

# Saint John's C.E. (A) Primary School

Wheatly Avenue, Trent Vale, Stoke-on-Trent, ST4 6SB



## Charging/Lettings Policy

### Revision/Review History

Version	Date	Comments	Review Date
16	Summer 2021	Amended, approved and issued	Spring 2022
15	Spring 2018	Amended, approved and issued	Spring 2020
14	Spring 2017	Amended, approved and issued	Spring 2018
13	Spring 2016	Amended, approved and issued	Spring 2017
12	Spring 2015	Amended, approved and issued	Spring 2016
11	Autumn 2015	Amended, approved and issued	Spring 2016
10	Spring 2015	Amended, approved and issued	Spring 2016
9	Spring 2014	Approved and issued (no amendments)	Spring 2015
8	Spring 2013	Approved and issued (no amendments)	Spring 2014
7	Spring 2012	Amended, approved and issued	Spring 2013
6	February 2011	Approved and issued (no amendments)	February 2012
5	February 2010	Amended, approved and issued	February 2011
4	March 2009	Approved, amended and issued	March 2010
3	October 2007	Approved, amended and issued	July 2009
2	January 2006	Approved and issued	January 2007
1	September 2005	First draft	

This Charging Policy informs staff and parents/carers about charging for school activities. It conforms to the requirements of the guidance detailed in 'A Guide to the Law for School Governors'. In accordance with these guidelines St John's Primary School:

- Will not usually charge for books, materials, equipment and instruction in connection with the National Curriculum or Statutory Religious Education taught at school, except where parents/carers have indicated in advance their wish to purchase the product.
- Will not charge for any activities which take place in school time, apart from instrumental tuition for individual pupils or pupils in groups of up to four. Parents will be asked for a voluntary contribution.
- May charge for school time activities/visits by inviting parents/carers and others to make voluntary contributions to enable school funds go further. Children of parents/carers who do not contribute will not be treated differently from those who do make contributions.
- Will have the right to cancel an activity if there are insufficient voluntary contributions to make the activity or visit viable.
- Will ask for costs of board and lodgings on residential courses. Costs to individual families may be considered.
- May permit organisations to charge parents/carers when such an organisation is acting independently of the school or the LA, to arrange an activity to take place during school hours and parents/carers want their children to join in the activity. (If an out-of-school activity is organised by a third party and is approved by the school, is educational, or is supervised by someone authorised by the school then no charge should be made to parents/carers or pupils.)
- May charge for activities (optional extras), which happen outside school hours when these activities are not a necessary part of the National Curriculum. In certain circumstances at the Headteachers discretion these charges may be waived.
- Parents/Carers are asked to make a contribution towards replacing damaged or lost school property caused wilfully or negligently by their children e.g. £3 to replace a lost or damaged reading book.
- Charges for the Breakfast Club will be set each year; for 20/21 the following have been agreed:
  - Pupil Premium pupils 0p per day / Non Pupil Premium pupils £0 per day
  - \*see Breakfast Club contracts
- Charges for Wraparound Nursery costs will be set each year: for 21/22 the following have been agreed:
  - £5 to increase funded hours (3 hrs per day) to a full day

\*see Wraparound Contract

- The Governors will review the lettings charges levied by the school on an annual basis.

Prices are:

- Classroom - 1 hr £20, 2 hrs £30
  - Hall - 1 hr £20, 2 hrs £30
  - In addition a caretaking charge for opening/closing which will take into account travelling to and from school ie £18 per return journey or per hour if travelling a distance
  - Cleaning, if required, charged at £9.50 per hour - minimum of 1 hr
- Hiring of other facilities are on a per year agreement with governors. The following have been agreed for 20/21:
    - Charity Model Railway Exhibition Group - £500 for 3 days use of whole school
  - Charges for meals. The following have been agreed for 20/21:
    - Adult - £2.50 part meal, £3.30 full meal
    - Pupils - £2.00 Nursery, £2.30 Reception - Year 6
  - The governors will review this policy on a yearly/twice yearly basis.

#### **Debt Collection graded response:**

##### **Cuckoos arrears**

After 1 week of no payment (£25) A courtesy call will be made by the business administration team.

If no payment is made by week 2 (£50) business admin team to call to say provision is no longer available until the arrears are cleared (Offer a payment plan if necessary).

If payment plan ceases HT to send a letter.

If no response then provision is ceased and Governors are informed

##### **Lunch arrears**

Stage 1 - Once debt reaches £5 a courtesy call is made by the Business Admin team to request the account is topped up.

Stage 2 - Admin team to check accounts within a week, if arrears have not been cleared or have increased then a text message is sent to say no more meals can be booked until the account is clear.

Stage 3 - if no payment is made within 2 days then a letter is sent home with the pupil.

Stage 4 - If no response within 4 days then Governors are informed

##### **Long standing debt**

Dealt with on an individual basis.

**Lettings****1. General Condition**

- 1.1. Education and other statutory requirements take precedence and no application which interferes with educational functions will be approved.
- 1.2. Use during school holidays should be limited so it doesn't interfere with cleaning and essential maintenance.
- 1.3. Premises are let as they stand and no alterations will be made to lighting, heating, fixtures or arrangements of accommodation walls except with the authority of the Headteacher.
- 1.4. Lettings between 30<sup>th</sup> September and 1<sup>st</sup> April will be charged at the heated rate.
- 1.5. School kitchen may only be used if a member of the Catering Staff is on duty for the whole period.
- 1.6. Smoking is not permitted anywhere on the school site.
- 1.7. The charge is made for the use of premises inclusive of all payment including the janitor and catering staff.
- 1.8. Hirers are liable for the full cost of the booking if a booking is cancelled after 9:30 am the day of the letting.

**2. Fire and Safety**

- 2.1. The hirer should be made aware of the position of telephone, fire exits, fire fighting equipment and emergency drills to ensure the safe evacuation of the building.
- 2.2. Before use the Headteacher/Janitor is responsible for checking:
  - escape routes are unlocked
  - safety lighting is working
  - the maximum permitted number of persons is not exceeded

**3. Damage to School Premises**

- 3.1. The hirer shall repay to the Governors the cost of any damage to the property during the period of hire.

**4. Indemnity**

- 4.1 Hirers shall indemnify the Governors against all claims, demands, actions or proceedings in respect of goods or clothing or of the death or injury of any personal which shall occur during the period of hire, or prior or subsequent thereto if in relation to or by reason of the hiring.

**5. Failure to Observe Conditions**

- 5.1. If the hirer fails to observe or carry out any aspect of the terms, the Governors may without notice terminate the hirer's rights under the agreement. The Governors shall be entitled to retain for the use and benefit of the school any monies paid by way of deposit.

**6. Responsibility for Property**

- 6.1. The governors shall not be responsible for any goods, material, clothing brought into or left on the school site.
- 6.2. Cars are parked within the school site at owner's risk.

**7. Cancellation of Hiring**

- 7.1 The Governors reserve the right to cancel any booking in the event of the accommodation being required in connection with a Parliamentary, County or Municipal Election or for any special educational purpose as the Authority may from time to time think fit. In the event of such cancellation the Governors shall refund the charges.

**Approved and Authorised by:**Signed *SM Bowyer*

Headteacher/Co-ordinator

Signed *J Barnes/ H Kennedy*

Chair of Governors/Governor

Date: *12<sup>th</sup> May 2021 (summer 1 full governors)*

---