

## Holy Trinity Primary School, A Church of England Academy

### Policy for Charges, Lettings and Remissions

#### Introduction

The Education Reform Act 1988 required the Governing Body to have a Charges and Remissions Policy. In drawing up our policy we have been mindful of the information in DFE circular 2/89. Charges for School Activities and The Head's Legal Guide.

#### Aims

To make it clear to parents, hirers and staff what their obligations with regard to charges and remissions are.

#### Teaching and Learning

No child should be charged for activities provided within the normal school day to satisfy the needs of the National Curriculum. Parents may be charged for baking and craft activities when they are to receive the goods. Classroom baking and other resource intensive activities will be funded from the school curriculum budget.

Visitors to school or class visits out of school during school time will be funded by requests for voluntary donations.

No child will be excluded if a contribution has not been received for them.

#### Organisation & Planning

All out of school visits either during or extending beyond the school day will be organised in accordance with the published LEA guidelines - a copy is available in the Head's office and outside the staff room.

All monies should be recorded and accounted for by the School office. Monies will be collected each day.

Hirers will complete a booking form and agree the hire charges.

Hirers will be sent an invoice and receipt for their hire payment.

Hire charges will be set in January and reviewed each year in September to give hirers 3 months notice of alteration.

The Headteacher has the authority to accept bookings from any bona fide group or individuals provided that they are not representing an inappropriate political, religious, sectarian group or other group that would bring discredit to the school or community.

In areas of doubt the Headteacher will contact the Governors Emergency committee, at her discretion, whose decision as to accept, or not, a booking will be final. No appeal from the proposed hirer will be considered.

At the Headteacher's discretion a bond signed by an officer of the company or group may be required.

### **Residential Visits**

The cost of board and lodgings for residential visits can be charged to parents, but not travel or education (section 32 2/89) The cost of residential visits will be funded by voluntary contributions.

If insufficient voluntary contributions are received the visit may be cancelled.

### **Non Residential Visits during school hours**

Parents will be asked to make a voluntary contribution to cover the expenses. If insufficient parents agree to make a contribution the visit may be cancelled (27 2/89)

### **Non Residential visits where more than 50% of the time is outside normal school hours**

Parents can be charged for visits that fall into this category (28. 2/89)

### **Resources**

School is responsible for 100% of the costs of educational visits for children whose parents are on Income Support or Family Credit (54 2/89). However all parents will be asked to make a voluntary donation. No child will be excluded from an activity if a donation has not been received for that child.

Hirers of the premises must provide their own consumable resources. School will not provide these resources, unless by prior arrangement where an additional charge, at least equal to their replacement cost, will be made.

### **Record Keeping**

The School Administrator will keep all records of bookings for the school. The School Administrator will issue all invoices and receipts connected with lettings.

All visits money should be recorded by the school administrator when class lists will be reconciled with money received.

Details of lists of expenditure, including all receipts should be given to the School Administrator.

All income from any fund raising event should be sent directly to the School Office.

No moneys should be stored in classes or storerooms. All moneys collected should formally be recorded, accounted for and reconciled in the school's official accounts.

### **Professional Development**

The School Administrator needs to ensure that our accounting procedures satisfy the LMS and Ofsted guidelines.

### **Review**

The Hire Charges should be reviewed each September so that hirers have three months notice of any increase.

Policy agreed by Governors 6 December 2017

Review November 2019

EAW



# HOLY TRINITY PRIMARY SCHOOL

## LETTINGS CHARGES from June 2015

Session	Cost of Room Hire	Refreshments
Morning	£25	£10 (upto 10 people)
Afternoon	£25	£10 (upto 10 people)
Evening	£25 + £15 for locking up (whoever it is)	£10 refreshments (upto 10 people)
All day	£50	£35 £2.50 per person for lunch