

**Boughton Monchelsea Primary School**  
**Charging & Remissions Policy**

**Outside Non-residential Visits**

Voluntary contributions are requested towards the cost of most outside visits and extra-curricular activities. Parents are informed that there is no obligation to contribute and no pupil will be excluded if his/her parents are unwilling or unable to contribute. However, the proposed activity or visit may well be cancelled if insufficient contributions are received.

**Residential Visits**

Parents are asked to bear the cost of residential visits organised by the school. Those parents who are unable to afford the cost of the visit are informed of the possibility of the school obtaining financial help on their behalf from a local charity. Residential visits are optional, although it is strongly recommended that children take part.

**Use of Premises**

Boughton Monchelsea School encourages the use of its premises by outside organisations, especially if they are linked to the local community.

Examples of recent lettings are:

- \* Caravan and Recreational Vehicle Club rallies (two per year)
- \* Use of pool for private swimming lessons
- \* Children's parties
- \* Adult parties
- \* Gym Club
- \* Dance Classes
- \* Karate Club
- \* Yoga Club

The school has rules for lettings, together with a checklist as to how the school must be left on completion (appendix I)

Rates of hire as at June 2010 are:

Main Hall only	£18.00 per hour
Main Hall and Kitchen	£20.00 per hour
Main Hall & Changing Rooms	£20.00 per hour
Main Hall, Changing & Kitchen	£22.00 per hour
Community Room	£12.00 per hour
Swimming Pool	£14.00 per hour

£12.00 per hour for school staff and parents

£10.00 per unit per night for caravans and motor homes

Insurance is charged at 1.8% for casual users.

Invoices are prepared and monies are paid into the school's budget account.

The school recognises that there are advantages and disadvantages in letting the premises. Overall it is felt that the community advantages greatly outweigh the inconveniences and the income represents an important part of our budget.

**Remissions**

Parents are not normally asked to pay for the cost of materials for items made by their children at school. Any exception to this rule will be made clear to parents before items are made.

February 2015