

## **ANNUAL REVIEW OF CHARGING AND LETTINGS POLICY**

September 2020

### **CHARGING POLICY**

#### School Activities and Visits

The school's charging policy for school activities and visits is in accordance with the relevant legislation (Education Act 1996). Guidance on this legislation is provided by the DFE (Charging for school activities). The main principle is that the school cannot require parents to pay for a school visit taking place wholly or mainly during school hours, but may request voluntary contributions. If insufficient contributions are received then the trip may be cancelled. The school has the following responsibilities;

- a) Parents in receipt of certain benefits must be informed of the support available when being asked for contributions towards the costs of visits;
- b) Parents must be informed that the contributions are voluntary but the trip may not take place if insufficient contributions are received;
- c) No child can be prevented from taking part if the contribution is not paid but the trip goes ahead
- d) The voluntary contribution requested can include the cost of staff places, supply cover etc

In practice St Philip's adopts the policy that for all external trips and workshops in school provided by external companies, a voluntary contribution is requested in accordance with the average estimated costs per child of the trip/workshop with the exception of swimming and retreats/religious services. The costs of these activities plus any shortfall due to contributions not being received are met from the School Fund or, if applicable, Pupil Premium.

In addition teachers can ask for contributions towards special materials used in class.

Parents are invited to make an appointment with the Head or Bursar if they feel unable to meet the full contribution. However no contributions are chased from children currently in receipt of Free School Meals and, when parents ask, a voluntary contribution of 50% is suggested from pupils in receipt of Pupil Premium.

#### Non-core activities

The session cost for Breakfast Club is based on the club breaking even over a year and includes materials, food and direct and indirect staffing costs. A reduction in fee for Pupil Premium children is at the discretion of the Head teacher. No other reductions are available. Fees are paid via Parent Pay. The charge is £4.10 a session from January 2020.

#### **CURRENT LETTINGS CHARGES (2018 – 2020 Inflation based increase)**

##### **1. Regular hiring's**

Hall lettings; Le Tennis, Sama Karate, Ballroom, Drama, Ashdown Singers £11.20 per hour

Art wise (Currently nil)

Room lettings; e.g. French £5.60 per hour

## 2. Ad-hoc hiring's

Charge is based on;

- a) Full cost of caretaking/cleaning hours required
- b) Public liability insurance premium
- c) VAT (if applicable)
- d) Room hire charge

There are no regular field lets. The current charges are £32 a day for use as children's holiday courses.

## 3. Lettings Agreements

Each letting is formalised with a lettings agreement signed by Head and hirer. This agreement specifies the charges, time and conditions of letting. In addition the agreements include the following;

Specific Conditions of Hire for External Providers of Clubs for Children

1. All staff running clubs to hold a valid DBS (copies to be given to school office).
2. Hirers to provide details of public liability insurance held.
3. Hirers to provide details of first aid qualifications held by staff running clubs with expiry dates. If staff are first aid qualified they should bring with them an up to date first aid kit and log any first aid administered.
4. Staff running clubs are asked to maintain a register of children attending and to ensure children are handed over to a parent or responsible adult at the end of each session.
5. Hirers acknowledge receipt of the school's fire and emergency evacuation procedures
6. Hirers acknowledge that there must be no use of school equipment without permission of Head teacher. Problems with facilities must be reported as soon as possible and no attempt to rectify or repair items.