



HYTHE PRIMARY SCHOOL CHARGING, REMISSIONS & LETTINGS POLICY

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, trips and residential experiences can make towards pupils personal and social education.

The Governing Body aims 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. It is not our policy to charge for activities such as visits and trips that take place during the school day, however we do seek voluntary contributions from parents, while offering the assurance that no child will be excluded from such activities if a contribution is not made.

The Governing Body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end, we will try to adhere to the following guidelines:

- Where possible to publish a list of visits and their approximate cost with as much notice before the trip as possible (preferably at least a half term in advance)
- We have a system for parents/carers to pay in instalments

No charges are made for education during school hours. The school provides some activities during school hours for which a voluntary donation is requested.

A. CHARGES

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

1. Residential Activities

The board and lodging element of residential activities which take place within the school week to a maximum of 5 days (4 nights).

2. Activities outside School Hours

The full cost to each pupil of certain activities outside school hours, whether residential or non-residential, such as: Theatre visits, games fixtures, exhibitions etc.

3. Individual Instrumental Tuition

A charge will be made. We give parents information about additional music tuition at the start of each academic year.

4. Extra curricular activities

Some sporting or other activities provided before school, during lunch break or after school are provided without charge to parents. Other activities, such as those provided by external coaches or those that require additional resources (e.g. ingredients for baking) are payable directly to those providers/the school.

5. Charging in kind

The cost of materials, ingredients, equipment (or the provision of them by the parents) for the following subjects:

DT, science, cooking, handicrafts and needlework, if the parents have indicated in advance that they wish to own the finished product.

6. Activities provided by The Friends of Hythe (Hythe Primary P.T.A.)

Additional activities organised by The Friends of Hythe during school hours, EG.

Father's/Mother's Day gift sale will incur a cost for those that wish to purchase. However, all children will be able to attend/view if they so wish. Activities outside of school hours such as fayres and discos will incur a cost to attend (disco) or purchase (fayre stalls).

7. General

The Governing Body may, from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for pupils (e.g. school trips, visiting speakers, swimming lessons). Should the voluntary contributions not be substantial, the activity may have to be cancelled.

B. REMISSIONS

The school will inform the parents that they will be exempt from the cost of board and lodging for a residential trip, where the parent/carer can prove they are in receipt of :

- Universal credit
- Income support
- Income based job seekers allowance
- Support under part IV of the Immigration and Asylum Act 1999
- Child Tax Credit (Child Tax Credit (CTC) ended for most new claimants in the UK on April 5, 2025, and has largely been replaced by **Universal Credit**), provided Working Tax Credit is not also received and the family's income does not exceed £19995 (Financial year 2024/2025)
- The guarantee element of State Pension Credit
- An income related employment and support allowance introduced 27.10.2008

In other circumstances there may be cases of family hardship which make it difficult for pupils to take part in particular activities for which a charge is made.

So, when arranging a chargeable activity, the Governing Body will invite parents to apply in confidence for remission of charges in part. These payments will be subject to appropriate funds being available. Authorisation of remission will be made by the Headteacher in consultation with the Chair of Governors.

C. BREAKAGES OR DAMAGE TO SCHOOL PREMISES AND EQUIPMENT

Parents will be expected to pay for the cost of willful damage to school property or the misuse or loss of books and equipment.

D LETTINGS

Hythe Primary school premises are a valuable community resource, for which educational usage constitutes a natural priority. A profit margin would be welcome when derived from private or commercial usage but are not the objective when facilitating education activity by designated users.

Conditions of Hire

The governors have adopted the standard Hampshire County Council account of hire. These terms form Appendix A to this Policy Statement.

Administration of Lettings

General - The governors recognise that it would be impossible for them to personally vet every applicant or organisation who wish to make use of the school premises. Accordingly they have delegated the authority to accept applications for hire to the Headteacher.

Lettings Documentation - All formal hiring of the school's premises, including those for which no charge is made shall be properly documented. All hirers must complete a lettings of hire agreement and are to receive a copy of the conditions of hire. The hire agreement is a contract which the governors may enforce at law.

Scale of Charges

In arriving at their scale of charges the governors have followed the following principles

- (i) that statutory users will be charged an amount commensurate with cost recovery;
- (ii) that designated users will be charged no more than cost;
- (iii) that private users will be charged on a cost plus an income margin for the school ;
- (iv) that there will be parity of treatment for similar users;
- (v) that overall the cost of letting school facilities will be recovered from users.

For the purpose of charging, the Headteacher is empowered to determine to which group any particular individual or organisation belongs. The basis of charging will be determined by the purpose for which a letting is arranged.

January 2026 – the current scale of charges is from £0 to £50 (plus any maintenance/cleaning charges) per day.

Deposits - The governors reserve the right to require a deposit over and above the hiring charge as a surety against damage to the premises (including any equipment) or the premises being left in an unacceptable condition necessitating their incurring additional cost for cleaning, caretaking or other expenses.

Cancellations - Governors will seek to recover any cost incurred by the school which are unavoidable and result directly from the cancellation of a letting.

Payment methods - The governors are mindful of their responsibilities in safeguarding the school from bad debt. Therefore, payment at the time of booking is the norm. Cheques or cash are both acceptable but, preferably, the school will send an invoice to be paid by bank transfer. In all circumstances, an official receipt must be issued.

Security - The governors will not normally insist upon continuous caretaking presence. However, they reserve the right and delegated power to the Headteacher to insist upon caretaking presence where in his/her view the nature of the hiring may leave the school vulnerable to theft or damage.

Date Agreed by Governing Body:

To Be Reviewed: January 2027

Last Reviewed: January 2026

COMPLAINTS PROCEDURES

1. What if the school has a complaint about our group/organisation?

If the school has concerns about a let, the following procedures will be followed:-

1. A representative of the Governing Body will verbally raise the concern with the named Hirer.
2. The situation will be monitored for two sessions to allow the issues to be addressed.
3. If the situation remains unresolved, the Hirer will receive written notification of the concern and a further two sessions will be given to allow the Hirer to address the situation.
4. If the matter remains unresolved, the Hirer will receive formal written notice of termination of the booking agreement. This will be implemented 72 hours from the date of the letter of notification.

Please Note: If the Hirer blatantly breaks the conditions of usage, the let can still be terminated immediately .

2. What if I, as the Hirer, have a complaint about my let or booking agreement?

If you as the Hirer, have a complaint or concern regarding your let, the following procedures should be followed :-

1. Talk to the named representative of the Governing Body and discuss the problem. Allow 5 working days for the situation to be resolved.
2. If still unresolved, the Hirer should notify the Governing Body through the Headteacher in writing and allow 5 working days for the situation to be resolved.
3. If still unresolved, the matter will be placed on the agenda of the next appropriate committee of the Governing Body. (If the concern needs urgent attention, a special meeting of this group will be convened.)
4. If still unresolved, the matter will be taken to the next full Governing Body meeting and the Hirer will receive a written response from the Chair of Governors detailing the outcome.

3. What if a third party complains?

1. If the school receive a complaint from a third party the Governing Body will be notified of the complaint.
2. The matter will be investigated by a representative of the Governing Body and a written response will be sent to the complainant within 10 working days.
3. If any further correspondence is received, the matter will be placed on the agenda of the next appropriate Governing Body committee. A final response will then be sent by the Chair of the Governing Body explaining the final outcome.

APPEALS PROCEDURE

1. If a Hirer has a letting agreement withdrawn, they have a right to appeal to the Governing Body.
2. The appeal should be made in writing and will be presented at the next full meeting of the Governing Body.
3. The Hirer will be informed of any action and/or decision taken by the Governing Body.
4. The Governing Body's decision is final.

Appendix a

BOOKING PROCEDURES CHECKLIST

1. Issue application + Conditions of Usage and Booking Procedures to the potential Hirer (as attached).
2. Receive completed application form (mark date of receipt), risk assessment and appropriate safeguarding checks.
3. Assess suitability of applicant.
4. Check availability of premises.
5. Check availability of caretaker.
6. Check availability of /notify DSO kitchen staff, where appropriate.
7. Book let into diary with hirer's contact number.
8. Send permit and invoice for booking.
9. Receipt of deposit/payment in full.
10. Register Public Liability payment with Borough Treasurer.*
11. Send receipt of payment to the hirer.
12. Receive any outstanding payment (where in two stages).
13. Confirm booking in diary, with caretaker and DSO staff (where appropriate).
14. Send receipt to hirer and confirmation of booking.
15. Process payment - send payment to Borough via payment book.
 - log payment into lettings accounting system
 - confirm transfer of payment into school budget via ACCY week date.
16. If payment does not appear on school's budget print out at least 7 days prior to letting date, contact Borough Treasurer's Department to check if there is problem. If cheque has not been cleared, inform Hirer IMMEDIATELY that letting agreement will be cancelled unless full payment is received in cash within 24 hours.

N.B. If payments are not made into the school account via the local authority, please remember that all payments must be declared for V.A.T. purposes.

* See Appendix b

To the Governing Body of.....School

I _____ (please print)

of _____ Organisation

being over the age of 18 years, hereby apply for permission for the above stated Organisation to use the school premises as stated overleaf. I understand that if permission is granted, it will be subject to all conditions of usage within the school's letting policy. I have read this lettings policy and understand that the permission to use the school premises will only be effective provided the conditions and regulations stated in the school's letting policy are adhered to.

I, on behalf of my Organisation, hereby agree to follow all conditions of the school's letting policy should permission be granted to use the school premises.

I understand the school, through the Council, maintain a Policy of Insurance in respect of the use of the above accommodation which, subject to its terms and conditions, will indemnify the applicants against liability at law and claimant's costs and expenses in respect of:

1. Death of or bodily injury to or illness of any person (fatal or otherwise) or damage to property other than property belonging to the Council to a limit of £1,000,000 in respect of any one accident.
2. Damage to any property belonging to the Council to a limit of £25,000 in respect of any one incident, with an excess of the first £50 of any loss or damage in respect of each hiring, provided that I, on behalf of my organisation, take out Public Liability Insurance at a cost of £2.50 per session, as a requirement of conditions to use the school premises within the school letting policy.

I am aware that paying this premium does not absolve myself and my organisation (as the Hirer) of the responsibility for injury or damage caused by our neglect during the hire.

I understand I must give immediate notice in writing, to the Director of Finance, The Civic Centre, Lampton Road, Hounslow, of any accident, damage or proceedings and no repudiation of liability negotiation or admission of liability shall be made to any Third Party. I will also give the same immediate notice, in writing, to the Chair of Governors of the School.

I, on behalf of my Organisation, agree to indemnify and keep indemnified the Governing Body and Council from and against all loss, damage, costs, claims, demands, expenses or charges which the Governing Body or Council may sustain or incur in respect of any matter arising out the use of the school premises or the conditions relating thereto insofar as the same are not covered by the said or any other policy of insurance effected by the Governing Body or Council or the obligation to give notice of any accident, damage, or proceedings as aforesaid is not fulfilled by us and to pay to the Governing Body or Council on demand at the school office or Council's principal offices at Hounslow, all such sums as may be payable by reason of this indemnity.

Signature of Applicant Mr,Ms, Mrs _____

Occupation _____

I understand it is my responsibility, on behalf of my organisation, to ensure that any area of accommodation used in the course of the letting is left in the condition in which it is found. I must also ensure that my organisation leave the premises at the time stated on the Permit.

Address _____

Telephone No. _____ Email: _____

Date _____

(place on headed paper)

LETTINGS INVOICE

Date : _____

Dear

With reference to your application to let school premise dated _____ we are pleased to inform you that permission has been given to use the accommodation/facilities at our school, details as stated below. This permission is dependent on;

1. all regulations and conditions stated in our School Letting Policy being met
2. the receipt of payment of any deposit required within _____ days of the date of this invoice, and ;
3. the cost of your let (as stated below), being paid within _____ days of the date of this invoice.

ACCOMMODATION REQUIRED	TIME FROM TO	DATES	TOTAL HOURS	COST PER HOUR	TOTAL COST
DISCOUNT WHERE APPLICABLE					
ADMINISTRATION CHARGE					
PUBLIC LIABILITY INSURANCE					
RETURNABLE DEPOSIT					
TOTAL COST					

Yours sincerely

(place on headed paper)

REMINDER RE: LETTINGS INVOICE

Dear

We note from our records that the balance of payment for the above letting is now due.

Please pay, by _____(date) the sum of £_____which is the balance now due.

Cheques should be made payable to Hampshire County Council and returned to the school at the address as show above.

*We would also like to remind you that a deposit of £_____ is also due for payment now.

Failure to pay the amount due by _____(date) will mean that your booking to let part of the school premise will NOT be able to go ahead.

We thank you for your co-operation.

Yours sincerely,

On behalf of the School.

(*delete as appropriate)

(place on headed paper)

CONFIRMATION OF BOOKING TO LET SCHOOL PREMISES

Dear

This is to certify confirmation of your booking to let the school premises as detailed in the Letting Invoice dated _____ which was previously sent to you.

Please find enclosed a receipt for payment covering the cost of this let.

We hope you will find our premises a satisfactory venue for your let and will consider using us again in the future.

Yours sincerely,

On behalf of the school.

(place on headed paper)

HIRER'S AGREEMENT WITH CARETAKER/SITE MANAGER
(Caretaker's Certificate)

This agreement must be signed by both the Hirer (or Agent) and the Caretaker.
This agreement calls for the Hirer (or Agent) and Caretaker to check the condition of the area and facilities covered by the Hirer's booking at the beginning and end of the letting.

This agreement also covers any time which is spent by the Caretaker on duty beyond that of the Hirer's booking.

We have agreed that the condition of the area is acceptable on taking charge of the hired area.

HIRER Signature :

CARETAKER : Signature :

Date :

Time :

We have agreed that the condition *is/is not acceptable compared to that on taking charge of the hired area.

We are agreed that the Caretaker *was/was not/will be required to spend extra time on duty.

Estimated time required :

but should the time exceed this, the Hirer will be advised at the earliest possible opportunity.

HIRER Signature :

CARETAKER/SITE MANAGER Signature :

Date :

Time :

(* Please delete as necessary)

CONDITIONS OF LETTING SCHOOL KITCHEN

THE KITCHEN MUST BE LEFT CLEAN AND TIDY AFTER LETTING

1. Ovens and cooker tops must be cleaned.
2. Sinks must be cleaned out and wiped dry.
3. All worktops must be wiped down using the appropriate cleaning products.
4. Floor must be swept clean and mopped if necessary.
5. All utensils used must be cleaned, dried and returned to their original place.
6. Only adults preparing food are permitted access to the kitchen area.
7. NO SMOKING in the kitchen at any time.
8. NO CHILDREN in the kitchen at any time.

You are advised that you must adhere to the times agreed as stated in your letting agreement.

Please make sure adequate time is left before the end of your let to ensure the kitchen is left clean and tidy.

Please ensure the Kitchen Supervisor's Certificate has been signed by both yourself (the Hirer) and the Duty Kitchen Supervisor at the beginning and end of the letting.

(place on headed paper)

HIRER'S AGREEMENT WITH DUTY KITCHEN SUPERVISOR
(Kitchen Supervisor's Certificate)

This agreement must be signed by both the Hirer (or Agent) and the Duty Kitchen Supervisor. This agreement calls for the Hirer (or Agent) and Duty Kitchen Supervisor to check the condition of the area and facilities covered by the Hirer's booking at the beginning and end of the letting.

This agreement also covers any time which is spent by the Duty Kitchen Supervisor and staff on duty beyond that of the Hirer's booking.

We have agreed that the condition of the area is acceptable on taking charge of the hired area.

HIRER Signature :

DUTY KITCHEN SUPERVISOR Signature :

Date :

Time :

We have agreed that the condition *is/is not acceptable compared to that on taking charge of the hired area.

We are agreed that the Duty Kitchen Supervisor/*and ___ no. of staff *was/was not/ will be required to spend extra time on duty.

Estimated Time :.....

but should the time exceed this, the hirer will be advised at the earliest possible opportunity.

HIRER Signature :

DUTY KITCHEN SUPERVISOR Signature :

Date :

(please delete as necessary)