

Ellowes Hall Sports College



LETTINGS & CHARGING POLICY

Approved by Governors

October 2017

To be reviewed September 2018

September 2017

Ellowes Hall Sports College Lettings & Charging Policy

This charging policy has been compiled in accordance with Section 457 of the Education Act 1996.

SCHOOL TRIPS/ACTIVITIES

Day Trips: May incur costs. Any payment from parents for these activities is voluntary but if parents are unable or unwilling to contribute, it may be that the trip will not be able to take place.

Residential Trips: For residential trips which are essential to the National Curriculum/Exams a charge will be levied for board and lodgings.

VOLUNTARY CONTRIBUTIONS

Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the trip.

Pupils will not be treated differently according to whether or not their parents/guardians have made any contribution in response to the request or invitation.

If the parent/guardian of a pupil is in receipt of income support, income based jobseekers' allowance, support under part VI of the Immigration and Asylum Act 1999, or Child Tax Credit (providing that they do not also receive Working Tax Credit and have an annual income, assessed by the Inland Revenue, that does not exceed £13,230), charges in respect of board and lodgings will be remitted in full.

EXAMINATION ENTRIES

The Headteacher has the delegated responsibility to decide whether students are entered for particular examinations. The Headteacher has the authority to charge for examinations entries in certain circumstances:-

A charge will be levied in respect of examination entries for students where the school has not prepared the student for the examination.

A charge will be levied in respect of examination entries for students where:-

- The school has prepared the student for the examination and it considers that for educational reasons the student should not be entered and the student's parent/guardian wishes the student to be entered (or student when over 18 years old)
- A charge may be levied for students re-sitting an examination.
- A charge will be levied where a student fails without good reason to complete the requirements of any public examination where the school paid or agreed to pay the entry fee.

Note: The charge levied will be the cost of the examination entry, plus any applicable centre charge.

MATERIALS AND TEXTBOOKS

Most parents want to buy their children their own pens, pencils, erasers, rulers, calculators, etc although, subject departments may loan such equipment on request.

Textbooks are provided free of charge. However, in some subjects additional revision guides are available for which a charge is made.

Year 12, 13 and 14 (Sixth Form) students who wish to keep a textbook after the end of the course will be asked to pay for it.

Where a student or parent wishes to retain items produced as a result of art, craft, design and design technology a charge may be levied for the cost of the materials used. In the case of Food Technology, students usually provide their own ingredients, but if the student forgets, the school may provide the ingredients at a cost.

Parents/guardians will be expected to pay for the cost of replacing or repairing lost or damaged books/equipment.

MUSIC TUITION

The school levies charges in respect of individual music tuition, and group music tuition, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the student. See attached Lettings/Charges Schedule

SWIMMING LESSONS

Ellowes Hall provides a wide range of swimming tuition for children and adults. All swimming lessons are supported by qualified lifeguards and swimming instructors. See enclosed Lettings/Charges Schedule

ACTIVITIES OUTSIDE OF SCHOOL HOURS

No charge will be made for activities outside of school hours that are part of the National Curriculum or religious education, or that form an essential part of the syllabus for an approved examination.

If a student is prepared outside of school hours for an examination that is not set out in regulations, a charge will be levied for tuition and other costs.

For all other activities outside school hours, a charge to cover the cost of the activity will be levied.

DAMAGE/LOSS TO PROPERTY

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or material). Parents/guardians will be liable for the cost of replacement or repair.

LOCKERS

Students Lockers (including padlock) can be hired for the duration of a student's enrolment at Ellowes Hall Sports College. The Lockers are for student's personal use. The current £25.00 fee is payable at the commencement of students enrolment. Please note this is a 'one-off' fee for the duration of the hire and will not be reduced or refunded. Should a student lose their padlock, the cost of replacement is £6.00.

LETTINGS

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges is determined annually, please see schedule of charges below:

**ELLOWES HALL SPORTS COLLEGE
LETTINGS/CHARGES SCHEDULE
SEPTEMBER 2017**

DESCRIPTION/LOCATION	Variable Rates (per hour)	
	Mon – Sat 5.00pm – 9.00pm	Sunday
	£	£
POOL (<i>with 1 Lifeguard</i>)	27.00	38.00
POOL (<i>with 2 Lifeguards</i>)	35.00	53.00
POOL (<i>with 1 Lifeguard & Swim Teacher</i>)	50.00	83.00
SCHOOL HALL	20.00	25.00
CLASSROOM	11.00	15.00
SPECIALIST ROOM	15.00	20.00
DANCE STUDIO	20.00	25.00
CRICKET PITCH	15.00	20.00
CRICKET PITCH PER DAY	85.00	90.00
CRICKET NETS	15.00	20.00
ASTRO TURF PITCHES	28.00	28.00
SPORTS HALL – WHOLE	65.00	65.00
SPORTS HALL – NETS	40.00	40.00
SPORTS HALL ARENA 2	40.00	40.00
OTHER CHARGES		
BADMINTON COURT	8.00	
CHILDRENS SWIMMING LESSON	4.00 per lesson or 48.00 per term	
ADULTS SWIMMING	2.50	
MUSIC LESSON 20 MINUTE GROUP	8.50	
MUSIC LESSON 20 MINUTE INDIVIDUAL	12.00	



ELLOWES HALL SPORTS COLLEGE

Emergency Planning Agreement Extended Use of School Facilities

It is a condition of any booking of the School's Facilities in the evenings, at weekends and during holidays that the **person making the booking understands and takes responsibility for implementing the School's Emergency Procedures.**

Should an incident occur, the person responsible for the group/activity will take charge of the incident and will immediately contact the School's Site Management Team:-

Ben Wood	Mobile No.	07903101361
Sharon Bradley	Mobile No.	07964834387

Should the Site Management Team deem it necessary they will contact the School's Critical Incident Response Team (SCIRT).

Before completing the Emergency Planning Agreement slip below please ensure that you are familiar with the school's emergency procedures. The completed slip needs to be returned to Anthea Southall, Finance Officer

✂

ELLOWES HALL SPORTS COLLEGE

Extended Use Evenings, Weekends and Holidays Emergency Planning Agreement

Name of Lettings Company/Group: _____

I confirm that on behalf of the above Company/Group, I understand the need to comply with Ellowes Hall Sports College Emergency Procedures, as detailed in the School's Managing Critical Incidents Policy and that I will be responsible for initially implementing the procedures should the need arise.

Print Name: _____

Signature: _____ **Date:** _____