



## Principles

We are committed to a free school education for all.

### We aim to:

- Ensure that education in school is free.
- Ensure that activities offered wholly or mainly during normal school teaching time should be available to pupils regardless of their parents' ability or willingness to help meet the cost.
- Ensure that there is no statutory requirement to charge for any form of education but the school has the discretion to charge for optional activities provided wholly or mainly out of school hours.
- Ensure that the school has the right to invite voluntary contributions for the benefit of the school or in support of activities organised by the school, whether during or outside school hours.

## Practices

With the aforementioned aims in mind, it is the Policy of Ings Farm Primary School:

- To continue to request voluntary contributions from parents towards activities organised by the school during school hours.



- The Governing Body of this school is willing to support the funding of certain activities. Subsidies may be available for children whose parents are unwilling or unable to make a voluntary contribution.
- If insufficient voluntary contributions are forthcoming for an activity and insufficient subsidies are available, then that activity will be cancelled.
- Optional trips wholly or mainly outside school hours will be charged at full cost. These visits will not proceed where full costs are not met by all those who wish to partake in the activity.
- Board/lodging and travel costs on residential trips will be charged to those parents in receipt of Family Credit, Job Seekers Allowance of Income Support. These families will be expected to pay a contribution. At present anything in excess of £55 total cost of the visit. This fixed contribution/subsidy by Ings Farm Primary School will be set annually in April prior to any planned visits. Parents can make a Welfare Grant Application through the Journey Leader. School records of current students entitled to Free School Meals acts as a source of confirmation of entitlement; approval is ascertained by the nominated member of the Leadership Group.
- Ings Farm School may invite voluntary contributions towards the cost of ingredients, materials and equipment where parents have expressed the wish to have the finished product.
- Ings Farm School may make charges for breakages and damage to property including window breakage and cost for graffiti removal.
- **Individual Instrumental Tuition**  
The cost to the pupil for providing any instrument tuition is not part of normal LEA peripatetic provision.
- **Remissions**



Where the parents of a pupil are in receipt of income support or family credit, and asks for financial assistance, the Governing Body will offer to assist in the cost of full board and lodging for any residential activity which is deemed to take place in school hours or where it forms part of syllabus for the National Curriculum.

The Governing Body may also remit in full or in part the cost of other activities for particular groups or parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. Authorisation for such remission will be made by the Head Teacher in consultation with the Chair of Governors.

## Lettings

### Principles

We are committed to letting various parts of the school premises (e.g. halls and classrooms) and to maximise the income received from these lettings for the benefit of the school and its students.

### PRACTICES

**With the aforementioned principles in mind, it is the policy of this school:**

- That use of the premises for school functions will take priority over lettings.
- The Governing Body will set charges for lettings guided by these principles:



- Lettings to bona fide community groups will be charged at discounted rates to cover caretaking, energy, wear and tear, administration
  - For 'extended schools' opportunities may arise for community projects to hire school facilities free e.g. sports clubs, beavers and cubs
  - Where the school is used as a polling station the relevant authority will be charged the actual additional cost incurred by the school
  - Lettings to all other hirers will be charged at cost plus a profit margin determined by the Governing Body.
- The school will retain income derived from lettings, and costs to the school lettings will be met from this income.
  - The school premises will not be let to individuals or organisations if there is reason to believe that the name of the school will be brought into disrepute.
  - The school premises will not be let for functions where a Public Entertainment Licence is required.
  - Decisions whether to permit lettings will be made by the Governing Body. If the bursar believes a letting should not be permitted he/she will report the reasons to the Governing Body.
  - All persons hiring the school premises will be expected to conform to the relevant Health & Safety regulations.
  - There will be an annual review of lettings charges in April.

