

Mundeford Community Infants School

Charging, Remissions and Letting Policy



Charging and Remissions

Introduction

This section of the policy covers Charging and Remissions.

Curricula Activities

No charges will be made for curricula activities, including visits and trips outside the school.

Books, equipment and school uniform

- Books, stationery and related equipment and materials are provided free.
- Parents will usually be expected to pay for school uniform and the school will sell items of uniform at a set rate, but no child will be prevented from wearing uniform because their parents/carers are disadvantaged. An 'on entry' uniform pack will be provided for such children consisting of a sweatshirt, a book bag and a PE bag.

Charging for materials and equipment

- Parents will normally be charged for any items issued to their children for their sole personal use, eg. Recorders.
- No charges will be made for any materials or equipment used to deliver the National Curriculum.

Extra-curricula activities within the school day

- If such charges are necessary any payment from parents for these activities is voluntary, but if parents are unable or unwilling to contribute, it may be that the activity will not be able to take place. Pupils will never be treated differently whether or not their parents have made any such payments, and consideration will be given to waiving the charge for disadvantaged parents/carers.

Activities outside the school day

- For these activities payment is normally required for pupils to take part, although consideration will be given to waiving the charge for disadvantaged parents/carers.
- School clubs and similar activities supplied by outsiders may be charged a rent for use of school facilities, at the head teacher's discretion.

Funding for children of disadvantaged parents/carers

The Headteacher has authority to consider and fund a child's participation in extra-curricula activities or purchase of school uniform if their parents/carers are disadvantaged and unable or unwilling to pay the charge. In deciding whether to provide funding, the Headteacher will be constrained by the limited flexibility within the school's budget.

Disadvantaged parents/carers are those in receipt of the following:

1. Income support
2. Income based on Job Seekers allowance
3. Child tax credit
4. A receipt of support provided under the Immigration and Asylum Act (part 6 1999 or as amended)
5. The guarantee element of State Pension Credit
6. Income-related employment and support allowance (as introduced on 27 Oct 2008)
7. Income not exceeding £13,320 pa

Loss and damage to school property and equipment

- Parents/carers of pupils who damage or lose any item of school property, materials or equipment, including, for example, windows, toilets, computer software, or books are liable for the cost of repair or replacement as appropriate.

Letting

Introduction

This section of the policy covers the letting out of the school premises to other organisations. The overriding principle governing such letting is that the interests of the school are paramount. Therefore, a letting will only be considered if it is beneficial to the school, and no inconvenience or hindrance is caused to the school.

Authorisation of a Letting

All lettings will be at the discretion of the governing body; the Head Teacher is appointed its delegated representative for considering and making a letting. The Head Teacher will arrange for a suitable application form to be drawn up, and completed by the applicant, who must be the named accountable person, and will be accountable for all the activities and arrangements associated with the letting. This person must have prior appropriate security clearance. It is recognised that the school premises are unsuitable for use other than for the provision of activities related to the school curriculum for young children, and that therefore other lettings are likely to be refused. Lettings after 11.00pm and before 8.00am will not generally be permitted.

General Requirements

- All hirers must comply with the regulations set out on the application form.
- All hirers must be aged over twenty-one, and properly qualified for the purpose of the let.
- All hirers must secure insurance cover for the letting, including for public liability.

- All school buildings and associated premises indoors and outdoors are non-smoking and alcohol prohibited areas.
- The school is not responsible for any loss of or damage to any equipment or vehicles brought onto its premises, or their contents.
- All Hirers must return the areas and facilities used to a clean and functional state after each usage, and make good any damage.

Charges

The general principle of charging is that no charge will be levied on an organisation supplying a school club or similar activity attended by the pupils of the school. Any other organisation will be charged a suitable amount so that the school covers all its costs and makes a worthwhile profit for the benefit of the school. The calculation of charges will therefore include consideration of all costs including heat, light, sewerage, water, and the cost of caretaking for the event. The Head Teacher will agree an appropriate charge for the period of hire, consulting the Chair or Vice Chair if available. Charges will be subject to periodic review by the governing body.

The application process

- The hirer submits two copies of the application form, which sets out the time and date of the proposed hiring and the precise detail of the premises and facilities to be hired, including lavatories. The form will also give advice on maximum permitted numbers (see Appendix).
- The caretaker is consulted. If the caretaker is not able to service the hiring, a responsible key holder will be identified, who will receive payment at the same rate as the caretaker.
- One copy of the application form is returned to the applicant with a letter of confirmation setting out the terms of the hire, including insurance requirements.
- An invoice is issued prior to the letting and must be paid in advance.
- A receipt is issued.

Policy review

This policy has been adopted by the governors and is approved annually by the full governing body at its first routine meeting of each academic year (usually in September). In the meantime it is reviewed as necessary by the owner of the policy and the head teacher, and any resultant changes other than minor clarifications or those of a typographical nature are brought to the attention of the governing body. The policies master record index is updated to reflect the dates of the last and next review, and the owner of the policy.

Reviewed: September 2012

Appendix: capacity

The number of people permitted to attend an event will depend on the nature of the activity. This guidance reflects that given by Fire Prevention Officers for halls used for assembly functions.

- If the event has dancing and there are no chairs or tables set out, one person per 6 square feet (0.55 square metres).
- If the event has dancing and chairs or tables are set out, one person per 8 square feet (0.55 sq metres).
- For a seated audience, one person per 6 square feet (0.55 sq metres).
- Where people are seated at tables, one person per 10 square feet (0.92 sq metres).