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Fairfields School  
Charging and Lettings Policy

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Reviewed: March 2015

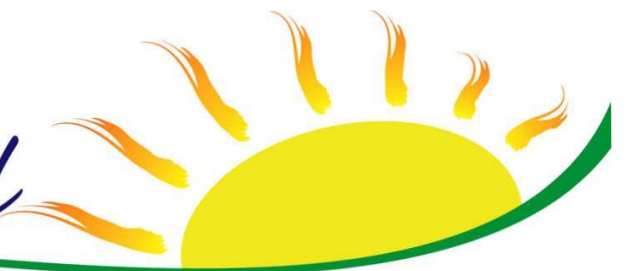
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Next Review: March 2018

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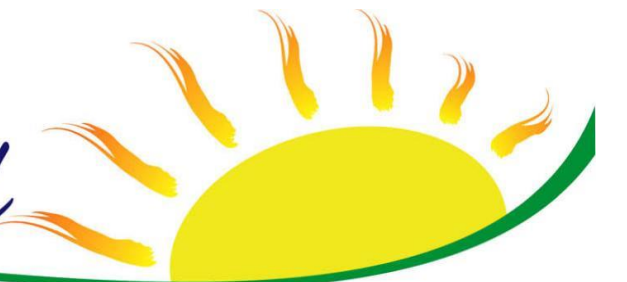
*Fairfields school*

*Helping children to help themselves*



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*Helping children to help themselves*



# Fairfields School

## Charging and Lettings Policy

### 1. Introduction

This charging policy has been compiled in line with DFE (Department for Education) requirements and in accordance with s457 of the Education Act, 1996.

### 2. School Trips

**Day trips.** No charge will be levied in respect of day trips that take place during school hours or are part of the curriculum. (but also refer to section 8).

**Residential trips – Essential.** For residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied for board and lodging.

**Residential trips – Non-essential.** For residential trips which are not essential to the National Curriculum, statutory RE or in preparation for prescribed examinations:

a. if the amount of school time on the trip is less than half of the total time of the trip, a charge will be levied up to the full cost of the trip.

b. if the amount of school time on the trip is half or more of the total time of the trip, a charge will be levied for board and lodging.

### 3. Materials & Textbooks

Where a pupil or parent/carer wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used. Textbooks are provided free of charge.

### 4. Activities Outside School Hours

No charge will be made for activities outside school hours that are part of the National Curriculum or Religious Education, or that form an essential part of the syllabus for an approved examination.

## 5. **Damage/Loss to Property**

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

## 6. **Voluntary Contributions**

Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents/carers to make a contribution towards the cost of the trip. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it will be cancelled.

## 7. **Lettings**

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be in line with the LA guidance and agreed by the Supporting School Structure Committee. The charges levied will be made publicly available and reviewed by the Supporting School Structure Committee on an annual basis.

### **Current letting fees:**

#### **Pool**

Charities	£20 per hour
Private Groups	£45 per hour
With Instructor	£55 per hour

#### **School Hall**

Charities	£10 per hour
Private Groups	£20 per hour

#### **Classroom Charges**

Charities	£10 per hour
Private Groups	£15 per hour

**Community Groups**      £0 free

## 8. **Other charges**

The Headteacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report.

## 9. Remissions

If the parent/carer of a pupil is in receipt of income support, income based jobseekers' allowance, support under part VI of the Immigration and Asylum Act 1999; or Child tax credit (providing that are entitled to Working Tax Credit and their annual income does not exceed £16,040), charges in respect of board and lodging will be remitted in full.

The Headteacher, Finance Committee or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

The Headteacher, Finance Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

Fairfields School

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