



Havannah Primary School

Charging/Lettings Policy

Spring Term 2021

Charging Policy

1 Introduction

1.1 All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of peripatetic music tuition and some travel costs.

2 Voluntary Contributions

2.1 When organising school trips or visits, which enrich the curriculum and educational experience of the children, the school invites parents 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. We do not treat these children differently from any others.

2.2 Sometimes the school pays additional costs in order to support the visit usually using grant monies, School Fund or PTA contributions. Parents have a right to know how each trip is funded. The school provides this information on request.

2.3 The following is a list of additional activities organised by the School, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- residential visits;
- musical events.

The following statement is made in compliance with Section 110 of the Education Reform Act 1988.

With effect from September 1 1995 the Governors' policy for making charges will be in conformity with the Education Reform Act 1988 with Circular 2/89 and subsequent Circulars. Charges will be those permitted under the Act.

'The Headteacher will have discretion to pay from the budget of Havannah School to assist in the whole or in part any student whose means would not enable them to pay for a particular activity for which charging is permitted.' Pupil Premium and PTA funds are also considered in this funding.

3 Music and French tuition

3.1 All children study music and French as part of the normal school curriculum. We do not charge for this.

3.2 There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music tutors teach individual or small group lessons and make a charge for these lessons. There is also a charge for the French club. The tutors give parents information about additional music and French tuition on a termly basis.

4 Swimming and Other Activities

4.1 The School organises swimming lessons for all children in Year 3. They take place in school time and are part of the National Curriculum. We ask for a token donation to partially cover the travel costs for this activity. We inform parents when these lessons are to take place. 'Sports Funding' (a Government grant) is used to fund the cost of tuition and use of pool facilities.

4.2 Other related sporting/additional activities, within the curriculum, will not be charged but we may ask for a contribution towards the full cost of transport (if applicable).

5 Activities outside the National Curriculum (NC)

5.1 Activities lying outside of the NC, and taking place outside School time, will be charged in full.

6 General

6.1 All charges will be reviewed annually and revised in line with appropriate inflation factors.

6.2 Where appropriate VAT will be charged and properly accounted for in accordance with the appropriate VAT regulations.

6.3 The school may require parents to pay for damage to or loss of school property for which their children are responsible, where reimbursement is appropriate. This will be at the Headteacher's discretion.

7 Hiring and Leasing Agreements (See appendix 1 and 2)

7.1 **Hiring** - Charges are made to cover costs including: caretaking, cleaning, heating, lighting, wear-and-tear etc. The exact hiring charge made will be dependent upon the use of the hire; the area of the site required; and the nature of the hiring organisation - at the Headteacher's discretion (acting as the 'Agent' on behalf of the Governing Body. For a fuller description of the charges, refer to the Lettings Policy.

7.2 **Leasing** - The Governing Body draws up Leasing Agreements with any interested parties, through Cheshire East LEA Legal Services. The Licence must be agreed, and, be in place, before the leasing period begins. NB Charges are made in advance of use.

The Governors have established a charging policy for charging for those school activities permitted by law.

The Governors will review this charge annually.

All income is to be recorded and paid into the school budget. Receipts are to be issued for sums over £40, or upon request.

8. Freedom of Information Act

Charges are made to cover printing and administrative costs for production of certain information held by the School under the Freedom of Information Act.

All School charges are subject to an annual review.

Appendix 1

No.	Income Activity	Approved Charge
1	Music Tuition	Looked After children – all provision is free All charges paid direct to an outside agency. Discounts available for pupils in receipt of Free School Meals.
2	Adult Education	As per LA recommended "Schools Lettings Charges".
3	Other Casual Lettings	As per LA recommended "Schools Lettings Charges" unless market can withstand higher charges (to be agreed by Headteacher) for lettings of a commercial nature.
4	Staff Personal Phone Calls	International call are prohibited 5p per minute for local and national calls 10p per minute for mobile phones.
5	Personal Photocopying	5p per black and white page A4 10p per black and white page A3 10p per colour page A4 15p per colour page A3

Appendix 2 – Lettings Policy

County Recommended Schools Lettings Charges – April 2019 to be reviewed annually

The recommended charge for the use of school premises for community use for the 2018/2019 academic year is as follows:-

	Adult & Community Learning Usage (£ per hour)	Community Use (2/3 of actual cost of return rate) (£ per hour)	Commercial Use (Actual Cost Return Rate) (£ per hour)
<u>Primary Schools</u>			
Hall	14.18	28.36	42.55
Classroom	9.10	18.20	27.30
Subsequent Classroom	1.98	3.95	5.90
On-Cost for Sunday and Bank Holiday Lettings	2.28	4.55	6.85
Sports Hall	35.45	70.90	106.35
Changing Room	8.88	17.75	26.60
P.C. Suite	10.19	20.38	30.59

County Council Election Charges from September 2011

The recommended charge for the use of school premises for polling purposes for the 2019/20 academic year is as follows:-

	Summer Period (May – Sept inc) (£ per hour)	Winter Period (£ per hour)
Hall	11.05	20.50
Each Classroom	3.15	5.85

The school does not currently let the hall out for council Elections
These rates do not include any element for caretaking.
The winter period includes additional heating costs.

These letting charges have been designed to be used as a GUIDE when charging for the use of School facilities.

Schools are advised to use their own discretion when deciding on the exact charges to be levied. Please take into account local conditions and levels of charging from similar venues.

These figures are updated annually using Government statistics.

Signed _____ **Chairman of Governors**

Signed _____ **Head Teacher**

Date _____