



## MARLBOROUGH PRIMARY SCHOOL AND NURSERY

### CHARGING POLICY

#### **Introduction**

In accordance with our Inclusion and Equal Opportunities Policy all education during school hours is free. The school is committed to supporting the needs of those children living in economically challenging circumstances by providing opportunities for them to engage in activities that would otherwise be inaccessible. We do not charge for any activity undertaken as part of the National Curriculum with the exception of parents/carers opting for their children to receive individual or small group musical instrument tuition as provided by the Local Authority.

#### **Voluntary contributions**

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents/carers to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. In accordance to our inclusion policy we do not treat these children differently from any others. If a parent/carer wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents/carers have a right to know how each trip is funded. The school provides this information on request.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents/carers. These activities are known as additional curricular activities. This list is not exhaustive:

- Visits to museums
- Sporting activities which require transport expenses
- Outdoor adventure activities
- Visits to the theatre
- Musical events

#### **Residential Trips**

If the school organises a residential trip in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education. However, we do make a charge to cover the costs of the board, lodging and travel expenses. If parents/carers are experiencing financial difficulties they are invited to write in confidence to the Headteacher (also please see the section on Remissions).

#### **Music Tuition**

All children study music as part of the normal school curriculum. We do not charge for this. However the Local Authority Music Service provides opportunities for children to learn an instrument during curriculum time with a fully qualified peripatetic music teacher. The Local Authority do charge for this service.

#### **Swimming**

The school organises swimming lessons for all children in Years 3, 4 and 5 at the Isleworth Leisure Centre. These take place in school time and are part of the National Curriculum. We do not ask for a contribution towards the cost of this activity or the associated transport.

### **Additional and Extended School Activities**

No charge is made for lessons that are outside of school hours and/or are part of the National or additional curricular activities such as those provided through the school's Marlborough College initiative.

For all other extended schools activities outside of school hours, a charge up to the cost of the activity will be levied. Parents/carers of children registered for Free School Meals (FSM) may be for a remission of 100% of the cost of extended schools activities according to the nature of the activity, the provider and the availability of funding allocated to support children in these circumstances.

### **Damage/Loss to property**

In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the headteacher in consultation with the Chair of the Governing Body may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion.

### **Lettings**

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges is determined annually by the Finance Committee and form part of our separate Lettings policy.

### **Other charges**

The Headteacher, Finance committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services, e.g. photocopying, completing passport forms etc.

### **Remissions**

If the parent/carer of a pupil is in receipt of Income Support, Income Based Job Seekers Allowance, guaranteed element of state pension credit, support under part VI of the Immigration & Asylum Act 1999 or Child Tax Credit (providing that they do not also receive Working Tax Credit and have an annual income, assessed by the Inland Revenue, that does not exceed the statutory minimum amount), charges in respect of board and lodging and musical instrument tuition will be remitted by a minimum of 100%.



## **MARLBOROUGH PRIMARY SCHOOL AND NURSERY**

### **A POLICY FOR THE HIRING OF THE SCHOOL PREMISES**

#### **Introduction**

The school premises represent a significant capital investment and should be fully utilised. As custodians, the staff and governors have a duty to maximise its usage as an educational and community resource. The educational usage of the premises remains of the highest priority. Although a profit margin would be welcome when derived from private or commercial usage the key objective is to facilitate educational activities that enhance the well-being and achievements of learners and/or members of the local community. The school will therefore prioritise usage of the premises for our own educational and/or extended school activities. We will also do our utmost to avoid letting the school premises to groups with intentions that are incompatible with community cohesion.

#### **Definition of a Hiring of the School Premises**

A hiring of the school premises is defined as “any use of the school premises by either a community group, commercial organisation, charitable organisation and/or private user. A hiring must not interfere with the primary activity of the school, which is to provide a high standard of education for all its pupils.

Use of the premises for activities such as staff meetings, parents’ meetings, Governing Body meetings and extra-curricular activities of pupils supervised by school staff, fall within the corporate life of the school. Costs arising from these uses are therefore a legitimate charge against the school’s delegated budget and these uses would not be considered as a hiring of the school premises.

#### **Priority Usage**

The governors have adopted the following categories of priority usage outside school designated hours and this is reflected within scale of charges identified within appendix:

1. The school’s own activities including extended school activities for pupils, Marlborough Minders before and aftercare provision, meetings, presentations, workshops, community and school fund raising events such as the summer fair
2. Community education or charitable activities including opportunities for children, adult learning, health checks, Local Authority and/or community meetings or activities
3. Private or commercial users where the activities contribute positively to the learning of children and/or help the school to achieve the extended schools core offer i.e. providing activities and services which enhance learning opportunities for members of the local community including vulnerable groups
4. All other commercial or private users

#### **Delegation and Variations**

The governors recognise that it would be impossible for them to vet every applicant or organisation who wish to make use of the school premises and consequently they have delegated the authority to accept applications for hire to the Headteacher. The Headteacher will keep the governing body informed accordingly.

If in the case of exceptional circumstances the Headteacher may find it necessary to vary the terms and conditions and/or charges for a hiring. This will only be done following discussion and agreement with members of the governors’ finance and premises committee.

## **Hiring Documentation**

All formal hiring of the school premises, including those for which no charge is made shall be properly documented. All hirers must complete a hire agreement and are to receive a copy of the terms and conditions of hire before any use of the school premises. The hire agreement is a contract which the school may enforce as law.

## **Scale of Charges**

In arriving at their scale of charges the governors have followed the following principles:

- That community and charitable group users will be charged no more than the cost required to cover the school's utilities and caretaking provision for the duration of the activity
- That commercial and private users will be charged on a cost plan and income margin for the school
- That there will be parity of treatment for similar users
- That overall the cost of lettings school facilities will be recovered from users

For the purpose of charging the headteacher is empowered to determine to which group any particular individual or organisation belongs. The basis of charging will be determined by the purpose for which a letting is arranged.

The scale of charges forms Appendix 1 to this policy statement.

## **Discounts**

These form part of the scale of charges (appendix 1) and are the only permitted variations to the standard charges.

## **VAT**

The school is constrained by law to apply VAT to all transactions where this is appropriate.  
Minimum Charges and Deposits.

## **Minimum Hire Period**

The minimum hire period will be two hours.

## **Deposits**

The school reserves the right to require a deposit over and above the hiring charge as a surety against damage, to or loss from, the premises (including any equipment) or the premises being left in an unacceptable condition necessitating the school incurring additional cost for cleaning, caretaking or other expenses.

## **Cancellations**

The Governors and Designated Persons i.e. The Headteacher and School Business Manager reserve the right to cancel hire agreements should it be found that the Hirer or persons associated with the Hirer are found to be bringing the school into disrepute or by jeopardising the school's integrity or ethos in any manner.

Wherever possible the school will endeavour to give hirers as much notice as reasonably practicable under the circumstances should the premises become unavailable for hire outside the school's control. The school will not be responsible for any costs that may be incurred as a result of this cancellation of use.

The school will seek to recover any costs incurred by it which are unavoidable and result directly from the cancellation of a letting.

## **Payment methods**

The governors are mindful of their responsibilities in safeguarding the school from bad debt. Therefore the school will ensure that payment is received at the time of booking and any cheques cleared before the physical hiring is undertaken.

## **Security**

The governors will not normally insist upon continuous caretaking presence. However they reserve the right and give delegated power to the headteacher to insist upon caretaking presence where in their view the nature of the hiring may leave the school vulnerable to theft or damage.

## **Review of Policy**

The governors will review the policy each year in the Spring Term and the scale of hire charges for the forthcoming financial year will also be reviewed and updated.