



# Watermill School

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## Charging and Remissions Policy (inc. Lettings)

Policy Information		
Policy Author: Janice Bytheway Governing Board approval date/date policy is in effect from: September 2021		
Latest Review information:	Summary of amendments	Date of next review:
Date: September 24 Name of reviewer/s: J Bytheway	No amendments required	September 25
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## Charging and Remissions Policy

### **1.0 Introduction**

1.1 All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.

### **2.0 Voluntary contributions**

2.1 When organising school trips or visits, which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. The contribution is voluntary and if a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others. However, if we do not receive sufficient voluntary contributions, the trip may have to be cancelled.

2.2 If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity provided enough money is available. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

2.3 The following is a list of additional activities organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- school trips abroad;
- musical events.

### **3.0 Residential visits**

3.1 If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education or travel expenses. However, we do make a charge to cover the costs of board and lodging.

### **4.0 Breakfast Club**

The Breakfast club costs will be borne by the school as agreed by Governors

# Lettings Policy

## **1.0 Rationale**

The aim of this policy is to support extra-curricular provision for young people and community activities of an educational, recreational or cultural nature.

## **2.0 Purposes**

To share with the community the school's accommodation and resources for the mutual benefit of all parties.  
To use income generated for the enhancement and improvement of key facilities.

## **3.0 Guidelines**

1. To vet all enquiries for purpose and refuse permission as necessary.
2. To appraise Governors of lettings programme through the relevant Governors Sub-committee.
3. To ensure the goodwill of the immediate community is maintained by appropriate communication and management of lettings.
4. To ensure all lettings are managed in accordance with regulations printed on the reverse of each letting form.
5. To set a table of hire fees that avoids any subsidy from any school budget.
6. To define and pay Caretaker costs.
7. To review hire charges at least once a year.
8. To provide for all school events on the basis of direct costs only if applicable.

## **4.0 Procedures**

A member of staff will have delegated authority from the Headteacher:

1. To approve lettings of a general or historical nature.
2. To ensure that users are familiar with and responsible for, adhering to licensing regulations concerning the sale and consumption of alcoholic drinks.
3. To ensure that users know that they are responsible for obtaining a licence for occasional permission as and when necessary.
4. To ensure that users recognise and adhere to all relevant health & safety procedures. Copies of the Health & Safety Policy can be obtained from the School Office.
5. To inform and advise staff of the school regarding forthcoming events and the use of areas, rooms and equipment as appropriate.
6. To promote the availability of school facilities on the basis of the pricing strategy agreed by Governors and within the agreed budget.

The policy should be read in conjunction with the school's Health and Safety Policy and other relevant policies.  
The Lettings Policy has been adopted by Governors.

## Appendix 1

# Watermill School

## SCHOOL LETTING - INITIAL REQUEST FORM

Name of Applicant: .....  
Address: .....  
Telephone  
Number: .....  
Name of Organisation:.....  
Activity of Organisation:.....  
Details of Premises Requested (Hall, Playground, Football Pitch etc):  
.....  
Start Time .....  
Finish Time: .....  
(Please allow time for your preparation and clearing up)  
Dates Required: .....  
Use of School Equipment (please specify your request): .....  
Details of any Electrical Equipment to be brought:.....  
Maximum Number of Participants: .....  
Age Range of Participants: .....  
Number of Supervising Adults: .....  
Relevant Qualifications of Supervising Adults: .....  
Where applicable have List 99 and/or CRB checks been carried out? When? By Whom?  
.....

Dates during the year when the hall will be unavailable due to school use or closure will be issued on request. These dates may be subject to change, but prior notice will always be given if the premises become unavailable due to unforeseen circumstances.

The Hirer confirms that adequate and appropriate insurance cover is in place for the activity to be carried out.

The Hirer confirms that arrangements are in place with reference to first aid.

The Hirer undertakes to comply with the regulations regarding the use of own electrical equipment.

Any other relevant information: .....

I confirm that I am over 18 years of age, and that the information provided on this form is correct.

Signed: ..... Date: .....

Name .....

## Appendix 2

# Watermill School

## SCHOOL LETTING - HIRE AGREEMENT 1.

The Hirer: .....

Address: .....

.....

Telephone: .....

2. Areas of the School / Building to be Used: .....

3. Specific Nature of Use: .....

4. Maximum Attendance: .....

5. Details of any School Equipment to be Used: .....

6. Date(s) and Time(s) of Hire: .....

.....

7. Fee (per hour or per session- specify) .....

8. The Governing Body agree to hire the premises to the Hirer on the date(s) and for the period(s) mentioned above, upon payment of the fee specified.

9. The Hirer accepts all the conditions of hire

10. The Hirer's attention is specifically drawn to the need to obtain suitable insurance cover for any loss, damage or injury.

Signatures: ..... (The Hirer)

..... (On behalf of Watermill School )