



Charging, Remission and Lettings Policy

January 2025

Date approved by Governing Board	January 2025
Review date	January 2026



Ludworth Primary School

CHARGES, REMISSIONS and LETTINGS POLICY

As legislated by the Education Reform Act 1988, as amended, the School Governors are required to determine and publish a charging and remissions policy. Terms used in this policy are as those defined within the legislation. The Governors of Ludworth will be responsible for reviewing charges, remissions and lettings. The Resources Committee will carry out regular review of rates and make small adjustments if necessary. This policy is in line with the current Education Act and is available to all parents and any other persons from the school upon request.

ITEM	CHARGE
Educational Activities within Normal School Hours Residential courses forming a valuable part of the school or National Curriculum, mainly out of school hours	Payment not necessary for participation but voluntary contributions may be requested.* Insufficient contributions will necessitate cancellation*
Optional activities outside school hours which are not part of the School or the National Curriculum	Parents must pay the full cost for their child to participate*
Optional individual music tuition by visiting tutors	Parents who opt in must meet costs – tuition (and including hire of instruments and insurance where appropriate)*
Ingredients / Materials for Technology or similar aspects	Children will bring in necessary ingredients, or voluntary contributions may be requested to cover the cost of materials.*
Book clubs, school photographs	Parents pay the full cost to own the related item(s)
Deliberate damage (breakages, vandalism) to school building, equipment or property	Parents must pay the full costs of replacement if the damage was a result of their child's misbehaviour
Accidental damage to school books or equipment in excess of normal wear and tear	Headteacher may ask parents to make contribution towards replacement *
Lost school equipment or books	Parents to meet the cost of replacement

LETTINGS

Standard Hiring Charges for classrooms and/or hall

✓ **Hire of Field £10.00 per session. Hire of Field Plus toilet access £40 per session**

1. The facilities available for letting will be at the discretion of the Governing Board.
2. It is intended that lettings should operate on a financially viable basis. The Headteacher shall have the right to be able to offer a discount to the above rates where appropriate, as long as there is no net loss to the school once electricity, heating and caretaker overtime charges are taken into account.
3. The Governing Board reserves the right to change or amend conditions of hire at any time giving reasonable notice.
4. The rooms/facilities will be let at a price determined by the Governing Board and set out in the conditions of hire. Further charges may be levied if additional costs are incurred.
5. The Governing Board will only let facilities/rooms to groups or individuals who are not in conflict with the aims of the school.
6. Smoking is not allowed anywhere on the school grounds or in buildings.
7. Food and drink may only be consumed in prescribed areas and by arrangement.
8. The hirer is responsible for the health and safety of all persons using the premises and facilities as set out in the conditions of hire, including any damage to school property.
9. The Governing Board will request that extra insurance must be taken out by the hirers when deemed necessary.
10. The hirer should have responsibility for any additional licenses required to cover activities held on the premises.

*** REMISSION**

- * For these categories, all consideration will be given on request to supporting children whose families are in financial need. Parents should contact the Headteacher.
- * The discretion to remit in whole or in part any charge, which may be made by the School, has been vested in the Headteacher. Remission may be made on the grounds of educational considerations with regard to both the pupil and the School needs. Remission may be made on the grounds of financial considerations with regard to both the pupil and the School needs. Remissions may be made on a group or an individual pupil basis.

NORMAL SCHOOL DAY

For the purpose of lettings, charges and remissions, the normal school day is considered to be 8.50a.m. to 12.10p.m.; 1.00 to 3.15p.m. Monday to Friday. Within Normal Hours is defined as more than half of the time devoted is within the normal school day.

CANCELLATION OF HIRINGS

Hirers will give at least 48 hours' notice to the school of the cancellation of a letting, otherwise the full charges must be made. The caretaker should receive at least 24 hours' notice of cancellations of a letting.

MONITORING AND REVIEW

This policy will be reviewed by the full governing board in three years, or earlier if required. The School Governors anticipate that it may be necessary from time to time to amend the policy but, if so, parents will be notified accordingly.