

SOUTH FARNBOROUGH INFANT SCHOOL

Charging, Lettings & Debt Policy



Date of policy: September 2025

Date of review: September 2026

Person responsible: Danielle Duffy

Presented to staff and Governors: September 2025

Purpose

At South Farnborough Infant School we aim to make appropriate charges which enable and encourage the development of a wide range of enriching activities and uses of our facilities.

Who/What was consulted

The school follow Hampshire County Council guidelines on lettings.

Relationship to other policies

Equality Policy

Health & Safety

Teaching and Learning Policy

Roles and responsibilities of the headteacher, staff and/or governors

Finance Committee

- Will review and amend the charging policy on behalf of the governing body
- Will review annually the charges for supplies and services will monitor whether actual income is in line with anticipated income.

Head Teacher

- Will be responsible for drafting proposals for charges
- Will provide reports for the finance committee

Caretaker

- Will manage the school premises during lettings

Users

- Will abide by the terms and conditions of the booking and hiring contract.

Arrangements for monitoring and evaluation

Headteacher will monitor all lettings and evaluate their suitability to let. Following guidelines from HCC and enforcing the lettings agreement. Finance Committee to review 'bad debts' at every meeting. The Charging Policy will be reviewed every three years in accordance with guidance.

PRINCIPLES

- We make no charge for National Curriculum and related activities in school time.
- We may ask for voluntary contributions for activities wholly or partly in school time which otherwise would be prohibited by cost.
- No child is excluded from any such activity on the basis of non-contribution.
- We may charge where it enables an increase or enriches non-statutory extra curricular provision at any time.
- We support the development of some community groups to use school facilities through a flexible charging approach.
- We offer minimum cost of facilities for non-profit making community activities.
- We raise income for school from local groups' use of facilities.
- We offer care-taking services to users.

PROCEDURES

On site activities

School Curriculum Enriching Activities – no charge.

Extended Services Provision / Extra curricular clubs

A charge may be levied for participation in extra curricular activities to meet the costs of materials and staffing as needed.

Letting of premises

The annual charges are set using the County suggested rates for guidance since the withdrawal of the Community Subsidy. The conditions of hiring and booking are laid down in the contract.

Charges for services

Details of charges for photocopier, telephone and scan facilities are available from the school office. Subsidised rates are set for community users and non-subsidised rates for non community users.

Arrangements for part or full remissions of charges

The governors may provide financial support from the school budget for those families unable to meet the full cost of voluntary contributions or charges on application to the head teacher. The finance committees will be informed in general terms of the total provided for each activity.

All of above are in conjunction with Education Finance Service 'Lettings and Extended Services to the Community' from the School Manual of Financial Practice and Procedure.

Appendix A – Letting Charges for Community use

LETTINGS CHARGES FOR COMMUNITY USE OF SOUTH FARNBOROUGH INFANT SCHOOL

RECOMMENDED HOURLY CHARGES

(VAT is not included – see note (b) overleaf)

- The Nest £20 per hour
- Whole school use in main building £140.00 (8 hours)

Aims

1. To ensure that the school is not financially disadvantaged by the actions of an individual or group of individuals.
2. To safeguard the School's funds and specifically to ensure that no individual or group of individuals take advantage of the school causing it to be unable to recover funds that are owed to it.
3. To ensure that the funds available to the School are used to the fullest advantage of all pupils.

It is the responsibility of the school to ensure the following procedures are in place for the prompt payment of all charges raised by the school:

- All income to both the School and Extended Provision is to be banked using the normal HCC bank paying in books and recorded on SAP
- The County SAP income and billing module should be used to raise invoices for all Community lettings, charges etc

Procedures for recovery of outstanding debts are as follows:

- One week outstanding – polite 'overdue reminder' texts
- Two weeks outstanding – first 'overdue reminder' letter or in person
- Eight weeks outstanding – Debt Recovery Initiated via Hampshire County Council
- **Copies of all reminder letters to be retained on file**

Follow up all debts with text, phone calls and/or suspension of service.

If a debtor asks for 'repayment terms' these may be negotiated at the discretion of the Headteacher.

At the discretion of the Headteacher, the debtor may be advised that they will be required to pay in advance for all future supplies/services etc or they will no longer be available to them 'pay as you go'.

Any hirer of school facilities who has unrecoverable debts to the school will be banned from future hiring.