CHARGING & LETTINGS POLICY

St George's CE Primary School

Date of issue	September 2026
Policy owner	Executive Headteacher / Governing Body
Approved by	Governing Body
Date approved	_____
Review frequency	In accordance with the Policy Review Schedule
Next review	September 2027

1. Purpose

This policy sets out St George's CE Primary School's approach to charging for school activities and to the letting of school premises. It is intended to ensure that charges are lawful, transparent and fair, and that use of the premises by external organisations is safe, appropriate and consistent with the school's Christian ethos, safeguarding responsibilities and legal duties.

The Governing Body recognises that education provided during school hours is free, subject to the limited exceptions permitted by law.

2. Legal framework and guidance

This policy has regard to sections 449–462 of the Education Act 1996 and the Department for Education guidance Charging for school activities. In relation to lettings, the school will also have regard to safeguarding, equality, health and safety, Prevent and counter-terrorism requirements.

Relevant legislation and guidance includes:

- Education Act 1996, including sections 449–462 relating to charging and remissions.
- Counter-Terrorism and Security Act 2015, including the Prevent duty.
- Terrorism Act 2000, including offences relating to proscribed organisations, support for terrorism, fundraising and terrorist property.
- Terrorism (Protection of Premises) Act 2025 (Martyn's Law) and associated Home Office guidance.
- Equality Act 2010.
- Health and Safety at Work etc. Act 1974.
- Keeping Children Safe in Education and other relevant safeguarding guidance.

The Terrorism (Protection of Premises) Act 2025 received Royal Assent on 3 April 2025. Home Office statutory guidance was published in 2026. At the date of this policy, the substantive duties under the Act have not yet been commenced and therefore are not yet legally in force. The school will keep commencement arrangements and further guidance under review and will update its procedures when the duties take effect.

3. Charging for education

All education provided during school hours is free. The school will not charge for admission to the school or for education provided as part of the National Curriculum, except where legislation permits a charge.

The school will not charge for:

- education provided during school hours, including the supply of materials, books, instruments or other equipment necessary for that education;
- education provided outside school hours where it is part of the National Curriculum or forms part of the school's statutory curriculum;
- entry for a prescribed public examination where the pupil has been prepared for that examination by the school, except where the law permits a charge;
- education provided on a residential visit where that education is provided during school hours, although a charge may be made for board and lodging as set out below;
- swimming lessons provided as part of the National Curriculum.

4. Voluntary contributions

When organising school trips, visits or activities that enrich the curriculum and educational experience of pupils, the school may ask parents and carers for a voluntary contribution towards the cost.

- All such contributions are voluntary.
- No pupil will be excluded from an activity because their parent or carer is unwilling or unable to contribute.

- Pupils whose families do not make a contribution will not be treated differently from other pupils.
- If insufficient voluntary contributions are received and there is no alternative way to meet the cost, the school may cancel the activity.
- Parents and carers may ask the school for information about how an activity is funded.

Activities for which voluntary contributions may be requested include, but are not limited to, visits to museums and galleries, sporting activities involving transport, outdoor adventure activities, theatre visits, educational visits and musical events.

5. Optional extras

The school may charge for optional extras where this is permitted by law. Any charge will not exceed the actual cost of providing the activity, divided by the number of pupils participating, and will not include an element of subsidy for pupils whose families are unable or unwilling to pay.

Where participation in an optional extra is dependent on payment, this will be made clear to parents and carers before they agree to the activity.

6. Residential visits

Where the school organises a residential visit during school time, or mainly during school time, and the education provided is directly related to the curriculum, no charge will be made for the education itself. A charge may be made for board and lodging.

Where a pupil's parent or carer is in receipt of a qualifying benefit specified in legislation, the school will apply the statutory remission arrangements for board and lodging. Families experiencing financial difficulty are encouraged to speak confidentially with the school so that available support can be considered.

7. Music tuition

Music taught as part of the normal school curriculum is provided without charge.

A charge may be made for individual or small-group instrumental or vocal tuition where charging is permitted by the Education Act 1996 and associated regulations. Any charges and remission arrangements will be communicated to parents and carers in advance.

8. Swimming

The school organises swimming lessons as part of the National Curriculum. These lessons take place during school time and no charge is made for the swimming tuition that forms part of the curriculum. Parents and carers will be informed when lessons are due to take place.

9. Out-of-hours activities

The school may offer a range of out-of-hours activities. Many activities will be free. Where an activity is provided by a visiting instructor or falls within the rules for optional extras, the school may make a charge to meet the cost of providing the activity. Any charge will be communicated in advance.

10. Lettings – general principles

The Governing Body may make school premises available for use by community groups, organisations or other hirers where this does not interfere with the school's primary purpose of educating pupils and where the proposed use is compatible with the school's ethos, safeguarding responsibilities and legal duties.

All lettings are subject to approval. The school reserves the right to refuse, cancel or terminate a letting where the proposed or actual use gives rise to concerns about safety, safeguarding, legality, public order, equality, the school's reputation or compliance with school policies.

The hirer must state the purpose of the hire accurately and must not use the premises for a materially different purpose without prior written approval.

11. Safeguarding, suitability and conditions of hire

Hirers are responsible for complying with the conditions of hire and all relevant legal requirements applicable to their activity. Depending on the nature of the letting, the school may require evidence of appropriate insurance, risk assessments, safeguarding arrangements, licences, qualifications, DBS checks or other documentation before approval is given.

- Children and vulnerable adults must be appropriately safeguarded.
- The hirer must comply with the school's site security, fire, emergency and health and safety arrangements.
- The hirer must not bring prohibited, dangerous or unlawful items onto the premises.
- The premises must not be sub-let or transferred to another person or organisation without prior written permission.
- The school may require the hirer to provide details of speakers, performers, organisations, publicity, materials or activities associated with the booking where this is necessary to assess the proposed use.
- School staff or authorised representatives may enter any part of the premises during a letting where reasonably necessary for safety, security or compliance purposes.

12. Prevent duty and counter-terrorism

St George's CE Primary School is committed to preventing its premises from being used to promote terrorism, violent extremism, hatred or unlawful activity. All applications for hire must clearly state the purpose of the booking. Where concerns arise about a proposed letting, the application will be referred to the Executive Headteacher before approval is given and, where appropriate, advice will be sought from the local authority, safeguarding partners, police or other relevant agencies.

A letting must not:

- incite, encourage or glorify terrorism, violence or the commission of criminal offences;
- be used to support, invite support for, arrange support for, or further the activities of a proscribed terrorist organisation;
- be used for unlawful terrorist fundraising, the collection or provision of money or property for terrorist purposes, or other activity prohibited by the Terrorism Act 2000;
- promote hatred, harassment or unlawful discrimination against any person or group;
- be used to disseminate unlawful extremist or terrorist material;
- be used for political or other purposes materially different from those declared in the application without prior written approval;
- raise or collect funds for an external organisation or cause without the school's prior written permission;
- contravene the school's safeguarding, equality, health and safety or other relevant policies.

Any concern that a letting has been used for terrorism-related activity, support for a proscribed organisation, unlawful fundraising, extremist activity or another criminal purpose will be reported through the appropriate safeguarding and/or law-enforcement route. The school may immediately terminate the letting.

13. Terrorism Act 2000

The Terrorism Act 2000 provides the principal statutory framework for a range of terrorism offences. In considering lettings, the school will take reasonable steps to ensure that its premises are not knowingly made available for unlawful activity, including activity connected with proscribed organisations, encouragement or support for terrorism, terrorist fundraising or terrorist property.

Nothing in this policy prevents lawful discussion, debate, political activity or the expression of lawful views. Decisions will be based on the proposed conduct and legal or safeguarding risk, not simply on whether a view is controversial or unpopular.

14. Terrorism (Protection of Premises) Act 2025 – Martyn's Law

The school recognises the Terrorism (Protection of Premises) Act 2025, commonly known as Martyn's Law. The Act establishes duties intended to improve protective security and preparedness at qualifying premises and events.

Primary and secondary education premises are included within the types of premises capable of falling within scope. Under the Act, qualifying education premises receive special treatment and are standard duty premises regardless of whether 800 or more individuals might reasonably be expected to be present at the same time.

At the date of this policy, the substantive duties have not yet been commenced. Until commencement, the school will use the Home Office guidance to inform proportionate planning and preparedness where appropriate. When the Act is brought into force, the school will determine its status and responsible person, complete any required notification, and implement the public protection procedures and other requirements that apply.

Lettings arrangements will be coordinated with the school's emergency, evacuation, invacuation/lockdown and site-security procedures. Hirers must follow any security or emergency instructions provided by the school and must ensure that persons responsible for the activity know how to respond to an emergency.

15. Refusal or termination of a letting

The school may refuse an application or terminate a letting where:

- information supplied by the applicant is inaccurate, incomplete or misleading;
- the proposed use is unlawful or is reasonably believed to create an unacceptable safeguarding, security, health and safety or public-order risk;
- the activity conflicts with the conditions of hire or relevant school policies;
- the hirer fails to comply with reasonable instructions from the school;
- the premises are used for an undeclared purpose;
- there is a concern relating to terrorism, a proscribed organisation, unlawful extremist activity, hate crime or other criminal activity;
- the school premises are required unexpectedly for school purposes or an emergency.

Where appropriate, concerns will be recorded and referred to the relevant authority or agency.

16. Charges for lettings

Charges for the hire of school premises will be determined in accordance with the school's or local authority's applicable charging arrangements. Charges may take account of staffing, utilities, cleaning, caretaking, security, administration, equipment and other costs associated with the letting.

Any agreed charge and payment arrangements will be confirmed to the hirer. Income from lettings will be accounted for in accordance with the school's financial procedures and applicable local authority arrangements.

17. Equality

The school will apply this policy fairly and in accordance with the Equality Act 2010. Decisions about lettings will not unlawfully discriminate against individuals or groups with protected characteristics. This does not prevent the school from refusing activity that is unlawful, creates a safeguarding or security risk, or breaches the conditions of hire.

18. Monitoring and review

The Executive Headteacher will oversee the implementation of this policy on behalf of the Governing Body. The policy will be reviewed in accordance with the Policy Review Schedule and sooner where there is a significant change to legislation or statutory guidance, including commencement of duties under the Terrorism (Protection of Premises) Act 2025.

Appendix 1 – Lettings approval checklist

- Purpose of hire clearly stated.
- Named responsible person and contact details obtained.
- Expected numbers and nature of attendees understood.
- Safeguarding requirements considered.
- Risk assessment / insurance / licences requested where applicable.
- Speakers, performers or external organisations considered where relevant.
- Prevent and counter-terrorism concerns considered.
- Emergency, fire, evacuation and lockdown/invacuation arrangements communicated.
- Any fundraising purpose declared and approved.
- Charges and conditions of hire agreed.
- Approval recorded before access to the premises is permitted.

Appendix 2 – Key references

- Education Act 1996, sections 449–462.
- Department for Education: Charging for school activities.
- Counter-Terrorism and Security Act 2015 and Prevent duty guidance.
- Terrorism Act 2000.
- Terrorism (Protection of Premises) Act 2025 and Home Office statutory guidance.
- Equality Act 2010.
- Keeping Children Safe in Education – current edition.