

Ridge Community Primary School
Policies on Lettings, Charging, Billing and Debtors, and Remissions.

Prepared by Cat Gillies, 22/03/2017, reviewed 02/02/2018, reviewed 27/09/2018.

Lettings

Ridge Community Primary School adopts Lancashire County Council's guidance and model Lettings Policy (revised January 2015), with the addendums:

Lettings for community benefit or use will not incur any charge.

If the School incurs any costs (such as additional staffing, wear and tear or heating) then these *may* be passed onto the hirer.

Lettings to commercial organisations, which will profit the organisation, *will* incur charges.

These charges will pass on any costs to the School (such as additional staffing, wear and tear or heating) and *may* include an element of profit.

No charges will be raised where the School is making a payment to the organisation – such as subsidising pupil participation in the hirer's activity.

Organisations leasing the school premises must pay due regard to the school's directions regarding safeguarding, security, and data protection – specifically:

- Lessees must ensure that the perimeter of the premises is secured at all time – particularly by closing the front doors and side gates.
- Lessees must ensure that their users do not enter areas of the school not specifically stipulated on their rental agreement.
- Lessees must ensure that their users do not attempt to access, copy, or remove information or equipment from within the school – including having due regard to photography/ videography within the premises.

Charging and remissions

Ridge Community Primary School adopts Lancashire County Council's guidance and model Charging and Remissions Policy (revised December 2017), with the addendums:

School Meals

Children who are not registered for Universal Infant Free School Meals (Reception, Year 1 and Year 2), or benefits-based Free School Meals (all years) will be charged. From September 2014 school meals cost £2.30 each.

It is our policy that school lunches be ordered and paid for weekly in advance, and at the latest by 10.30am on the day they are to be taken.

If children come to school without a packed lunch from home, and school are not able to contact a family member to make other arrangements, a school meal will be ordered and charged for them.

If families do not pay for school meals that are taken, they have to be paid for from the school's budget. This means that money which should be spent on all pupils' education in school is used to pay for debts incurred by individuals.

The Governing Body see this as unacceptable, and therefore adopt the Lancashire County Council Billing and Debt Management Policy for chargeable items such as school lunches, in that:

- Payment must be received in advance.
- If payment is not received a reminder will be issued.
- If payment is not received when reminders are issued the school may decide to refer the debt to the Local Authority to collect, which may involve legal action.

If families are worried about paying a school bill they are asked to with the Headteacher, School Business Manager, or one of the Family Support staff, as the school may be able to set up a payment plan, or make a referral to another agency who can support them.

Additional Activities

The School will charge as little as possible for additional activities, and will offer as many as possible free of charge, or heavily subsidised.

The School will never charge more than the actual cost for an additional activity.

The School may ask for voluntary contributions for some additional activities which are conducted as part of the school day, such as educational visits.

If a particular educational activity cannot take place without some financial help from parents this should be explained to parents in advance.

In this event all parents will be made aware that contributions are voluntary; that their child will not be excluded if they cannot pay, but that if insufficient donations to fund an activity are received then the activity may be cancelled.

The School will not exclude from any educational activities or treat differently any children whose parents feel they cannot pay.

The school suggests donations for fundraising activities, but does not enforce any charges.

Billing and Debtors

Ridge Community Primary School adopts Lancashire County Council's guidance and model Billing and Debt Management Policy (revised December 2011).

The policies and charges will be reviewed annually.