

Ref: Lettings Policy/REF NO/March 2017
Approved by Governors: 21 February 2017
Reviewer: H Cusick/March 2018



LETTING POLICY



Governing Body Approval

Policy approved by:

_____ (NAME)
_____ (SIGNATURE)
_____ (GOVERNOR POSITION)
_____ (DATE)

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Charges for School Activities

The Education Act 1996 outlines the activities for which charges can be made or voluntary contributions sought. The Charges for Music Tuition Regulations 2007 provide further advice in respect of charges in this area. This policy incorporates guidance provided in the School Admissions Code.

The Education Act 1996 gives schools the discretion to charge for optional activities provided wholly or mainly out of school hours, and the right to invite voluntary contributions for the benefit of the school or in support of any activity organised by the school whether during or outside school hours. No charge may be made for education during school hours. School hours do not include the lunch break. School hours are;

Morning	9.05am to 1.35pm
Afternoon	2.10pm to 3.10pm

The Governors will operate the following policy on charges and voluntary contributions and will charge in the following circumstances as allowed by the Act:

Music Tuition

A charge will be made for the provision of music or vocal tuition given to pupils as individuals or in groups of an appropriate size during the school day at the request of the parent/carer, except where it is given to fulfil:

- statutory duties relating to the National Curriculum or
- requirements specified in the syllabus for a public exam

Payment must be made in advance for each terms tuition. Charges will be based on the cost of delivery.

There will be no charge for Looked After Children.

The Governing Body reserve the right to cease tuition to an individual pupil where payment is not made for two consecutive terms without the parent/carer advising of difficulty in payment in line with the schools' remissions policy.

Materials

Materials will be charged for, or parents will be required to supply these, if the parents have indicated in advance a wish to own the finished product.

Residential Trips

Any charge made in respect of a school trip will be set to recover the cost of the trip only; it will include no profit or provision for recovery from non-payment.

The Governing Body will ensure that if a parent/carer is unwilling or unable to pay, their child will still be given an equal chance to go on the visit. Parents/carers will be notified at the outset what the policy for allocating places on school trips will be. The school will consider the use of Pupil Premium funds to support eligible pupils.

Term-Time

Where a residential trip takes place largely during school time, meets the requirements of the syllabus for a public examination, or is to do with the national curriculum or religious education, no charge will be made for the education or for the cost of the travel.

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Charges will be made for the actual cost of board and lodging except for pupils whose parents receive;

- Universal Credit in prescribed circumstances
- Income support
- Income-based Jobseekers Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided you're not also entitled to Working Tax Credit, and the family's income (as assessed by HMRC) does not exceed £16,190
- The guaranteed element of State Pension Credit
- An income related Employment and Support Allowance (replacement to Incapacity Benefit and Income Support)

Outside Term-Time

A charge will be made for a trip held outside school hours if it is not part of the National Curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, and not part of religious education.

Charges will be made for all of a pupil's travel costs, board and lodging costs, materials and equipment, entrance fees, non-teaching staff costs, any insurance and costs of engaging teaching staff specifically for the activity.

Examination Entries

No charges will be made for examination entries except where:

- The pupil has failed to complete the preparations for the exam, within school, without a valid reason.

Charges will not exceed actual cost.

Voluntary Contributions

Voluntary contributions will be sought from parents for activities which supplement the normal school curriculum, eg outings and visits which take place wholly or mainly during school hours; visits to the school by theatre groups and other organisations providing an educational service.

When voluntary contributions are requested, the terms of the request will clearly state:

- there is no obligation to contribute
- pupils will not be treated differently according to whether or not their parents have made a contribution
- the proposed activity may not take place unless a substantial majority of parents contribute
- a suggested amount for a contribution to cover costs.

Remission

It is the policy of the Governing Body:

- to remit charges for school activities to parents in receipt of income support and working family tax credit who have been unable to give a donation except for residential trips deemed to be 'outside school-time' which will be assessed on an individual basis,
- to look at individual cases where parents/carers have been unable to make a payment,
- to look at individual cases where parents/carers are unable to make payment for music tuition,
- contribution for shortfalls for activities will be met from School Budget Share or Pupil Premium where appropriate, if this is inappropriate then shortfalls shall be met from fundraising activities ie, School Fund.

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Other Charges

Income from Donations

From time to time the school will seek voluntary donations for specific purposes. It will be made clear at the time of asking that such donations are voluntary and the purpose for which the donations will be used.

Income from Lettings

A separate policy is in place for letting of school premises. The Resources Committee annually review and set charges made for use of school premises. Staff responsible for collecting income are made aware of the current charge rates and are aware of VAT implications.

Equipment

Governors expect that pupils will attend school with the appropriate equipment such as pens, pencils etc. For convenience these may be purchased, for the pupil's sole use, at cost price from the school office.

Freedom of Information (FOI)

Requests for information as part of the Freedom of Information (FOI) Act should be made in writing to the Headteacher. The school reserves the right to charge for the cost of administrative time and printing costs for individual requests under the FOI