

Gosforth Park First School

Charging and Remissions Policy

School lettings

1. Any matches/meetings which require the use of the school or field after 6.00 p.m. Monday to Friday or at the weekend must be covered by a lettings application. Forms for these are available from the headteacher and must be returned two weeks before the letting.
2. The caretaker must be informed of lettings and given sufficient notice to adjust cleaning/work schedules where necessary.
3. Payment for lettings should be paid to the school in advance of the letting.
4. The governing body lays down the scale of charges and suitability of lettings, in line with the policy.

Sessions

Monday – Friday 6.30pm - 10.00pm

Saturday 8.00am – 5.00pm
 5.00pm – 10.00pm

Sunday 8.00am – 5.00pm
 5.00pm – 10.00pm

Caretaking = weekday - £12.49 per hour including N.I. & VAT (Single Status increase pending, therefore charges may increase)

Weekends - £18.99 per hour including N.I & VAT

Rate Monday – Friday = plain time

Saturday & Sunday = time + half (minimum 2 hours)

Room hire

Hall including the use of the dining area = £7.50 per hour + caretaking

Classroom = £3.50 per hour

Energy = £3.00 per hour

School Yards / Fields = £10 per hour without access to the school building.

Facilities

Use of school owned equipment to be negotiated

Profit

0% for charitable organisations

0% for community organisations eg Brownies etc

10% to 20% for profit making organisations (dependent on size of organisation)

Community groups: *These are run by volunteers and are non-profit making..*

Learning support: *A group with paying participants, i.e. yoga class.*

Commercial: *For example, Jobs Fair or national organisations such as Slimming World.*

- 2 hours minimum let, subsequent hours on a pro rata basis.
- During school holidays the Saturday rate will apply.
- One off bookings will be charged at a slightly higher rate.
- Payment for premises must include cleaning, payment for caretaker's time for opening and securing the premises and cost of 'wear and tear'.
- Use of premises will include meetings, rehearsals, school sporting events, school fund raising activities.

Gosforth Park Out of School Club Ltd , Private Company = Extended School care facility

The Governing Body recognises that this is a low profit making organisation which supports the local community with paid child care provision. Therefore charges are without % profit. Quarterly fees to be paid throughout the year for premises hire before and after school. This is agreed with the Out of School Club proprietors through the lettings fee.

Charging for School Trips

The school believes that educational visits, visitors in school and special events are of value and importance to children's education and should be encouraged. Teachers propose these events to the head teacher who judges the possible cost implication. Parents are asked to make a voluntary contribution to the trip. It is the policy of the school that whilst all parents are asked for a voluntary contribution no child is excluded from trips or special events.

Charging for Music Lessons

The school works with the North East Music Co-operative (NEMCO) to provide musical tuition for individual pupils, either on a one to one basis or in small groups. Parents are required to pay the full costs for the lessons on a termly basis. However individual circumstances may be taken into account, which may reduce the payment by parents. These circumstances might include:

- LAC
- Particular aptitude for music, where parents could not pay for lessons

Photocopying Costs

Charges for photocopying that are not for the school is levied at 10p a copy.

Charging for Clubs

All children can access clubs. If the club is run by a school member of staff then no cost will be incurred by parents. Where the club is run by an external provider payment would be met by parents. Where a child is unable to attend due to financial reasons,

the headteacher may agree to subsidise their participation from school funds or disadvantage grant subsidy if available.

This policy is linked to the School's Letting Policy

Signed Chair of Governors

date

Signed Headteacher

This policy will be read in conjunction with the following policies:-

Safeguarding Policy /Community Cohesion, Equality and Diversity Policy / Disability Equality Policy /Race Equality Policy

This policy will be reviewed on a biannual basis or earlier if required