

The Firs Lower School  
**Charging, Remissions and Lettings Policy**



Section 110 of the 1988 Education Reform Act requires each Governing Body to draw up and review its own policy in respect of charges and remissions arrangements, the policy for this school is written in line with the 1988 Act insofar as it is relevant to the requirements of a lower School.

### **Visits and Outings**

The 1988 Education Act makes it illegal for schools to charge parents for any activities taking place during the school day. Parents can however be asked to make a voluntary contribution for the full cost of an activity e.g. educational outings, theatre visits. There is no obligation to contribute and pupils will not be treated differently according to whether or not their parents have made any contribution. However, if too many parents feel unable to make a contribution, the activity may not take place.

### **Subsidies**

On occasion the school may elect to subsidise outings taking place in the school day from the schools budget or make a request to the PTA. The subsidy may:-

- Apply to all children equally.
- Enable particular children whose parents are known to be experiencing financial difficulty to participate.
- Enable an activity or outing which has been insufficiently funded from contributions and which would otherwise be cancelled, to take place

### **Design Technology**

If the products of technology lessons are to be taken home then contributions may be asked for in advance, to cover the costs of the ingredients and/or materials used. Alternatively teachers may sometimes choose to ask for materials and/or ingredients to be brought into school.

### **Loss or damage to property**

Charges may be made, at the school's discretion, to cover the replacement cost of lost or wilfully damaged items e.g. reading and library books

### **Music lessons and musical Instruments**

- The LA Music Service offers individual/group music tuition during the school day. A fee is charged for these lessons, which includes the hire of the instrument.
- Fees for these services are set by and handled directly by the LA Music Service.
- Music lessons that are not handled directly by the LA are paid for privately by the parent to the music teacher concerned

### **Outside the school day. - After school activity clubs**

- A range of short after school clubs are organised and run by members of the school's teaching staff. No charge is made for pupils attending these clubs. Pupils learning the recorder are expected to purchase their own recorder and book.
- Where a club takes place in the school but is run by an outside instructor / organisation, then a charge will be made and pupils will not be subsidised by the school to attend.

### **Kids Club – before and after school care club**

Before and after school care is organised by 'Kids Club' on behalf of the school. Fees are set by the school in order to meet the cost of providing the service. Financial Regulations do not permit the school to subsidise this in any way. The school will facilitate the use of approved childcare vouchers by parents for payment of this service. These vouchers are not transferable.

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### **Lettings**

1. Applications for all bookings of the school buildings and grounds should be made in writing. (Using Lettings form – Appendix A)
2. Regular and continuous bookings should confirm arrangements at the beginning of each academic year (September).
3. For regular/continuous bookings, written notification is required for variations once the initial request has been granted.
4. The Head teacher and Bursar will judge each application for suitability. The Site Agent will be consulted about his availability before a commitment is made.
5. For all bookings the Central Bedfordshire Guidelines will be followed.
6. Hirers must provide evidence of current Public Liability Insurance. (Ideally a photocopy of the Certificate of Insurance approving cover up to £5 million).
7. Hirers must provide evidence of their Child Protection Policy, if applicable.
8. Hirers will be made aware of the rule and regulations covering use of the school premises.
9. The attached Scale of Charges will apply. The Head teacher and Bursar will make a judgement about any hiring that falls outside these bands.
10. The Scale of Charges will be reviewed and agreed by the Finance and Environment Committee each summer term to take effect from the 1<sup>st</sup> September each year. Charges will reflect the Premises Manager's time, heating, lighting and other consumable costs.
11. If hirers require food to be provided the school can provide details of local caterers at various prices but hirers are responsible for booking and payment directly.
12. Lettings made by the PTA will be conducted following the agreed protocols (Appendix B)

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**Charges Voluntary/Charity/Not for profit organisations**

That there will be a minimum charge of £20 for the first hour and that all bookings of 2 hours or more are charged £16.50 per hour

1 hour = £20

1.5 hours = £30

2 hours = £33

**Charges “Other Organisations/Local Authority”**

That there will be a minimum Charge of £22 per hour and all bookings of more that 2 hours or more will be charges at £17.50 per hour

1 hour= £22

1.5 hours = £33

2 hours = £35