the loan of County instruments are available from school or County.

### 6. Charging

- The school will not make a profit from instrumental or vocal tuition charges
- A termly charge will be made for each pupil receiving instrumental or vocal tuition. An hourly rate in line with the cost of LCC charges is then calculated for each individual child depending on how many minutes tuition they have.

- Payment will be required in advance at the start of each term.
- Should a child be away from school due to sickness/holiday the missed lesson will not be refunded.

7. Remissions Policy

- Parents are entitled to a reduction of 50% of tuition fees and free instrument hire if their children are entitled to Free School Meals.

**Audit trail of changes**

<b>Version</b>	<b>Date</b>	<b>Reason for change</b>	<b>Authorised signature</b>
1.6	Jan 2016	Charging Policy and Lettings policy combined.  See previous separate versions.	
1.7	May 2016	Minor changes in wording  Addition of The Den and Children's Centre	
1.8	Nov 2018	Review	
1.9	Dec 2019	Playgroup and reference to the lease removed	