



Alderman Pounder Infant and Nursery School

Policy for Charging and Lettings

Document Owner: Head Teacher

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REVISION HISTORY

Version	Revision Date	Next review due	Summary of Changes (and author)
1.0	Spring 2013	Spring 2017	Agreed Resources committee meeting 4.3.13
1.1	Spring 2017	Spring 2021	No changes (J Shelton)

Introduction

All education during school hours is free, however there might be occasions when we ask parents to contribute towards additional resources for example, baking. The school does not charge for any activity undertaken as part of the National Curriculum.

From time to time the school may organise trips or activities within school in order to enrich the curriculum and enhance the educational experience of the children. These are known as 'optional extra activities' and may require voluntary contributions from parents.

Examples are:

- Off site events which require transport.
- Outdoor adventure activities.
- Theatre companies visiting the school.
- Specialist science or art workshops.

Voluntary Contributions

When organising an optional extra activity which requires funding, the school invites parents to contribute to the cost of the activity. All contributions are voluntary. However, if insufficient voluntary contributions are received, a planned activity may be cancelled.

If an optional extra activity goes ahead, it will include all invited children whose parents wish them to take part. This may include children whose parents have not paid any contribution for whatever reason. All children taking part in an optional extra activity are treated equally regardless of the contributions made.

Sometimes the school subsidises or pays the complete cost in order to support an 'optional extra'. Parents have a right to know how each optional extra activity is funded. The school provides this information on request.

Clubs

The school offers a range of extra-curricular after school clubs and lunchtime clubs. A qualified provider may make a charge for this service. If the club is run by staff members, there may be a charge to cover the costs of materials and equipment used during the club.

Occasionally there is funding provision available to enable children whose parents are unable to pay for a club to attend. The Headteacher is responsible for administering this.

Introduction

The letting of the school premises by the community is welcomed.

Decisions whether to permit lettings will be made by the Governing Body on a case by case basis, subject to the following principles.

- Use of the premises for school functions will take priority over lettings.
- The school premises will not be let to individuals or organisations if there is reason to believe that the name of the school will be brought into disrepute.
- The school premises will not be let for functions where a Public Entertainment Licence is required.

If the Head Teacher believes a letting should not be permitted he/she will report the reasons to the Governing Body.

Conditions of Lettings

Any lettings are subject to the following conditions:-

- All persons hiring the school premises will be expected to conform to the relevant Health & Safety regulations and take responsibility for carrying out their own risk assessments. The school must be provided with copies of risk assessments prior to the letting.
- All hirers must provide proof of Third Party Liability insurance to satisfy Nottinghamshire County Council requirements.
- Security issues surrounding the letting must be discussed with the site manager and/or the head teacher prior to the letting.
- All hirers agree to respect and take care of the school and its contents. A letting may be cancelled if it is the view of the Governing Body that due care is not being taken.

Charging for Lettings

The Governing Body will set charges for lettings guided by these principles:-

- Lettings to bona fide community groups will be charged at cost, to cover caretaking, energy, wear & tear, administration.
- Lettings to all other hirers will be charged at cost plus a profit margin determined by the Governing Body.
- Income derived from lettings will be retained by the school and costs to the school of lettings will be met from this income.