

St Luke Academies Trust



Charging and Letting Policy



Presented to Directors: May 2017

Adopted by Directors: July 2017

Review date: July 2018



Our Vision

The vision of St Luke Academies Trust is to develop each of its schools as welcoming and inclusive communities, where faith is nurtured, excellence in learning is achieved and pupils are inspired to serve others, following the example of Jesus. We aspire to follow the Church's mission; to make Christ known to all people, placing Christ and the teaching of the Catholic Church at the centre of people's lives.

The expectation of the Trust Board is that the work of all members of St Luke Academies Trust is based on trust, collaboration and respect, with all members and their contributions equally valued.

1 Introduction

St Luke Academies Trust recognises the valuable contribution that the wide ranges of additional activities, including trips, clubs and residential experiences can make towards pupils' education at the schools to which this Charging and Letting Policy applies. The Local Governing Bodies of these schools aim to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of each school and as additional optional activities.

2 Context

The law states that education provided during school hours must be free of charge. No pupil may be left out of an activity because their parents/carers cannot or will not make a contribution of any kind.

3 Charges

The school's Governing Body reserves the right to make a charge in the following circumstances for activities organised by their school:

- ***Residential activities taking place largely during school hours.***
The full cost is to be paid for board and lodging, and travel to the venue. The cost of teaching staff, instructors or teaching assistants under contracts for services purely to provide an optional extra will also be charged.
- ***Activities outside school hours.***
The full cost to be paid for all approved activities deemed to be optional extras that are not a necessary part of each school's curriculum,
- ***Individual instrumental tuition***
The full cost to be paid for providing any instrumental tuition that is not an essential part of each school's curriculum.
- Extended day services offered to pupils

4 Voluntary Contributions

Voluntary contributions may be requested from parents/carers to cover the cost of the activities such as:

- ingredients or other materials, required for use in the curriculum, which will be taken home when work with them has been completed.
- entrance fees to places visited as part of the curriculum, and any associated travel costs.
- Additional clothing required for specific curriculum activities.

Parents/Carers will be given reasonable advanced notice of proposed visits/activities. Staged payments may be arranged where contributions are significant.

5 General

The Local Governing Body may, from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy precludes the Governing Body from inviting parents/carers to make a voluntary contribution towards the cost of additional activities, which take place in school time.

Parents/carers may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity no qualifying child will be excluded on the grounds of voluntary contributions.

6 Hire of School Premises

- Community Use – School will be remunerated in the form of a budget top-up.
- Private Hire (school day) – Governing Bodies will determine hire charges.
- Private Hire (out of hours) – In addition to hire charges above, there will be a letting fee set using Northamptonshire County Council guidance.
- Licence to use premises – 3rd Parties hiring school premises will be required to complete a written agreement with the school.
- Insurance – 3rd Parties will be required to provide proof of adequate levels of public liability insurance.

7 Annual Review of Charges

- All charges levied, including deposits, will be subject to approval by the Governing Body when the budget is set.
- Charges for use of school buildings during the school day will be made at the discretion of the governors. Such charges will be such as to at least cover caretakers fees, if outside normal hours, heating, lighting and where necessary cleaning.

8 Administration of Income

- Invoices will be administered in accordance with the Financial Procedures relating to accounts receivable.
- Invoices for block bookings will be invoiced in full on a termly basis and be payable in advance.

9 Loss of / Damage to School Property

Parents/Carers may be asked to meet the costs of repair/replacement of school property lost or damaged as a result of a pupil's behaviour.