

**BRAILSFORD CHURCH OF ENGLAND PRIMARY SCHOOL**  
**CHARGING AND LETTINGS POLICY**

**Review Procedures**

This statement will be reviewed on an annual basis by the Governing Body's Resource Management Committee and will be adjusted in line with any subsequent guidelines from the DFCS or LA.

**Aims**

This statement sets out the school's attitude to charging, describes each type of activity which will be charged for and explains when charges will be made.

**Principles**

- All education provided within school hours will be free. This includes materials and equipment.
- All parents will be informed about school hours on the school website.
- The school may invite parents and others from time to time to make voluntary contributions towards any part of the school's work and to permit the provision of activities, which might not otherwise be possible.
- Charges may be made for the teaching of any musical instrument either to an individual pupil or to pupils in groups, by a peripatetic tutor.
- General fund raising and sponsorship will also be used to permit additional activities. Parents will be informed of the decision to ask for contributions at the planning stage of activities.
- No pupil will be left out of an activity provided in school time because his or her parents cannot or will not make a contribution of any kind if asked to contribute.
- Parents may be charged for activities that happen inside or outside school hours.
- No charges will be made which exceed the actual cost.
- Inclusive policy which involves everyone.
- Transport will be arranged for those requiring other form of travel, ie taxis.

**Collecting and Banking Sums Collected**

The school will maintain records of all charges collected.

All income will be kept safe against loss or theft and will be paid promptly into the appropriate bank account. (See Financial Regulations and Roles and Responsibilities Document).

**Charges for Lettings**

The Governing Body will follow directions from the LA regarding the use of school premises. All lettings will include the local authority's standard fee, which includes opening and closing the building and an acceptable level of clearing away and cleaning. Charges are as follows:

Hourly fee until 7:00pm for hire of school .....	£10.00
Hourly fee after 7:00pm for hire of school .....	£20.00

**Toilets/cloakrooms/staff rooms**

The letting fee includes normal ancillary use of toilets and cloakrooms.

**Cancellations at Short Notice**

Hirers should give 48 hours notice to the Clerk to Governors if they wish to cancel a letting, otherwise full charges will be made. The caretaker should be given at least 24 hours notice of the cancellation of a letting or they may claim for the letting as if it had taken place. The wording 'cancelled at short notice' should be included on the G230 claim form if this occurs.

All relevant employees of Brailsford CE Primary School must have sight of a copy of this policy and sign the cover sheet in the staffroom file to acknowledge that they have read and understood the information supplied and agree to abide by it.

Signed: .....

Mrs A Cresswell  
Chair of Governors

Dated:  
To be reviewed annually  
Next review May 2017