

"Responsible Caring and Secure, preparing you for your future"

Roehampton Church School



Charging & Lettings Policy

March 2021

1. General

1.1 The governors support the Act in the re-affirmation of free education. The restrictions on charging for school activities do not prohibit or restrict a school from seeking voluntary contributions for the benefit of the school or any school activities. Such contributions, however, must be genuinely voluntary requests and need to make clear:

- a) that there is no obligation to contribute; and
- b) that pupils will not be treated differently whether or not parents have made any contribution

NB: Where an activity cannot proceed without the benefit of voluntary contributions, it will need to be made clear to parents at the outset that this is the case. Parents will then be aware that the activity will then be aware that the activity will not take place if they are reluctant to support

1.2 It should be stressed, however that students or parents cannot be required to pay for or contribute materials and equipment for use in connections with education provided during school hours.

2. Education during school hours

Charges may be made for individual instrumental music tuition, unless such tuition is for the purpose of prescribed public examinations or the National Curriculum, when it must be free. **At present the Governors do not make any charges and all individual music tuition is free.**

3. Education outside school hours

3.1 A charge may be made for activities outside school hours, including those defined as 'optional extras'. The exceptions to this principle are in respect of education provided to the purposes of prescribed examinations, the National curriculum or religious education requirements.

3.2 Charges which may be made included elements of travel, board and lodging, materials, books, instruments, equipment, non teaching staff costs, entrance fees and insurance, plus teaching staff costs if such staff are:

- a) Specifically engaged for the activity or,
- b) employed for individual instrumental music tuition

3.3 Charges in respect of individual students may not exceed the actual cost of the optional extra activity divided equally by the number willing to participate. They may not therefore include any cross-subsidy for students wishing to take part in the activity but whose parents are unable or unwilling to meet the charge

4. Board and Lodging

It is permissible to make a charge for board and lodging where a school activity involves students in night away from home. This applies whether or not the activity is deemed to take place within school hours.

5. Non-Residential Activities

Parents may be asked to contribute on a voluntary basis to outings to theatres, museums, etc but under conditions (1) must be met.

6. Music

- 6.1 Tuition in the playing of Musical Instruments. The Act requires that no charge should be made for music class tuition or group musical activities within school hours. Additionally, music tuition, whether for groups or individuals, must be free when it is provided as part of the syllabus for a prescribed examination or is required under the National Curriculum; this applies whether the tuition is provided within or outside school hours.
- 6.2 Where individual music tuition is provided in other circumstances, a charge is permissible can include the cost of the teacher, sheet music and hire insurance of a musical instrument.

7. Letting of School Premises

The Governor Body control the use of the premises and are responsible for any expenditure incurred when the activities are not connected with the work of the school.

The Finance Committee of the Governing Body will set charges for lettings which will cover the following:

- Cost of services (heating and lighting);
- Cost of staffing (additional security, caretaking and cleaning) - including "on-costs";
- Cost of administration;
- Cost of "wear and tear";
- Cost of use of school equipment (if applicable);
- Profit element (if appropriate).

The specific charge levied will be reviewed annually, during the spring term, by the Premises/Finance Committee, for implementation from the beginning of the next financial year, with effect from 1st April of that year. Current charges will be provided in advance of any letting being agreed.

1st Hour rate : £60
2nd hourly and additional hourly rate : £40

All letting charges will need to be paid in advance of booking date.

Please refer to the School Lettings Policy for conditions of hire.