





# Charging & Lettings Policy

Policy Review Details	
This policy will be reviewed by the governing body in accordance with the Policy Review Schedule	
Date of Issue: November 23	
	
Chair of Governors' Signature	Headteacher's Signature
Date of next review: September 2025	

# **St. George's C of E. Primary School**

## **Charging and Lettings Policy**

### **1 Introduction**

- 1.1** All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition.

### **2 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. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. 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.
- 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. 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 organized by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:
- visits to Museums and Art Galleries;
  - sporting activities which require transport expenses;
  - outdoor adventure activities;
  - visits to the theatre;
  - school trips abroad;
  - musical events.

### **3 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 a charge for the education. We do, however, make a charge to cover the costs of board and lodging. Parents who receive state benefits are charged at a reduced rate.

### **4 Music tuition**

- 4.1** All children study music as part of the normal school curriculum. We do not charge for this.
- 4.2** There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. We make a charge for these lessons. Parents in receipt of state benefits are exempt from payment.

### **5 Swimming**

- 5.1** The school organises swimming lessons for all children in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place.

## **6 Prevent**

All hirers must state the purpose of the hire. The purpose of each application for hire will be checked and any concerns over the nature of the letting or gathering will be reported to the Principal before approval is given. The duty facilities assistant will submit an incident report if he suspects that the letting or gathering has been used for political purposes not previously authorised by the Principal, the dissemination of inappropriate material or other purposes which could be reportable under the new statutory Prevent duties or which contravene current legislation in any way.

- The letting must not incite hatred, violence or call for the breaking of the law.
- The letting is permitted to encourage, glorify or promote any acts of terrorism including individuals, groups or organisations that support such acts.
- The letting must not spread hatred and intolerance of any minority group/s in the community and thus aid in disrupting social and community harmony.
- The letting must demonstrate a commitment to adhere to the council's 'No Place for Hate' policy.
- The letting must seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge.
- Lettings are not permitted to raise or gather funds for any external organisation or cause without express permission from the Head teacher.
- Any Letting must be in compliance with the school's Equal Opportunities and Safeguarding Policies.

## **7 Out of Hours Activities**

The school offers a range of out-of-hours activities, these activities will usually be free. Some activities are provided by visiting instructors, we may make a small charge for these services, payable in advance each half-term, in order to finance the activity.