



# **Loughton School**

## **Charging and Lettings Policy**

**2022**

## **Introduction**

All education during school hours is free. The definition of 'education' includes materials, equipment and transport provided in school hours. 'School hours' are those when the school is actually in session, and do not include breaks during the day. The only exception to this is where peripatetic music tuition takes place or visits, such as Young Voices.

### **1 School Trips**

Trips, days and residential, enrich and enhance children's learning and broadens their knowledge and experience.

### **2 Day Trips**

When organising a trip, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, the trip may be cancelled. If a trip goes ahead, it may include children whose parents have not paid any contributions. We do not treat those children differently from any others. The same may apply for outside visitors who come into school to enrich the curriculum and make charges to the school for their services (e.g. artists, theatre groups etc.)

Cost: A voluntary non-refundable contribution of £x is required to cover the cost of the mode of transport and the admissions ticket. Our preferred method of payment is through ParentMail +pay which is accessible via logging onto ParentMail. Please note that we try and keep the cost of all school trips to a minimum, but there are occasions when a surplus arises. The school will return any surplus above £5 per pupil, below this figure the monies will be used to purchase equipment and/or books for the school. Confirmation of the visit will depend upon their being sufficient voluntary funds to cover the cost.

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 allow the child to participate fully in the trip or activity. Sometimes, the school pays the additional costs in order to support the visit.

Trips such as Young Voices are not classed as requiring voluntary contributions, as only children who *choose* to attend the trip are invited e.g. attend choir and this is classed as additional to the year group school trips.

### **3 Residential Trips**

Residential trips which are not essential to the National Curriculum and 'wholly take place during school hours', may be funded by voluntary contributions. No child may be excluded from such an activity because their parents are unable or unwilling to pay a voluntary contribution. Such trips or activities will only take place if the cost can be met by voluntary contributions. Boarding and lodgings on a residential trip will be charged, except to those parents who are eligible for remission of charges (See Remission of Charges).

### **4 Music Tuition Fees**

The school levies charges in respect of individual and group music tuition, if the teaching is not an essential part of the National Curriculum. A parent who is eligible for remission of charges (See *Remission of Charges*) will pay reduced fees (See *Appendix 1*). The charge levied will be decided annually by the Resources and Effectiveness Committee.

## **5 Materials and Textbooks**

When a child or parent wishes to retain items produced as a result of Art and Design, Science or Design and Technology, a charge may be levied for the cost of materials used. Everyday materials e.g. exercise books, pencils, paper etc are provided free of charge. In Year 6, additional revision guides are available, for which a charge is made.

## **6 Activities Outside School Hours**

No charge will be made for activities outside school hours that are part of the National Curriculum. For all other activities where a cost is incurred, a charge up to the cost of the activity will be levied. For additional sports clubs run by external providers, a nominal charge may apply per term.

## **7 Damage/Loss of Property**

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials). The cost of the repair or replacement will be levied or a lower cost as the head teacher may decide.

A charge will be levied in respect of wilful damage, neglect or loss of property belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of a replacement, or repairs, or a lower cost as the head teacher may decide.

## **8 Other charges**

The headteacher and the Resources and Environment Committee may levy charges for miscellaneous services up to the cost of providing such services e.g. providing information as part of the Freedom of Information Act.

## **9 Lettings**

The school makes its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Resources Committee. *(See Appendix 1)*

## **10 Remission of Charges**

If your child is in receipt of Pupil Premium, then the school will fund up to 25% of the least expensive residential visit running. If your child has already received this financial support from us for a previous residential visit, then no further financial support will apply. This support is available to each child receiving Pupil Premium for one residential visit only.

