

ORCHARD LEA JUNIOR SCHOOL

LETTINGS AND CHARGING POLICY



This policy applies to all staff at Orchard Lea Junior School.

AIM

At Orchard Lea 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.

PRINCIPLES

- We make no charge for National Curriculum and related activities in school time
- We may ask for voluntary contributions for 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 of the cost of activities where there are financial difficulties
- We may charge where it enables an increase or enriches non-statutory extra-curricular provision at any time
- 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
- We offer caretaking services to users

KEY RESPONSIBILITIES

The Resources Committee:

- Will review and amend the charging policy on behalf of the Governing Body
- Will review annually the charges for supplies and services
- Will monitor whether actual income is in line with anticipated income

The Headteacher:

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

Residential Study Visits

A charge not exceeding the total cost will be made for specialist tuition and residency fees.

Letting of Premises

The annual charges are set on the basis of the County suggested rates and may include a partial subsidy from the school's community budget. The conditions of hiring and booking are laid down in the contract.

Charges for Services

Details of charges for photocopier, telephone and fax facilities can be discussed at the school office.

Arrangements for Part or Full Remission of Charges

The Governors 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 Headteacher. The Resources Committee will be informed in general terms of the total provided for each activity.

The Governing Body support the development of all community groups' use of the school through a flexible charging approach. This may include offering reduced rates for up to one month in order to assist a new group and would be negotiated with the Headteacher.

Agreed: Maureen Lettice Chair Resources

Signed:

Reviewed: April 2016

Next Review Date: April 2017