



GROVE HOUSE CHILDREN'S CENTRE
Head of Centre: Himisha Patel

POLICY FOR CHARGING, REMISSIONS AND LETTINGS

Reviewed: November 2022
Next review: Autumn 2024

Approved by the Governing Body at their meeting on 1st December 2022

Signed:Chair of Governors

Charging and Letting Policy

The staff and Governors of Grove House Children's Centre believe that all our children should have an equal opportunity to benefit from Centre activities and visits (curricular and extra curricular) independent of their parents' financial means.

This charging and lettings policy describes how we will do our best to ensure that a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

The 1996 Education Act requires all Centres to have a policy on charging and remissions for Centre activities, which will be kept under regular review. The review date for this policy is recorded at the front of the document.

1. The policy identifies activities for which:

- charges will not be made
- charges will be made
- charges may be waived

2. Voluntary contributions

Separately from the matter of charging, Centres may always seek voluntary contributions in order to offer a wide variety of experiences to pupils. All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents/carers who do not make such contributions will be treated no differently from those who have.

The Law says:

If the activity cannot be funded without voluntary contributions the parents will be notified of this from the outset.

No child will be excluded from an activity because parents are unable to pay. If insufficient contributions are raised, the trip or activity may have to be cancelled.

If a parent is unwilling or unable to pay their child will be given an equal chance to go on the visit.

3. No charges will be made for

1. The free education entitlement provided for children aged 3 and 4 years old, during normal Centre hours, during term time (ie between 8.45 and 11.45am or 12.30 and 3.30pm) this includes the supply of any materials, books, instruments or other equipment.

4. Activities for which charges may be made

a) Education and care outside Centre hours

Charges may be made for education and care which take place outside Centre hours and for all places for babies and children under 3 years of age (Current charges are attached).

b) Trips

Charges may be made for educational trips if there is a cost implication eg, hiring of a coach, entrance fees, etc. The charges will not exceed the amount needed to cover the cost of the whole trip. The amounts charged will be of an equal amount to each child and/or adult.

c) Classes/courses for adults

Charges may be made for adult classes if they are not run directly by the Centre and if there is a cost implication. Parents not able to pay will be given an equal chance to take part, but if costs cannot be covered then the classes may need to be cancelled.

5. Remissions

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances.

Parents/Carers who feel they have special circumstances requiring assistance with payment will be offered an appointment to discuss these with the Head teacher. The final decision with regard to assistance payments lies with the Head teacher.

9. Additional considerations

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:

_ We shall publish notification of Centre trips and their approximate cost as far in advance as possible so that parents/carers can plan ahead.

_ We acknowledge that offering opportunities on a 'first pay, first served' basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.

10. Lettings

In order to generate income it is proposed to continue to hire out premises and staff. Where possible to obtain payment in advance from the hirer for premises hire and if hirer is other than Ealing Council departments, they would need to have their own insurance.

Other general information:

Hire of Premises

Basic Details required:

- (1) Hirers name, address and contact number
- (2) Date of hire and period required
- (3) Which rooms are being hired
- (4) Contact details for a second person should hiree be away
- (5) In house details for agreeing hire, amount agreed.
- (6) Details of who the cheque should be made payable to
- (7) Provide a set of rules and regulations eg "no smoking policy, emergency evacuation procedure, limit on number of people for fire safety, hired room only to be used, leave room clean and tidy with all rubbish being removed,etc.

(8) Lost property – no liability, damage is hirer's responsibility

The Training Room is available to Educational establishments with varying rates, depending on whether IT equipment is needed:

- (1) General Public – Day rate £150.00, or £40.00 per hour with full use of the IT equipment
- (2) General Public – Day rate £100 or £25.00 per hour for the room alone
- (3) LA Education Dept – Day rate £105.00 or £15.00 per hour for the room alone
OR Day rate £175.00 per day or £25.00 per hour with full use of IT equipment

There are no charges made to GHCC staff, LA Adult Education, Family Learning Courses or Early Bird programme hire.

Subject to availability the Head's room and the Log Cabin can be hired out at £15 per hour.

Hiring Staff Out

Various staff members are "Contracted" out on a daily or ½ daily basis to other educational establishments, with their rates to be reviewed next year. Currently they are:

- (1) Site Manager – Day rate £150.00 ½ day rate £100.00
- (2) Teachers – Day rate £250.00 ½ day rate £150.00

Bookings are normally on a day basis but on occasion ½ days are accepted. The bookings are normally made with sufficient time for any cover necessary to be made.



Extended Day Care Charges

Infant Toddler Centre

3 months to 3 years	£255 per week	8am – 6pm
	£60 per day	8am – 6pm
	£37 per half day	8am – 1pm or 1pm – 6pm

O3's Nursery

3 to 5 years £5.50 per hour

Additional daily charges for food:

Breakfast £1

Lunch £2

Tea £1.50 per day

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Holiday retainer fee: 30% of weekly cost.

Late collection charges £5 per every 5 minutes.