



# WELSHPOOL HIGH SCHOOL

## CHARGING, REMISSION & LETTINGS POLICY

**DATE REVIEWED:** March 2023

**DATE FOR REVIEW:** March 2025

**SIGNED** \_\_\_\_\_ **Date:** 27/04/2023  
**Chair of Governing Body**

**SIGNED** \_\_\_\_\_ **Date:** 27/04/2023  
**HeadTeacher**

This policy covers Charging and Remission arrangements at Welshpool High School.

## **INTRODUCTION**

The Governing Body acknowledges the right of every pupil to receive free school education and understands that activities offered wholly or mainly during normal teaching time must be made available to all pupils regardless of their parents' ability or willingness to help meet the cost.

The governors also recognise the valuable contribution that the wide range of additional activities, trips and residential experiences can make towards pupils' education. The governors aim to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

## **THE GOVERNORS CHARGING POLICY**

The Governing Body reserve the right to make a charge in the following circumstances for activities organised by the school;

### **Practical Subjects**

Where parents have indicated in writing that they wish to own a finished product, a charge will be made. The charge shall not exceed the cost of the materials used by the pupil.

### **Residential Trips**

The board and lodging element of approved residential activities deemed to take place in school hours. The cost will not exceed the actual cost of the provision and prior written confirmation from the parents is required that he/she is willing to pay the charge.

### **Activities outside School Hours**

The full cost to each pupil of all approved activities deemed to be optional extras taking place outside school hours and therefore not part of the National curriculum.

## **VOLUNTARY CONTRIBUTIONS**

The governing body reserves the right to ask parents for a voluntary contribution towards the cost of;

- Any activity which takes place during school hours
- School equipment
- School funds generally

Parents must be advised that the continuance of an activity may depend upon voluntary contributions but once it has been decided to run such an activity, no qualifying pupil will be excluded on the grounds of voluntary contributions.

### **Private Use of Facilities**

Private use of the telephone and photocopying facilities by pupils are not permitted. In the rare case that a private telephone call is made it is deemed to be an emergency and no charge is made.

### **REMISSIONS**

Parents of pupils who are in receipt of the following support payments will, in addition to having free school meals entitlement, also be entitled to the remission of charges for curriculum related activities.

- Income Support
- Income-related employment and support allowance
- Income-based Jobseeker's Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Universal Credit provided the parent is not entitled to Working Tax Credit and their annual income does not exceed £15,910.
- Guaranteed State Pension Credit

### **EQUAL OPPORTUNITIES**

The Headteacher will ensure that the school's equal opportunities policies are observed in implementing the policy.

### **SCHOOL LETTINGS**

The Governing Body regards the school buildings and grounds as a community asset and will make every reasonable effort to enable them to be used as much as possible. The Governing Body will endeavour to maximize the use of the premises to support the local families, services and the larger community with the first priorities for providing the best possible education for its pupils. Any lettings of the premises to outside organisations will be considered with this in mind. A school letting agreement should be completed and signed and agreed before any letting takes place. Charges relating to the letting of school property are found at annex A of this policy. The charges will be reviewed each time the policy is reviewed.

### **RESPONSIBILITIES**

The governing body is responsible for making and reviewing the policy.

The Business Manager (Caroline Jones) is responsible for the implementation of the policy and ensuring that staff, parents and pupils know the details as appropriate.

Other staff may be responsible for implementing the policy as part of their overall responsibilities (e.g. Deputy Head and Heads of Department).

## **MONITORING AND REVIEW**

The Business Manager will report on the policy to the Headteacher as appropriate.

The Headteacher will report to the Governors Finance Committee on any relevant aspects of the working of the policy as appropriate.

The Governing body will review the policy every two years.



# WELSHPOOL HIGH SCHOOL - LETTINGS RATES

*(Hirers are requested to visit the school prior to their booking to discuss exact requirements)*

**We are more than happy to negotiate concessionary rates depending on the nature and frequency of events.**

Charges (Per Session)

**NOTE: A session is 4 hours**

## Theatre

*(Maximum numbers: 310 seated; 180 Raked seating only)*

Use of Theatre which includes lighting and sound facilities and changing rooms

**£200.00**

Use of Drama Studio:

**£ 75.00**

## School

Use of dining hall

**£ 75.00**

Use of dining hall in conjunction with theatre:

**£ 30.00**

Use of gymnasium

£ 50.00

Use of I.C.T. classroom

**£ 50.00**

Use of classroom (Community use):

**£ 25.00**

Use of classroom (other use):

**£ 50.00**

Video Conferencing Suite:

**£ 80.00** *(per hour)*

**Over-run charges:**

**£ 50.00** *(per hour, or part of)*



**THIS SCHOOL IS A NO SMOKING ESTABLISHMENT AND HIRERS WILL BE EXPECTED TO ADHERE TO THE SCHOOL POLICY REGARDING ITS BUILDINGS.**

This application is made for the purpose given below and is:-  
(please tick where appropriate)

For members only	<input type="checkbox"/>	Open to the general public	<input type="checkbox"/>
Admission charges will be made	<input type="checkbox"/>	Goods will be sold	<input type="checkbox"/>
A monetary collection will be made	<input type="checkbox"/>		

**To be completed by all applicants:**

In the event of this application being approved I undertake to ensure that the regulations for the letting of schools are complied with and to pay any prescribed fees due to the school. I also accept responsibility for the re-instatement of any damage caused to buildings, apparatus or other property which may result from the use of the premises for the purpose stated below. I also confirm that any electrical equipment to be provided and used by me is safe and has been checked by me. I accept that the Authority reserves the right to inspect any item of electrical equipment to be provided and used by me.

**NOTES:**

**Please note that charges for any event running after midnight must be negotiated separately. Fire escapes should be clearly indicated to all persons using the facilities by the event's organisers, and the Fire Assembly Point explained as being the Red Gra pitch.**

**Where alcoholic beverages are to be sold, a copy of the license must be provided.**

**All hirers are required to have adequate insurance to cover the cost of any damages incurred. Please note that use of the car parking facilities is at the vehicle owner's risk.**

**The school reserves the right to terminate any agreement with immediate effect.**

Name of Organisation: \_\_\_\_\_  
\_\_\_\_\_

Event:

Invoice to be sent to:

\_\_\_\_\_

Date Required: \_\_\_\_\_ Times:

\_\_\_\_\_

**Note: Session = 4 hours**

Signed: \_\_\_\_\_ Designation:

\_\_\_\_\_

Name & Address: (please print)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone No.: \_\_\_\_\_ Date:

\_\_\_\_\_

Theatr charges/office drive/Building & site maintenance/site/hire charges