

Ringland Primary School

Charging and Lettings Policy



'Compassion, Curiosity and Courage'

Policy Written	September 2023
Initial Review Date	September 2024
Review Date	September 2025
Reviewed By	

Charging at Ringland

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.

Voluntary contributions

When organising school trips or visits* which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

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 do allow the child to participate fully in the trip or activity. Sometimes the school pays additional

costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums;
- outdoor adventure activities;
- visits to the theatre;
- visits to experiences linked to the curriculum;
- musical events.

(*excluding residential)

Residential visits

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we request a voluntary contribution for the education and/or travel expenses, boarding and lodging.

Music tuition

All children study music as part of the normal school curriculum. We do not charge for this.

There is a charge for individual or group music tuition if this is not part of the National Curriculum. Peripatetic music teachers may teach individual or small group lessons in addition to the National Curriculum. Gwent Music make a charge for these lessons. We give parents information about additional music tuition at the start of each academic year.

Swimming

The school organises swimming lessons for all children at a given point in their school journey. These take place in school time and are part of the National Curriculum. We make no charge for this activity, but we do ask for a contribution towards the travel costs. We inform parents when these lessons are to take place.

After School Clubs

The school offers additional activities after school. These activities are run on a voluntary basis and are usually provided without charge. There may be occasions where a voluntary contribution is needed to cover additional activities.

Lettings at Ringland

Ringland Primary School premises and grounds are, as a rule, not available for hire. All decisions in respect of letting are made by the Governing Body of Ringland Primary School, and they retain the right to cancel the letting. As per Newport City Council guidance, the rate of £9 per hour would be a starting point in any considerations around lettings. This may vary depending on the space provided and would be subject to approval from the Governing Body.

All applications for letting are made on the Lettings Application Form, which must be signed personally by the hirer and they may not assign or sub-let the premises and grounds. By signing the application form the hirer agrees to the Terms and Conditions related to letting. Applications will only be accepted for a maximum of one year, between the first day of September and the final day of August.

The Governing Body agree the charging rate and reserve the right to amend the rate without prior notification to the hirer. A full charge for hiring is payable in the event of a cancellation unless 21 days written notice is given. If any damage is caused, the hirer is liable to pay for the cost of making good. The hirer is required to clear away any rubbish and leave the premises and grounds in the condition in which they found it. If additional cleaning is required as a result of hiring the hirer is required to meet the cost.

Before the commencement of the let the Head Teacher or member of the school Senior Management will provide the hirer with an induction protocol which will include information concerning

1. Incident/accident book
2. First aid guidelines
3. Fire evacuation procedure
4. Security
5. Child protection / Safeguarding
6. Emergency contact numbers

Alterations to the fabric of the building are not permitted and requests to use specialist rooms and equipment will need to be clearly stated in the application.

The Hirer shall comply with the legal requirements concerning the consumption of intoxicating liquor, music, singing, and dancing licences, theatre licences and copyright. The hirer is fully responsible for obtaining any licences or any other permissions required, always providing that no such application shall be made without the prior approval of the Governing Body.

The hirer will ensure a responsible adult is present at all times to act as a supervisor.

The hirer is forbidden to use, or allow the use of the premises or grounds for any illegal or immoral purpose and will not carry on any activity so as to cause nuisance or annoyance to other users of the premises or neighbouring or adjoining premises.

Ringland Primary School is committed to equality, including racial equality, and the hirer is urged to ensure no minority groups are disadvantaged during the period of the let and all incidents of harassment are given serious consideration.