



# Borden Church of England Primary School

Part of the UNITAS Collaboration

School Lane Borden Sittingbourne Kent ME9 8JS

## Charging and Letting Policy

Reviewed	Ratified by GB (if applicable)	Next review
31/01/2017	31/01/2017	31/01/2017

To be signed by:	Chair of Governors		Governing Body, committee or individual governor	✓	Head of School	
<i>Signed</i>					<i>Date</i>	
<i>Linked Policies:</i>						

### CHARGING POLICY (Finance Policy Appendix 1)

No charge will be made for admitting children to Borden C.E.P.

Education provided during school hours will be free. Parents may be asked to contribute money towards:

- 1) Materials and equipment for some activities
- 2) Transport to carry pupils for Educational purposes.
- 3) Costs of admission for educational visits (admission and transport) – if not provided by other means (e.g. Friends of Borden School)
- 4) Costs of visiting educational events – if not covered by other means (e.g. FOBS)
- 5) Residential Trips
- 6) Additional contributions towards the cost of swimming (entrance fee & tuition) – if not covered entirely by other means.

#### Musical Instrument Tuition

Charges may be made for teaching pupils to learn a musical instrument as this is not an essential requirement of the National curriculum.

#### Voluntary Contributions

Parents will be invited to make voluntary contributions to make school funds go further.

No pupil will be left out of an activity because his or her parents cannot or will not make a contribution of any kind, although lack of funds may cause an activity or event to be cancelled.

#### Education outside School Hours

Parents may be charged for after-school activities when run by an external provider.

## **LETTINGS POLICY (Finance Policy Appendix 2)**

The Governors would wish to make the School premises available for community use outside of School hours. The advantages gained would not only be financial but would be mutually beneficial in the development of good relations with the wider community.

### **1. Casual Lettings**

Unfortunately the design and layout of the premises is considered unsuitable to be hired out to the general public because individual rooms and domestic/toilet facilities cannot be isolated from the rest of the school and there is no residential school keeping staff.

Casual lettings therefore will not be allowed unless organised/attended by a responsible member of the School staff.

Administrative responsibility for casual lettings is delegated to the Head Teacher provided that -

- a) the recommendations of the LEA with regard to the arrangements are complied with.
- b) a charge is made which will at least recover the overhead/administrative costs.
- c) no alcohol to be consumed on the premises without the prior consent of the Governing Body or, if time is of the essence, the Chairman of the Governing Body.
- d) no firework displays to be allowed.
- e) no smoking.

### **2. Regular Letting**

There are no regular lettings but the conditions above would apply.

### **Disabled facilities**

Access is available to the back playground of the school from one side gate. Access is available to the school field from a double gate adjacent to School Lane.

Unfortunately access to the School building is limited for physically disabled people. There are several sets of steps, stairs and narrow door ways.

There are no suitable toilet facilities. Improvement to access will be considered by the Governing body whenever funds become available.