



CADLAND PRIMARY SCHOOL.
POLICY FOR CHARGING, REMISSIONS AND LETTINGS.

AIMS

- To clearly define the criteria for the payment structure of the following areas:
 - Music tuition
 - Residential Visits
 - Non residential educational visits
 - In school enrichment activities
- To clearly identify the remission of payment procedure.
- To encourage all staff and pupils to partake and contribute to any such activity.

PRINCIPLES

Any activity that is a legal requirement of the National Curriculum cannot be charged for, although such activities are subsidised by the school and as such, voluntary contributions are an integral part of the continuation of such activities.

MUSIC TUITION

- To charge parents/carers for peripatetic music tuition at a rate of £50.00 per term Hampshire Music Service also charge for hire of their instruments, which is currently £15.00 per term.
- There should be no more than four children in any music group.
- The teaching sessions should be 30 minutes in length.
- Should parents/carers be in genuine financial need then they should approach the Headteacher, who will assess each case individually, following guidelines as for free school meals.

CURRICULUM PROJECTS

Parents will be asked for voluntary contributions towards projects such as Food Technology or Design and Technology in instances where children will be taking items produced in class for enjoyment at home.

RESIDENTIAL EDUCATIONAL VISITS

- The continuation of such visits relies heavily upon full payment from parents/carers.
- There is a legal requirement to charge for certain necessities on such visits, i.e. board and lodgings.
- An initial deposit for such visits must be paid in order to secure a place, but thereafter weekly/monthly installments can be arranged by agreement with the school.
- Families who are in financial hardship and are entitled to Free School Meals or Pupil Premium are entitled to apply to the school for a subsidiary cost (supported by donation from Dibden Allotments).

NON RESIDENTIAL EDUCATIONAL ACTIVITIES

- Such visits will only take place providing there are sufficient voluntary contributions paid by parents/carers.

- A part payment scheme can be applied for by families who are entitled to Free school meals or Pupil Premium.
- The Headteacher/Governing Body reserve the right to cancel such activities where they are poorly funded by voluntary contributions and the school finances are unable to support such a subsidy.

All residential visits will be notified to parents at the start of every school year, so that requests for money from parents are made with plenty of warning. Non residential visits parents are notified at the beginning of term.

LETTING OF SCHOOL PREMISES

The facilities for hire are:

- School Hall
- Individual classrooms

These facilities will be hired out at the agreed rates. All bookings must be accompanied by the appropriate booking forms, which are available from the school office. A minimum of two weeks' notice for all bookings is normally required.

Clients who are considering hiring any of the school's facilities are welcome to visit the school and inspect them. Appointments can be made by contacting the school office.

SCHOOL HALL

The Hall is available for hire for a wide range of sporting and social activities.

Hirers must make themselves familiar with, and agree to abide by, the school's safety and emergency procedures, as well as the school's no smoking policy, copies of which will be given to clients when making a booking to hire the Hall.

Food preparation facilities are available adjacent to the Hall.

HIRING RATES 2017-2018 (Between the hours of 8am-8pm Monday to Friday):

Location	Price (at September 2017)
	Per hour
Field	£10
Hall	£20
Classroom	£7
Playground	£7

Rates outside these times can be discussed with the School Business Manager on an individual basis.

SCHOOL ENRICHMENT ACTIVITIES:

There is currently no charge for enrichment activities.

DATA PROTECTION ACT 1998

Requests for information to be disclosed under either Subject Access or Freedom of Information legislation will be charged at £10 per request.

Next Review Date: September 2018

This policy was agreed at the full governing body meeting on 19th July 2017.

Signed: _____ Date: _____

Chair of Governors