The school does not normally hire out the school premises. Where the school premises are requisitioned, for example by the Returning Officer during local or national elections, the rates are set by the local authority. Use of the premises by community groups or the local authority may be permitted by agreement of the Executive Headteacher (EHT) and the Chair of the Governing Body under the terms of the Federation Lettings Policy.

The school reserves the right to make a charge for the following activities:

* School Visits – for trips to places of interest which take place mostly during the school day, the school may request voluntary contributions towards the costs
* School Journey – trip to a residential centre involving one or more night’s stay
* Loss of or damage to school property
* Breakfast club (currently no charge after 8:30 a.m.)
* Out of School Hours activities that are not part of the national curriculum
* Education largely out of school hours - when a trip is mainly out of school hours including the travelling time, the full cost of the trip will be charged unless donations or grants have been obtained. If so, then the cost will be shared out equally between all going after the grant or donation has been subtracted
* Musical Instrument Tuition - Charges may be made for teaching either an individual pupil or a small group, if the teaching is not an essential part of the National Curriculum. The full cost will be charged
* Residential Activities which are mainly during school time – pupils cannot be charged for the education which is National Curriculum or Religious Education based. However charges may be made for board and lodging
* Photocopying that is prepared for parents relating to a freedom of information request will be charged at 10p per sheet or 20p for any colour printing.

Voluntary contributions may be requested to cover the cost of travel for trips

Full charges can be made for board and lodging except for parents/ carers who are in receipt of the following benefits:

* Income Support
* Income-based Job Seekers Allowance
* Support under Part VI of the Immigration and Asylum Act 1999
* Child Tax Credit (providing that they do not also receive Working Tax Credit and have an annual income, assessed by the Inland Revenue, that does not exceed the applicable rate as notified by HMRC from time to time)
* the guarantee element of State Pension Credit

The Headteacher should make it known to all parents/ carers that they have a right to claim free or reduced activities if they are receiving benefits.

Notwithstanding the above, the School will not disbar any pupil from any activity on the grounds of inability to pay and Governors will view each application on its merits and on a sympathetic basis.

The amount charged to each individual will not exceed the actual cost of the activity.

It is permitted for the cost to each individual to have the costs of the designated staff included as long as that member of staff has a separate contract for the activity. This could be in the form of a letter from the Headteacher asking if they will provide a service on a particular occasion.

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| **Date of latest revision** | Autumn 2021 |
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