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Charging, Remissions & Lettings Policy

Policy Area: PREMISES

Key aim of the policy:

This policy outlines the Governing Body policy decisions regarding charging and use of the school premises to other organisations.

HATFIELD PEVEREL INFANT SCHOOL

July 2013



RESPONSIBILITY RESPECT COMPASSION

Charging, Remissions and Lettings Policy

Charging

The Governing Body reserves the right to make a charge for activities organised outside school hours and “finished products” where the parents have indicated in advance that they would like their child to bring home the finished product.

The Governing Body relies on parental voluntary contributions to offset the costs of;

- entrance charges, coach fares etc. on educational visits during term time.
- pool hire costs such as heating, swimming tuition etc. during the summer term when the children receive swimming lessons on site.

No child would ever be excluded from these activities simply because his/her parents are unwilling or unable to pay, however if insufficient parents are willing or able to make voluntary contributions then these activities may have to be **cancelled**.

Other charges:

School Meals – These will be free for Infant pupils from September 2014.

Uniform – The school encourages the wearing of a school uniform. The current cost of uniform items can be obtained at the school office.

Photographs – Attractive photographs are taken of the children and their class groups during the year. There is a charge for these photographs but parents/carers are under no obligation to buy.

Remissions

Parents experiencing financial difficulties may apply, in confidence to the Headteacher for consideration of full or part remission of charges.

Lettings

The Lettings Policy is contained within Section 11 of the Schools Financial Regulations. Please refer.

All hirers will be sent the following:

- Application form, which is to be completed before letting
- A copy of Conditions of Hire
- A copy of the Lettings Policy within the Schools Financial Regulations

Current rates can be obtained from the Office Manager.

In case of any dispute, refer hirer to the Chair of the Governing Body.