

# **Little Bowden Primary School**

## **Governors Charging and Remissions and Lettings Policy**

The governing body recognises the valuable contribution that the wide range of additional activities, including clubs, trips and residential experiences can make towards the children's personal and social education.

They aim to promote and provide such activities both as part of a broad and balanced curriculum, and as additional optional activities.

## **Charging and Remissions**

Under Sections 106 - 111 of the Education Reform Act 1988, it is illegal to make charges for certain activities which take place wholly or mainly in school hours, although voluntary contributions may be requested. The Governing Body consequently reserves the right to request payment or contribution in the following areas:

### **School journeys within school hours**

Parents will be asked to make a voluntary contribution towards the cost of transport, entrance fees and specialist teaching instruction.

### **Residential visits**

The cost of board and lodging will be charged to parents and will not exceed the actual cost to the pupil. Parents will be asked to make a voluntary contribution towards the cost of transport. Any fees for specialist teaching instruction will be charged in full.

### **Music Tuition**

Parents will be charged the hourly rate of instrumental tuition, dependant of the length of music lesson and the number of children in the group. These fees are payable direct to Leicestershire Arts in Education or the music teacher running the class.

### **Design technology, including cooking activities**

Parents may be charged for ingredients and materials or may be requested to provide them, if they have indicated that they wish to own the finished product.

### **Extra - curricular activities**

Many clubs are run either during lunchtime or after school hours by members of the teaching staff. No charge is made for these.

When 'outside' professional staff run activities the school may be charged for their services. If a charge is made for running such clubs, children attending will be asked to pay the full fee.

The governing body may, from time to time, amend the categories of activity for which a charge is made.

### **Remissions**

There may be cases of family hardship, or other reasons which make it difficult for pupils to take part in particular activities for which charges are made. Parents will always be advised of the remissions policy and will be invited to consult the Headteacher in confidence for the remission of charges in part or full. Authorisation of remission of charges will be made by the Headteacher in consultation with the Chair of Governors.

The Governing Body are keen to adhere to the principle of free education for all and therefore books and equipment are provided free.

To enable this breadth of activity to take place, the governors recognise that substantial sums of money will at times be requested from parents. It is also recognised that without 100% support some activities would have to be cancelled. The Governors and Headteacher will constantly monitor their charging policy to ensure that the burden of parents is not too great.

### **Lettings and Hiring of School Premises**

The Governing Body wish to encourage the use of the school premises out of school hours by members of the local and wider community.

Fees will be based on Leicestershire County Council's recommended scale of charges which cover building, heating, lighting, and the Premises Officer's costs.

Letting forms and Hiring Guidelines are available from the school secretary. The secretary will check availability of times and advise hire of same.

All lettings and hiring of school premises must be in accordance with the 'Indemnity and Conditions of Lettings' as per Letting Booking forms. No letting or hiring will be undertaken without a completed letting form and fee paid in accordance with terms of form.

The Indemnity form outlines regulation and purposes for which the school may not be hired. If any of these conditions are considered to have been contravened any future hiring may be cancelled by the governors.

### **Cancellation of Lettings**

In the event of less than twenty four hours notice being given for the cancellation of a letting a minimum claim will be paid by the organiser.

## **Guidelines for organisers of groups using the school premises out of school hours**

### Letting Fee

The Governing Body has drawn up a policy based on recommendations of Leicestershire County Council. However, in extended booking circumstances (i.e. over 1 years continuous hiring agreement a set fee per letting approved by the governors will be payable.

Organisers will be charged in line with current recommendations for building, heating, lighting and Premises Officer's costs.

Any damage or breakages to property or fittings will be charged to the hirer.

### Health and Safety

Organisers are requested to familiarise themselves with the school's Health and Safety Policy. Regular checks are made of all equipment - fixed and free standing - also of electrical and fire appliances. Any organiser noticing anything potentially hazardous should notify the Premises Officer or Headteacher immediately.

Organisers are responsible for ensuring the safety of all group members at all times. A strict code of conduct should be set and expected from all members at all times.

Hirers are asked not to move tables or chairs across the hall, in particular not to pull or drag furniture across the floor. The Premises Officer will be responsible for all movement of furniture.

### Fire Regulations

Organisers should familiarise themselves with the location of fire bells, extinguishers and emergency exits.

**In the event of an actual fire being detected the fire alarm should be broken.**

The alarms can be found : \* By the school entrance to the hall, clearly labelled  
' Fire call point'  
\* By the main door to the school corridor.

In the event of a fire, all group members should evacuate the building immediately and assemble on the car park. The organiser should telephone the emergency services if possible.

### First Aid

Organisers will be expected to carry with them a first aid kit, especially if using the school hall. In an emergency a First Aid kit can be found in the First Aid area outside the staffroom. However, the main school building may not be open and organisers must have their own first aid facilities available.