



FIRS PRIMARY SCHOOL

CHARGING POLICY

Table of Contents

Lettings	2
Private Telephone Calls.....	2
Private Photocopying	2

Lettings

For private functions/meetings, all lettings will be in accordance with both the school's 'Casual Lettings Policy' and also the guidelines as set by Derby City Council (Appendix A, *Derby City Council School Lettings Guidelines*).

Following an external letting, an Accounts Receivable invoice will be raised through Oracle by the School Business Manager for the agreed amount.

Following a letting required by Derby City Council, eg Elections, Community Meetings, an Internal Re-charge Pro-forma is raised by the School Business Manager for the agreed amount. This amount is then credited to the School Budget by the LA Finance Department.

Insurance to protect all hirers of school premises is arranged by Derby City Council.

Full details of guidelines for lettings can be found in the schools copy of '*Financial Guidelines for Schools Handbook*', provided by the Local Authority.

Private Telephone Calls

Any member of staff may make private telephone calls from the school. Full details of the name of the caller, date, time of call, area called, duration of call and cost must be entered on a form, a copy of which can be located in the Staff Room. Rates for calls and directory enquiries are charged at the current rate (see below). **For international calls please check with the operator.** The school's Office Administrator collects money owed each term and banks accordingly.

- Local Calls: 10p per minute
- Non-Local Calls: 20p per minute
- Mobile Calls: 30p per minute
- Directory Enquiries: 40p per minute

Private Photocopying

Private photocopying is charged at the current rate of 10p per sheet. Full details of copies are entered on a pro-forma, copies of which can be located by each of the school's 2 photocopiers. The school's Office Administrator collects money owed each term and banks accordingly.

This Policy will be reviewed annually by the Governors and will apply in its current form until amendments are required.

This Policy was agreed by Governors and will be reviewed by the Finance, Premises and Health & Safety Committee on an annual basis.