

Littleover Community School



and Sixth Form Centre

Charging for Activities

April 2026

School Leader	Sara Warren
Link Governor	Mohammed Basharet

Policy approved on (date):		24/04/2026	
By:	Governing Board	Signed:	

Last reviewed on :		13/04/2026	
By:	Sara Warren	Signed:	S. Warren

Date of next review :	April 2027
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(A) CHARGING FOR SCHOOL ACTIVITIES

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449-462 of which set out the law on charging for school activities in England.

We are reluctant to charge for any activity at Littleover Community School. Indeed the Education Reform Act prevents charging in certain areas. It is our policy, however, to levy a charge for the following:

- all board and lodging costs on residential visits;
- activities wholly or mainly outside school hours which are not part of the National Curriculum or in preparation for a prescribed public examination;
- examination entries where a student, for no good reason, has failed to complete the requirements of the examination or to attend for it;
- payment for damage to, or loss of, school property caused willfully or negligently by a student.
- materials used in producing an item (e.g. Technology practical work), which then becomes the property of a student.

We may also request voluntary contributions from parents/carers for school activities in or out of school time for which compulsory charges cannot be levied, but which can only be provided if there is sufficient voluntary funding. No individual student will be excluded from such an activity by reason of inability to make a voluntary contribution. Where LCS deem it as appropriate, Pupil Premium funding may be used to support students to gain experience/s who may be at risk of disadvantage due to their immediate family financial circumstances.

Definitions:

- Charge: a fee payable for specifically defined activities.
- Remission: the cancellation of a charge which would normally be payable.

1. Remissions

In certain circumstances the school may agree to remit the charges (wholly or partly) for parents / carers who can prove they are in receipt of certain benefits which would otherwise be payable in accordance with the charging policy, this would be at the discretion of and approved by the Headteacher. This could include:

- Supporting students whose parents are in receipt of the state benefits listed below:
 - Income Support.
 - Income-based Jobseeker's Allowance.
 - Income-related Employment and Support Allowance.
 - Support under Part VI of the Immigration and Asylum Act 1999.
 - The guaranteed element of Pension Credit.
 - Child Tax Credit (provided the relevant person is not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190).
 - Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit.

- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get).
- Littleover Community School will follow the DfE guidance – charging for school activities and it should be noted that this guidance can change and the school will respond accordingly.
- A charitable event/activity where the full charges would negatively impact on the good cause it is supporting.

In support of partner organisations suffering significant challenge – for example another school in an emergency situation such as temporary buildings and in need of resources after an unplanned event, including fire, flood, etc.

(B) CHARGING FOR THE USE OF SCHOOL PREMISES/FACILITIES

2. Lettings/Bookings

The Governing Body of Littleover Community School has made the school premises available for Community Education purposes, Authority use and for private users, including sports facility use. Lettings are agreed based on each application and at the discretion of LCS staff members responsible for lettings, the cost of these are determined based on each individual enquiry.

Facilities available include:

- Classroom / Computer Room
- Interactive White Boards and Paper
- Craft Room
- Laboratory
- Hall
- Hall and Stage
- Sports Hall*
- Dance Studio*

*See further in the policy for sports related bookings.

Prices for sports use are outlined within this policy. For other uses, the Governing Body, through the School Operations Manager, is free to set charges for the use of school premises/facilities, this allows current and relevant costs to be considered and used for each booking/event. The sports use charges will be subject to an annual review by the Full Governing Body. The present level of charges for facilities are laid out in **Appendix A**.

To hire the site and buildings, or any part of the site or buildings, the user group should complete a Lettings Application Form which indicates the date, time and location for the booking and also explains the Terms and Conditions of the letting, including Conditions of Insurance Policy (**see Appendix B**).

For lettings groups hiring the school facilities for the first time, a deposit of 20% of the total cost for the booking, will be charged.

During exam periods or if there is an exam at short notice, the Sports Centre facilities will be needed by the school, and cancellations to bookings, including block bookings, may be made with short or no notice. We will endeavour to avoid this; however, this will not always be possible. Additionally, staff absences may also affect the availability of the Sports Centre, potentially leading to closures or changes to scheduled bookings.

If a letting is cancelled, a minimum of 48 hours' notice must be given. If this period of notice is not given, the school retain the right to make a full charge for the letting.

3. Private Use of School Photocopiers

Charges will be made for the private use of the school photocopying facilities. The level of charge will be subject to an annual review by the Full Governing Body. The Finance Manager will maintain an account to record all private usage, amounts owing and dates when money owing has been collected. School usage is collected and monitored by the Network Manager as the machines are used.

The present level of charges for private photocopying are laid out in **Appendix A**.

4. Personal Phone Calls

Charges will be made for the private use of the school telephone system for external calls. The level of charge will be subject to periodic review by the Full Governing Body. The Finance Manager will maintain an account to record private use, amounts owing and dates when money has been collected.

The present level of charges for private phone calls and facsimiles is set out in **Appendix A**.

Appendix A: PREMISES AND EQUIPMENT AVAILABLE FOR USE AT LITTLEOVER COMMUNITY SCHOOL

Equipment charges will be discussed as part of the booking.

Private Photocopying Charges

	Colour	Black/white	20+
SINGLE	9p	7p	6p
DOUBLE	18p	12p	8p
CARD SINGLE	11p	9p	-
CARD DOUBLE	20p	14p	-
A3	18p	12p	-

Personal Phone Calls

Cost of a call up to 5 minutes	20p	(and multiples of this amount)
Cost of a call up to 5 minutes to mobiles	50p	



Littleover Community School SPORT AND FITNESS CENTRE

Pastures Hill, Littleover, Derby, DE23 4BZ

Tel: 01332 97 85 97 after 5.00pm Monday to Friday

Email: lcs gym@littleover.derby.sch.uk

Charges for 2026-2027

Activity/Area	Duration (hours)	Price
Sports Hall (whole)	1	£55
Dance/Gym	1	£22
Badminton (1 court)	1	£12
Basketball (1 hoop)	1	£12
Basketball (mechanical hoop, 2 courts)	1	£25
Table Tennis (1 table)	1	£12
Outdoor football	1	£40
Outdoor tennis court	1	£21

VAT to be added as applicable

Membership Fees

Membership Type	Joining Fee	Monthly Fee
Standard*	£20	£17**

* 14 and 15 years olds to be accompanied by a paying adult, including in the fitness suite and when using gym equipment. Standing order payments take into consideration all public holidays and the centre's shut down periods over the school holidays. Current LCS Students will receive a reduction in the joining fee of £10 and will be charged a reduced monthly fee of £10.

The Sports Centre is a cashless facility and bookings can be made online, please see the Sports Centre section of the Littleover Community School website for more information on booking sports facilities.

Sports Complex Lettings Form



Littleover Community School Lettings Application Form for Sports Complex

Personal Details

Organisation: _____

Contact Name: _____

Phone Number: _____ Email: _____

Address: _____

Post Code: _____

Booking Specifications

Nature of Booking: _____

Facilities Required: (Please tick)

- | | | |
|--------------------------|-------------------------------------|------------------------|
| ☐ | Sports Hall | |
| ☐ | Badminton Courts | Number of Courts _____ |
| ☐ | Dance Studio | |
| ☐ | Health and Fitness Suite/GYM | |
| ☐ | Tennis/Netball Courts/Grass Pitches | |
| ☐ | School Hall e.g. Drama Productions | |

If Other, Please Specify _____

Date(s) of Letting: From: ____/____/____ To: ____/____/____

Time(s) of Letting: From: _____ To: _____

Required during School Holidays: Yes / No (Delete as Appropriate)

Day(s) of Weeks: (Please tick)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Total Number of Sessions Required: _____ (P.T.O)

TERMS AND CONDITIONS

1. To agree to abide by the terms of the insurance policy taken out by the City Council to protect hirers of Derby City Council and voluntary premises (see below).

NB: As they are well able to make their own insurance arrangements, it is the insurer's normal practice to exclude from the cover use of premises for professional entertainment, promotions and also for meetings organised by political parties. The insurance arranged by the Council will only apply where any user does not have insurance of their own.

2. To ensure that gambling or any other objectionable conduct shall not take place on the premises.
3. To obtain any necessary permission from the owners of copyright in musical, dramatic, literary and other works as required by the Copyright Act 1956, and to indemnify Derby City Council in respect of any infringements of such copyright.
4. To complete and dispatch to the Performing Rights Society Limited, on a form to be provided, a list of musical works, whether published or in manuscript, performed at the premises vocally, instrumentally or mechanically at the entertainments for which a charge for admission is made.
5. To secure a licence in accordance with the Theatres Act 1968 in respect of the performance of any play.
6. For any group working with young people under the age of 18, to show **original** DBS forms for all workers/volunteers, and provide copies to the Finance Assistant.
7. Conditions of Derby City Council insurance policy

The insurance provides an indemnity to the hirer in respect of any third party claim arising out of the use of the hired premises. It applies only where legal liability exists and is operative where, following an incident, a visitor or any person (except an employee of the hirer) suffers personal injury or damage to or loss of personal property. Claims are payable up to an amount of £2,500,000 for any one incident.

The insurance also indemnifies the hirer against legal liability for damage to the hired building up to an amount of £1 million in respect of damage caused through their negligence.

8. To provide Public Liability and Professional Indemnity Insurance to cover the incidents arising from negligence from the hirer's staff or equipment.
9. To agree to abide by other regulations as directed from time to time by the Governors or Local Education Authority.
10. Littleover Community School will provide you with Health and Safety information on what action you and other people in your organisation/group/party should take in the event of a fire or emergency situation, including the process of evacuating the building.
11. As the responsible person for organising the letting with Littleover Community School or parts thereof, you must ensure you instruct all people associated with your organisation/group/party on what action they should take in the event of a fire or emergency situation, including the process of evacuating the building.

12. You must provide copies of your Risk Assessments for your organisation to the Finance Assistant.
13. Any incidents or accidents should be reported to Littleover Community School Site Staff/Sports Centre Assistant.
14. As the responsible person you must inform the Finance Assistant of what First Aid provision is in place for your organisation/group/party. Littleover Community School has First Aid trained staff of different levels at different times of each day, and to ensure the required First Aid cover is in place for your organisation you must discuss this with the Finance Assistant before your letting/booking can be confirmed.

Agreement

I apply to Littleover Community School Governing Body for use of the above facilities and I personally undertake:

1. To pay the letting charge, including VAT and caretaking costs where applicable
2. To agree to abide by the terms and conditions attached
3. To return this form 14 days before the date of the first letting
4. The full letting charge will be made unless 48 hours' notice is given for cancellation

Failure to return the form by this date will entitle the Governors to refuse the application.

Signed: _____ Date: _____

Please return to Finance Assistant at Littleover Community School.

.....END OF AGREEMENT.....