



Charging and Letting Policy

Director: Mrs Eileen Harvey

Date: November 2026

Date to be Reviewed: Autumn 2027

Introduction

Under the charging provisions of the Education Reform Act and the Education Act, Directors may choose to charge for certain defined activities as detailed in the statement of charging and remissions policy.

Education provided for the pupils of Inspirational Learning Academies Trust should be free if;

- It takes place in school, wholly or mainly during school hours
- It is outside school hours but is required in the syllabus in prescribed public examinations

In order to sustain the rich and stimulating learning experience and high standards of provision, the Directors intend to charge parents a proportion of the cost of the following activities;

Residential Visits

Board and lodging on residential visits - the charge will not exceed 50% of the actual cost

Costs associated with trips to cover the following

- a) Entrance costs to attractions, museums, castles, theatres (this list is not exhaustive)
- b) Costs of engaging additional staff specifically for the purpose of providing the activity or to cover ratios

Parents must agree to their child participating in visits and be willing to meet any charge in full. Such charges will not exceed the cost of provision for each pupil.

Parents who are experiencing financial difficulties are asked to speak to or write in confidence to the Executive Head Teacher. The school will endeavour to help those in financial difficulty, however; this cannot be guaranteed.

Educational Visits

The Academy Trust values the importance of Educational Visits, which offer additional enrichment to the curriculum for each year group. Day Educational Visits are pre planned to compliment and support the teaching and learning of the National Curriculum as set by the DfE.

There is no charge to parents for Day Educational Visits, related to the curriculum as the Trust budgets to ensure that this remains a top priority for all children on roll. There are additional costs for Visits that are additional to that Year Groups and are not detrimental in the learning of the curriculum.

Extra-Curricular Clubs

There is an additional charge of £1 per child, per week for the following extra-curricular clubs:

Golf

Horse-Riding

BeeActive

Skiing

Cookery Club

This is to support the Academy in covering the costs.

Damage / Loss to Property

In cases of willful or malicious damage to school premises, furniture, equipment or materials or loss of school books on loan to children, the Executive Head Teacher in consultation with the Directors may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion. A charge will be levied in respect of willful, malicious damage, or loss of property (including premises, furniture, equipment, books or materials), belonging to a third party, where the cost has been charged to the school.

Income from Donations

Occasionally, the Academy will seek voluntary donations from events such as non-uniform days. The purpose for which the donation will be used is explained to parents and carers through correspondence.

The charging and remission policy of the Academy maintains the right to free school education and encourages the maintenance of valuable optional provision. A contribution from the school towards any optional extras will be made at the discretion of the Directors.

Conditions for the Letting of our academy

The academy premises are provided for Educational purpose. No activity may be carried out which interferes with these purposes.

- Applications for the letting of the building must be made in advance to the trustees via the Headteacher.

- Apparatus, furniture or equipment belonging to the academy shall only be used for their proper purposes. Hirers are reminded that equipment should only be used with prior consent of the Headteacher.
- The promoters of entertainment and functions to which the public are admitted, shall be responsible for completing to the satisfaction of the trustees, all formalities in connection with the use of the premises for that purpose. Where the Chief Fire Officer or the Licensing Authority require additional facilities for the purpose of a letting (such as signs or lighting) which are not already installed, it shall be the responsibility of the Hirer to provide such facilities of an approved type and method of installation.
- Payment for admission shall be deemed to include admission by ticket or programmes or by any other method which the making of a payment entitles a person to admission.
- No entertainment or function to which the public are admitted shall be allowed unless the premises are licensed for the purpose under the bylaws of the LA and all necessary regulations against fire are complied with.
- The Hiring Body shall be responsible during the function or entertainment for which the premises are hired for ensuring all safety requirements and recommendations of any Licensing Authority or the trustees are complied with.
- Any limitation on the number of persons admitted, imposed by any Licensing Authority of the trustees must be complied with.
- Suitable qualified persons are employed to be responsible for the supervision of the premises and the conduct of those attending, so as to avoid personal danger and damage to the premises.
- Permission will not be granted for the production of plays or music unless the Promoters have given proof either that royalties or fees for performing rights have been paid, or that the publishers have been notified, as the case may be.
- Intoxicating liquor will not be brought into, nor consumed on the premises, without the prior consent of the Trustees. Where such consent is given it is on the understanding that the Hirer complies with the Licensing Laws.

- The trustees do not permit smoking anywhere in the building or grounds. The Hiring Body will be responsible for taking adequate precautions to prevent the risk of fire and for ensuring no damage to floors and furniture.
- The Hirer shall be responsible for reimbursing the full cost of any damage occasioned by users to premises, furniture, apparatus and equipment. They will be required to indemnify the academy against any liability at law in respect of any accident involving death or bodily injury to any person, or damage to, or loss of any property real or personal and happening consequent upon or in connection with the use of the premises.
- The Authority has a insurance policy which will provide cover for the Hirer, should any such claim arise, with exception in cases where the Hirer is a political organisation or a professional entertainment promoter, unless by prior arrangement with the Headteacher and trustees, who will be required to obtain separate third party insurance cover, on terms to be approved by the trustees.
- The parking of vehicles on the academy's property shall be permitted in approved area only on condition that persons bringing such vehicles onto the premises do so at their own risk. They must accept responsibility for any damage to the academy's property or injury to any person whether connected with the establishment or not, caused by such vehicles and their presence on the said premises.
- The hiring body shall comply with such additional conditions as the governors or the Headteacher may require in writing, to be observed for particular letting
- Due to limited caretaking time, this academy will allow letting on the understanding that the academy is able to accommodate the letting time etc. There is a charge for this service. This includes the use of the Hall, any outbuildings and fields/pitches.
- In case of either party terminating the hiring contract, there will be a period of notice of 1 week on either side.