

**St. Matthew's**

C of E Primary School

**POLICIES**

**St. Matthew's**   
CofE Primary School

**Our Policy:**  
Charging and  
Letting of  
School Premises

**Approval Date:** March 2019

**Review Date:** March 2020

# **ST. MATTHEW'S C.E. PRIMARY SCHOOL**

## **CHARGING AND LETTING OF PREMISES FOR SCHOOL ACTIVITIES**

### **PURPOSE**

To ensure that there is no breach of the Education Reform Act 1988, concerning charges which may or may not be made for activities in schools.

### **CHARGING**

1. The school will not require that pupils pay for, or supply, materials, books, equipment etc., for use in connection with education provided during school hours.

2. Activities offered wholly or mainly within school time will be available to all, regardless of parents' ability or willingness to meet the cost.

3. If necessary the school will seek voluntary contributions for visits taking place within school time or more than 50% of which takes place inside school hours. The terms of request will be made clear that there is no obligation to contribute. If the activity cannot be funded without voluntary contributions, this will be made clear in the preliminary letter to parents.

4. Charges will be made for optional extras which take place wholly or mainly outside the school.

5. Small charges may be made where children are able to purchase something they have designed and made in school.

### **TUITION IN THE PLAYING OF A MUSICAL INSTRUMENT**

The school does not charge for the use of musical instruments or musical tuition relating to the playing of samba drums, guitars or school recorders. The children are allowed to take some instruments home.

A request for payment for any loss or damage to the school's instruments or music scores would be made.

### **BREAKAGES AND FINES**

1. Parents will be requested to pay a nominal sum in the event of their child causing accidental damage or loss of property belonging to the school.

2. Parents will be requested to pay for the replacement of any school property which results from the wilful damage of their child.

### **LETTING OF PREMISES**

There may be times when the School Governors agree to let out the school premises to other users.

In letting out to other users every opportunity is taken to ensure that the school and those who are in it are safe.

The following measures are taken:-

1. Risk Assessment/s are made by the school and where appropriate Risk Assessments are requested from the user.
2. A Use of Premises agreement must be completed prior to use
3. If the party using the school is not a Council based organisation evidence is requested from the user re insurance.
4. Fire corridors/doors/exits are demonstrated to the user.
5. The Site Manager or similar is on duty from the school.

### **Cost**

Use of the School Hall/Staff Room are charged at the following rate:

£30 per hour Monday to Friday after school or £35 per hour Saturday or Sunday

#### **AND**

Site Manager Costs

£15 per hour Monday to Saturday (+15% on costs)

£20 per hour after 8.00 pm

Site Manager to be employed half an hour before a function and half an hour after.

Use of School Field will be charged at the following rate:

£300 for most of the year with the exclusion of June, July and the 6 weeks holidays.

This is to allow the field to be used for the children of the school and over the summer holiday this is to let the field re-establish itself ready for the new school year.

In exceptional circumstances, the field can be hired over the summer holiday a nominal fee of £100 will be charged to maintain the condition of the field by the regular grounds maintenance team.

Use of Community Room will be charged at the following rate:

As above for the School Hall/Staff Room or

An After School Club £110 per week term time only. 3.00pm - 6.00pm

Any damage or wilfull destruction to the school, its grounds or its property will be changed for at a replaceable cost.

<b>Date of Policy:</b>	<b>March 2019</b>
<b>Date agreed by Governors:</b>	<b>March 2019</b>
<b>Next Review Date:</b>	<b>March 2020</b>