

## Ranvilles Junior School Policy for Charging and Lettings

### 1. ACCESSIBILITY

This policy is available in large print or Braille.  
Please contact the school office who will be happy  
to arrange this for you.

### 2. PURPOSE OF POLICY

The purpose of this policy is to describe our approach to the charging of activities  
and the letting of the facilities

### 3. APPROVAL

Approval date: December 2018

Approver signature: Dave Proctor

Approver position: Chair of Governors

Date for next review: December 2021

#### **4. INTRODUCTION**

At Ranvilles Junior School, we aim to make appropriate charges which enable and encourage the development of a wide range of enriching activities and uses of our facilities.

#### **5. REFERENCES**

This policy should be read in conjunction with the school's Child Protection Policy which details specific safeguarding requirements of service providers using the school site. This policy requires service providers to supply written reassurance that they have screened current employees/volunteers; have appropriate employment/volunteer screening processes in place and that they have an adequate Child Protection Policy in place or will follow the school's own policy.

#### **6. PRINCIPLES**

- We make no charge for National Curriculum and related activities in school time e.g. subject related visits
- We may ask for voluntary contributions for the above activities wholly or partly in school time which otherwise would be prohibited by cost. No child is excluded from any such activity on the basis of non-contribution
- Support is available towards part or all the cost of activity where there are financial difficulties or the family is in receipt of Income Support or Working Family Tax Credit or Universal Credit.
- We may charge where it enables an increase or enriches non-statutory extra curricular provision at any time. An alternative activity will be offered to pupils not paying for the activity if it is during school hours
- We support the development of all community groups' use of school facilities through a flexible charging approach
- We offer minimum cost of facilities for non-profit making community activities
- We raise income for school from local groups' use of facilities where requested
- We offer caretaking services to users
- We expect community groups and service providers to comply with the requirements of the school's Child Protection Policy

#### **7. KEY RESPONSIBILITIES**

##### **Full Governing Body**

- will review and amend the Charging Policy
- will review annually the charges for supplies and services
- will monitor whether actual income is in line with anticipated income

### **7.1 Head Teacher**

- will be responsible for drafting proposals for charges
- will provide reports for the Resources Committee

### **7.2 Administrative Officer**

- will provide effective financial administration enabling efficient budget management by the head teacher
- will manage the letting of school premises including ensuring compliance with safeguarding requirements
- will maintain efficient and effective information systems

### **7.3 Site Manager**

- will manage the school premises during lettings

### **7.4 Users**

- will abide by the terms and conditions of the booking and hiring contract and safeguarding requirements

## **8. PROCEDURES**

### **8.1 Off site activities**

A voluntary contribution not exceeding the actual cost will be requested

### **8.2 On site activities**

A contribution not exceeding the actual cost will be requested as appropriate

#### **8.2.1 Music instrumental teaching**

#### **8.2.2 Extra-curricular clubs**

#### **8.2.3 Residential study visits**

### **8.3 Letting of premises**

The annual charges are reviewed and set by the Governing body and may include a partial subsidy from the school's community budget. The conditions of hiring and booking are laid down in the contract.

### **8.4 Charges for services**

Details of charges for photocopier and telephone facilities are available from the school office. Subsidised rates are set for community users and non subsidised rates for non community users.

### **8.5 Arrangements for part or full remissions of charges**

The Governing Body may provide financial support from the school budget or external grants for those families unable to meet the full cost of voluntary contributions or charges, on application to the head teacher. The Resources Committee will be informed in general terms of the total provided for each activity.

Support for individual families in situations of hardship is also available through the headteacher from the William Price Trust.

The Governing Body supports the development of all community groups' use of the school through a flexible charging approach. This may include offering reduced rates for a set period of time in order to assist a new group and would be negotiated with the head teacher in consultation with the governors.