WEST END FIRST SCHOOL
CHARGING AND LETTINGS POLICY

In accordance with the Education Reform Act of 1988, the Governing Body makes no charge for education or educational activities provided during school hours as part of the published curriculum.

The Governing Body recognises that the school may wish to offer opportunities for pupils to enrich and broaden the range of educational experiences during school hours. These educational opportunities will cover a wide range which may include: a visit to an historical site, theatre, art gallery or museum, sporting events, residential visits. Activities may include visitors into school who have a particular curriculum expertise to share with the pupils.

The Governing Body's policy is to encourage the school to work jointly with the parents in this respect and to invite voluntary contributions to cover costs. No pupil will be stopped from participating in an activity because of a lack of parental contribution. Parents will be informed that certain activities may, on occasion, have to be cancelled if there are insufficient contributions to cover costs. In fixing the charge the school will take into account the costs of travel, entrance fees and any additional activities such as workshops. The charge will not exceed the total cost of the activity.

Musical Instruments and Tuition

Instrument tuition which is taken outside of class music lessons will be charged for at the rate set by the teacher providing the lessons, unless the pupil is eligible for Free School Meals. The hire of any instruments provided by the Local Authority will also be charged for unless the pupil is eligible for Free School Meals. In this case pupils eligible for Free School Meals are those whose family is in receipt of certain benefits, not pupils in Reception, Years 1 and 2 who are in receipt of Universal Free School Meals. For further clarification please contact the school office.

Residential visits partly or fully during school hours

Parents may choose whether to allow their child to take part in residential visits which are taken partly or fully during school hours. A charge will be made for these visits to cover board, lodging and activity charges as set by the provider. The school will provide some remission for the charge of board and lodging for those pupils eligible for the Pupil Premium (see Appendix 1 for a list of those eligible for Pupil Premium).

Swimming lessons

The school provides swimming lessons as part of the National curriculum and therefore there will be no charge for these lessons. A voluntary contribution will be requested from parents to cover the costs of transport only.

Optional Activities outside School Hours

School provides many opportunities for pupils to participate in extra-curricular activities outside of school hours. Activities provided solely by school staff will not be charged for, although a small contribution may be requested for the provision of materials, e.g. cooking ingredients, art supplies, where the child will be taking home what they have made. Some activities may be provided by outside agencies, e.g. sports coaches, music teachers, and may be chargeable at a rate set by the provider. Any activity that takes place outside of school hours is viewed as an "optional extra" and parents can decide whether their child takes part in the activity or not.

Letting of the School Premises

The Governors believe that the school is an integral part of the community and that it is a facility which should be available to the community and should be respected and cared for by those who use it. The Governors encourage the use of the premises by such community groups such as the Pre-school and Out of School Club. The school has termly meetings with these user groups. The letting rate for these groups is set by the Local Authority and is based on the size of the space used. Charges are also made for the use of utilities.

The Governors will also agree to allow other groups or organisations hiring the school premises. These groups or organisations must be undertaking activities suitable to be carried out in a First School.

The leaders of organisations should have adequate insurance cover with an appropriate insurer for the range of activities undertaken by the person(s). Where such activities involve children leaders must have current clearance from the Disclosure and Barring Service (DBS).

Leaders of organisations must sign the External Lettings agreement forms (available on request from the school office).

Standard Conditions of Hire

1. The hirer will have appropriate public liability insurance for the activities they undertake.
2. The hirer will, during the period of hiring, be responsible for the supervision of the premises, the fabric and contents – their care, safety from damage, and the behaviour of all the persons using the premises.
3. The hirer shall be responsible for the observance of all other regulations appertaining to the premises stipulated by the fire authority, the local authority or otherwise.

4. The hirer shall indemnify the Governing Body for the cost of repair of any damage done to any part of the property including the contents of the building during or as a result of hiring.
5. The key of the building shall be held by a responsible adult e.g. the caretaker.
6. In exceptional circumstances, e.g. when the caretaker is unable to give access to the building because of extenuating circumstances, the hirer may have access to the door code for the Early Years Building.
7. At the end of the hiring, the hirer shall be responsible for leaving the premises in a clean and tidy condition.

Hiring Charges:

Weekdays (after 6 pm)

- 6 pm – 10.00 pm £40 Fixed Fee

Weekdays during school holidays

Weekends -There are 3 letting periods:

- 7am – 12 noon £40 Fixed Fee
- 12 noon – 5 pm £40 Fixed Fee
- 5 pm – 10.00 pm £40 Fixed Fee

Payment for lettings should be in advance or on the day of the letting. Payments in advance should be sent to the School Business Manager. Payments on the day of letting can be paid to the caretaker who will be responsible for passing on the payment to the school secretary.

Categories for Free Use of the Premises

- Courses for teachers or other staff
- Governors' Meetings
- Fundraising Events for the School
- Any other categories at the discretion of the Governing Body

This policy was agreed by the Resource Management Committee on 16th May 2017 and will be reviewed bi-annually.

__*Clive Glover*_____ Chair of Resource Management Committee

Appendix 1

Pupil Premium

Pupils eligible for Pupil Premium are those who:

- are currently eligible for Free School Meals because in receipt of certain benefits (**not** Universal free school meals in Years Reception, 1 and 2)
- are not currently eligible for Free School Meals but who have been within the last 6 years (Ever 6)
- are Looked After by the local authority
- are subject to a Special Guardianship or Residence order
- are adopted from care
- have a parent currently serving in the armed forces
- have a parent who has served within the armed forces within the last 6 years (Ever 6)