



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

AIMS

- To clearly define the criteria for the payment structure of the following areas:
 - Residential Visits
 - Non-residential educational visits
- 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.

CURRICULUM PROJECTS

Parents may 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. The cost of activities during normal school hours are to be covered by voluntary contributions
- An initial deposit for such visits must be paid in order to secure a place, but thereafter weekly/monthly instalments can be arranged by agreement with the school.

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.

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 subsidy towards the cost of a residential or non-residential educational activity.

All educational visits will be notified to parents at the earliest opportunity, so that requests for money from parents are made with plenty of warning.

LETTING OF SCHOOL PREMISES

The school facilities for hire are:

- School Hall
- Individual classrooms
- School Field
- School Playground

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.

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.

SAFEGUARDING

Lettings will not be made to persons under the age of 18 or to any group, organisation or individual with an unlawful or extremist background.

Persons may have to undergo a DBS criminal records check. This must be at an enhanced level if the letting involves contact with children and young people. It is the responsibility of the Hirer to ensure that they have complied with this requirement. The Hirer will be required to provide evidence on request that DBS checks have been carried out, and will also be expected to keep appropriate records in line with current safeguarding best practice.

Where the Hirer is providing a sporting activity, valid and current First Aid certificates must be in place, as well as a certificate of public liability insurance. There is no legal requirement for the school to provide first aid facilities, and the school's resources will not be available for use.

HIRING RATES 2023-26 (Between that hours of 8am-6:30pm Monday to Thursday):

Location	Price (at September 2020)
	Per hour
Field	£15
Hall	£25
Classroom	£10
Playground	£10

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

Next Review Date: June 2026

This policy was agreed at the full governing body meeting on.

Agreed at full governing body meeting _____

Signed: _____
Chair of Governors

Date: _____