

CHARGING, REMISSIONS and LETTINGS POLICY



Prepared for:
Parkview Primary School
Springwood Drive
Oakwood
Derby

Date: May 2024
Author: Diane Page

Policy review dates and changes

Review date	By whom	Summary of changes made	Date ratified by governors/trustees	Date implemented
May 2024	DP	Letting charges increased by 2%		
May 2025	VD	P2 P7 changed finance and premises committee to Governing Body. P3 added *charges may vary dependent upon outcome of annual cost of living salary increases	19.05.25	20.05.25

CHARGING, REMISSIONS AND LETTINGS POLICY

1. Parents are to be asked for voluntary contributions towards day visits taking place during school hours in accordance with the Education Reform Act 1988. Registered pupils at the school will not be treated differently according to whether or not their parents have made any contributions in response to the request. The proportion of costs not raised from voluntary contributions will be met from school funds. (Refunds will be made if possible, where children are unable to attend day visits)
2. For residential visits deemed to take place outside school hours and not within the National Curriculum, these will be defined as an “optional extra”. A charge will be made to cover costs of individual participating pupils.
3. For cooking/craft activities where the finished product will be taken home, parents may be asked to pay a contribution for the ingredients/materials. However, no child will be disadvantaged because of parents’ inability to pay.
4. The school reserves the right to expect parents to make a reasonable contribution towards the replacement of lost items of school property.
5. Private use of the photocopier will be charged at 20p per copy. This also includes requests made by parents/carers for policies.
6. Charges for private telephone calls will be made at 20p per minute or part thereof.
7. The LA guidelines currently in operation will be used to calculate charges for lettings. The Governing Body will review the Letting Price Schedule in the Spring term; should any increases be necessary due to energy costs etc., these will be agreed and notified to the external agencies for the start of the Autumn term in September.
8. See Lettings Price Structure for Parkview Primary School
9. All parental contributions and payments will be made online via the School Money System. Letting payments are to be paid via sales invoice.



**LETTINGS PRICE STRUCTURE FOR
PARKVIEW PRIMARY SCHOOL
WEF 01/09/2024**

Parkview Primary Finance Governors have set the following charges for Lettings within the School.

Weekday (Non-Commercial) (if utilised)	£8.20* per hour + Caretaking Charge (if utilised)
Weekday (Commercial) (if utilised)	£10.20* per hour + Caretaking Charge
Weekend (if utilised)	£15.80* per hour + Caretaking Charge

Caretaking Charge	£18.50* minimum payment for any one letting
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Additional charges may be added, where deemed necessary, for extra cleaning by our Caretaker. Please see charges listed below:

Based on Saturday and Sunday Lettings and Weekday lettings completed before 8pm	
Cleaning of a Classroom	£3.10*
Cleaning of Hall	£6.10*
Cleaning of Toilets/Changing rooms	£3.10*

Based on Weekdays lettings finishing after 8pm – 10 pm (after 10pm subject to double and treble fees)	
Cleaning of a classroom	£3.60*
Cleaning of Hall	£7.20*
Cleaning of Toilet/Changing Rooms	£3.60*

*charges may vary dependent upon outcome of annual cost of living salary increases