



CHARGING, LETTINGS AND REMISSIONS POLICY

This policy should be followed with due regard to the requirements of the School's Equality and Diversity Policy.

The Governing Body recognises that additional school activities such

as clubs, visits and residential experiences make a valuable contribution towards pupil's personal and social education.

It is also recognised that school finances will not be sufficient to sustain all activities, therefore the Governing Body reserves the right to make charges for the following:

Activities during the school hours

1. School visits.

(a) The board and lodging element of any residential activities deemed to take place within the school hours.

(b) Transport and entry costs to any given location.

2. In-school activities:

(a) The cost of materials, ingredients (or the provision of them by parents) for cookery and certain craft activities, provided parents have indicated in advance that they wish to own the finished product.

(b) Swimming badges, gymnastic/sport badges will be charged at purchase price and parents will be asked in advance if they wish their children to participate in activities to qualify for a badge.

3. Breakages or damages to school property/premises equipment. The school will ask parents to pay for replacements resulting from wilful damage or deliberate waste of property or equipment where this is the result of pupil's behaviour.

Activities outside school hours

Part of full cost, to each pupil, of the following activities deemed to be optional extras taking place outside school hours, such as:

1. Attendance at sports events and inter-school games.
2. Books and materials, i.e. sheet music etc. provided in connection with after school clubs.
3. Transport involved with activities.

Voluntary Contributions

The Governing Body approves the policy of requesting voluntary contributions in respect of school activities. If parents decline to make a voluntary contribution, no pupil will be excluded from the activity. Where insufficient levels of voluntary contributions are made (generally less than 95% of costs covered), the Governors wish to emphasise that the activities may have to be cancelled.

Refunds

Our policy in relation to refunding money for residential visits, for children of Serving Military Personnel at RAF Waddington, is clear and must be applied equitably. The refund policy is to support parents that are posted by the Military, and therefore 'beyond their control', to a location outside of a reasonable commute. It is necessarily funded from our school education budget and therefore we are not able to apply favour. If any monies are reclaimable by the school they will be refunded. We are unable to incur loss in any instance.

Other refunds will only be made if:-

1. The activity has to be cancelled.
2. The closing date has not arrived yet.
3. There is a waiting list and a replacement can be found without the school incurring charges.

Remissions Policy

The remissions policy sets out the circumstances in which charges will be remitted in whole or in part. Section 457 of the Education Act 1996 states where a parent is in receipt of prescribed benefits or allowances, their child is entitled to free board and lodging on a residential trip.

The prescribed benefits are;

- Income Support;
- Income-based Jobseeker's Allowance;
- Support under Part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided the parent is not entitled to Working Tax Credit and their annual income does not exceed £16,190;
- Guaranteed Element of State Pension Credit;
- Income-related Employment and Support Allowance.

As a statutory minimum, they should provide for complete remission of board and lodging charges to pupils whose parents receive the prescribed benefits above if

the activity is deemed to take place during school hours, or out of school hours, but is covered by the criteria set out in paragraph 19 of DfES Circular 2/89, i.e. no charge for any activity provided to:

- Fulfil any requirements specified in the syllabus for a prescribed public examination.
- Specifically fulfil statutory duties relating to the National Curriculum.
- Specifically fulfil statutory duties relating to Religious Education.

Individual instrument or vocal tuition, where this is over and above the requirements of the National Curriculum and/or an approved examination syllabus, where this takes place during the school day and is subject to the parent/carer requesting the tuition. (Children in the care of the Local Authority will continue to be entitled to free tuition).

A charge may be made.

Lettings

1. Introduction

The school will let out its premises and facilities to external bodies for use out of school hours, whilst acknowledging that the school and governing body have a responsibility to maintain our premises and budget for the use of educating children.

2. Premises

Each letting request must state the areas of school and the facilities that are required. It is important the other areas of school not requested are agreed to be out of bounds. The school admin office and headteacher's office will never be let out to an external body and will always be private areas. Access to the school must always be arranged in advance with opening up times and locking up times strictly adhered to. The security of the site is the responsibility of the letting body during the times that they have requested access.

3. Health & Safety

Each letting must have a named 'responsible person' who is responsible for health and safety including first aid. Each 'responsible person' must have a mobile phone for emergency and day to day needs and must have their own first aid equipment and kit. Each letting organisation must have their own equipment and cleaning materials to ensure any spillages, particularly bodily fluids, are hygienically cleaned up in line with Health and Safety legislation. The lettings organiser may use the 'clinical' waste bins of the school to dispose of soiled materials. Each letting organisation must have up to date risk assessments carried out for each area and activity used, any area of concern regarding equipment or site must be reported immediately to the school via the Caretaker or Headteacher.

4. Insurance

The letting organisation shall have to arrange appropriate public liability insurance and if necessary employees liability insurance. The school will keep a copy on file, the premises will not be let unless this is in order.

5. Charges

Private business' will be charged a fair and competitive trade rate, this will be an all inclusive rate per hour or part hour per room. (Appendix 1 –Lincolnshire Children's Services Committee use of Educational Establishments Lettings Charges, January 2014 charges.) This will help to generate income for the school. A £100.00 refundable deposit should be left on confirmation of booking.

Community organisations and charities will be charged only for costs incurred by the school, i.e. heating and lighting expenses and caretaking costs.

6. Contract

Each letting organisation will be required to sign a Use of Premises Contract (Appendix 2) and a Hire of Hall Handover Sheet (Appendix 3)

Appendix 1

LINCOLNSHIRE CHILDREN'S SERVICES COMMITTEE USE OF EDUCATIONAL PREMISES (INCLUDING PRIMARY, SECONDARY, NURSERY AND SPECIAL SCHOOLS AND OTHER EDUCATIONAL ESTABLISHMENTS)

Introduction

This schedule sets out the Directorate's recommended charges for use of educational premises from 2014. In accordance with the Council's Scheme for Financial Management of Schools, schools and users of educational premises are free to negotiate their own charges if they wish.

Scale of Charges Effective from 01 January 2014:

1. The standard charge for the use of educational premises may be applied to the following users:
 - a) County Community Education and Youth Services
 - b) University of Hull Extra Mural Department
 - c) University of Nottingham Extra Mural Department
 - d) Workers Educational Association

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- e) Registered Youth Groups
- f) Music Support Service, Bands and Orchestras
- g) Officers of the County Council
- h) Women's Institute (WI educational purposes only)
- i) Townswomen's Guild
- j) Parent Teachers Associations
- k) Sports Development Schemes

Prior to 01 June, priority should be given to the specified categories of user for booking accommodation in the following academic year.

Charges for the use of educational premises for all other users will be set by individual establishments and should at the very least recover the actual costs likely to be incurred in providing the letting. Heads of establishments other than schools should consult their service manager in the Children's Services Directorate when determining letting charges for users other than those specified above (or with Management Committees in the cases of Area Youth Workers).

The charge includes the hire of the room and any equipment that is relevant to the letting for all of the above users after consultation with the school/site.

2. The standard charge for the use of educational premises comprises two elements:

- a) A fixed amount reflecting the caretaker's extra duty payment.
- b) a variable amount per room to cover other costs associated with the hire.

3. Fixed Amount:

Nil per room per session on weekdays finishing before 6.00 pm
 £15.40 per room per session on weekdays finishing between 6.00 pm and 10.00 pm
 £23.10 per room per session on Saturdays up to 10.00 pm
 £15.40 per room per session on Weekdays and Saturdays after 10.00 pm
 £15.40 per room per session on Sundays and Public Holidays

NB On Weekdays and Saturdays a session is regarded as 4 hours up to 10.00 pm and 2 hours thereafter. All sessions continuing after 10.00 pm should be regarded as 2 or more sessions.

On Sundays and Public Holidays all sessions are regarded as 2 hours.

4. Variable amount:

Typical room
 (ie smaller than 140 sq m) £2.10 per room per hour or part thereof

Large room (ie between 140 sq m and 450 sq m)	£4.05 per room per hour or part thereof
Sports Halls and Swimming Pools etc (ie halls larger than 450 sq m)	£7.75 per room per hour or part thereof

5. The attached table may help in determining the charge for the letting.

6. **Charges for Playing Fields and Playgrounds**

The charges to be applied for the letting of playing fields and playgrounds are those as shown for a "typical room" ie the fixed amount, as para 3, plus the variable amount of £2.10 per hour or part thereof.

7. **Charges for Tennis Courts**

The charge to be applied for the letting of one tennis court is that as shown for a "typical room". The cost for each additional court is £2.10 per hour or part thereof.

Notes

- (i) All accommodation charges, whether for rooms, halls, playing fields or tennis courts, are inclusive of the ancillary use of related cloakrooms, lavatories and showers. (In the case of the hiring of outdoor facilities, where a pavilion is not available, it may be possible that cloakrooms, lavatories and showers may be available within the school's main building);
- (ii) The use of any additional accommodation will be charged for separately, eg a classroom being used as a changing room (in connection with a dramatic production);
- (iii) For a separate letting consisting of a cloakroom only, a separate letting fee equivalent to that for a classroom will be made;
- (iv) No reduction in the letting charges is made where there is more than one hirer on the same occasion;
- (v) The time during which premises are required by a hirer for preparing for a letting and clearing up afterwards is regarded as part of the letting for the purposes and should be included when calculating the charge to be made;
- (vi) No payment should be made by the hirer to the caretaker. The caretaker receives his fee direct from the Authority, the fee being based on the regulations of the East Midland Provincial Council for Local Authorities' Services (Manual Workers).

CHARGES PER ROOM – GUIDELINE TABLE

The following table is calculated on an approximate cost recovery basis and covers basic heating/lighting and wear and tear. It also covers the cost of a minimum payment to a caretaker for unattended lettings. Any letting requiring high room usage and caretakers to be in attendance will need to be re-calculated as these costs are likely to be higher than the figures stated in the table below.

MONDAYS TO FRIDAYS BEFORE 6.00 PM

Hours	1	2	3	4	5	6	7	8	9	10	11	12
	£	£	£	£	£	£	£	£	£	£	£	£
Typical	2.1	4.2	6.3	8.4	10.	12.	14.	16.	18.	21.	23.	25.
	0	0	0	0	50	60	70	80	90	00	10	20
Large	4.0	8.1	12.	16.	20.	24.	28.	32.	36.	40.	44.	48.
	5	0	15	20	25	30	35	40	45	50	55	60
Sports	7.7	15.	23.	31.	38.	46.	54.	62.	69.	77.	85.	93.
	5	50	25	00	75	50	25	00	75	50	25	00

MONDAYS TO FRIDAYS BETWEEN 6.00 PM AND 10.00 PM

Hours	1	2	3	4
	£	£	£	£
Typical	17.5	19.	21.	23.
	0	60	70	80
Large	19.4	23.	27.	31.
	5	50	55	60
Sports	23.1	30.	38.	46.
	5	90	65	40

MONDAYS TO FRIDAYS BETWEEN 10.00 PM AND 2.00 AM

Hours	1	2	3	4
	£	£	£	£
Typical	17.5	19.	37.	39.
	0	60	10	20
Large	19.4	23.	42.	47.
	5	50	95	00
Sports	23.1	30.	54.	61.
	5	90	05	80

SATURDAYS BEFORE 10.00 PM

Hours	1	2	3	4	5	6	7	8	9	10	11	12
	£	£	£	£	£	£	£	£	£	£	£	£

Typical	25. 20	27. 30	29. 40	31. 50	56.7 0	58.8 0	60.9 0	63.00	88.2 0	90.3 0	92.4 0	94.5 0
Large	27. 15	31. 20	35. 25	39. 30	66.4 5	70.5 0	74.5 5	78.60	105. 75	109. 80	113. 85	117. 90
Sports	30. 85	38. 60	46. 35	54. 10	84.9 5	92.7 0	100. 45	108.2 0	139. 05	146. 80	154. 55	162. 30

SATURDAYS BETWEEN 10.00 PM AND 2.00 AM

Hours	1	2	3	4
	£	£	£	£
Typical	17.5 0	19. 60	37. 10	39. 20
Large	19.4 5	23. 50	42. 95	47. 00
Sports	23.1 5	30. 90	54. 05	61. 80

SUNDAYS AND PUBLIC HOLIDAYS

Hours	1	2	3	4	5	6	7	8	9	10	11	12
	£	£	£	£	£	£	£	£	£	£	£	£
Typical	17. 50	19. 60	37. 10	39. 20	56.7 0	58.8 0	76.3 0	78.4 0	95.9 0	98.0 0	115. 50	117. 60
Large	19. 45	23. 50	42. 95	47. 00	66.4 5	70.5 0	89.9 5	94.0 0	113. 45	117. 50	136. 95	141. 00
Sports	23. 15	30. 90	54. 05	61. 80	84.9 5	92.7 0	115. 85	123. 60	146. 75	154. 50	177. 65	185. 40

USE OF PREMISES CONTRACT

This contract has been agreed between Waddington All Saints Community Primary School and

1. Areas to be used:-

2. Time of use:- Premises required from:

Premises will be vacated at:

3. Caretaker arrangements

The caretaking arrangements for the stated areas are that the letting organisation staff agree to leave the premises in the same state as it was found. A formal hand over of the premises from the caretaker to the organisation at the beginning of the letting is required and the same formal handover from them to the caretaker at the end of the letting.

4. Equipment:

School equipment shall not be used unless agreed by prior arrangement, equipment agreed is as follows:-

5. Activities:-

Any equipment brought on to site, to be used during the booking, must have a risk assessment completed.

6. Insurance:-

The letting organisation will have arranged the necessary public liability insurance and if necessary employers liability insurance.

7. Health and Safety:-

- Each letting shall have a 'responsible person' who provides for health and safety including first aid;

- Each 'responsible person' shall have a mobile phone for emergency and day to day needs;
- Each letting organisation shall have their own first aid equipment and kit;
- Each letting organisation shall have a bucket, mop, paper towels and bleach tablets for use where bodily fluids are spilled. The lettings organiser may use the 'clinical' waste bins of the school to dispose of soiled materials;
- Each letting organisation shall have a up to date risk assessment carried out for each area and activity used;
- Any area of concern regarding equipment or site shall be reported immediately to the school via the Caretaker or Headteacher.

8. Rent:-

The rent for premises and facilities is:

9. Responsible Persons:-

This contract is agreed by:-

Signed: Waddington All Saints CP School

Position: Date:

Signed:
(Letting Organisation)

Position: Date:



Hire of Hall Handover Sheet

Name of organisation:

Date of hire:

	Start of Letting		End of Letting	
	Yes	No - details	Yes	No - details
Hall is clean and tidy and no visible damage.				
Kitchenette - surfaces are clean and tidy, floor has been mopped.				
Tables have been wiped and put away correctly				
Caretaker's Signature/Date:				
Hirer's Signature/Date:				

Please note: the pots and cutlery in the kitchenette are not for general use, and should not be used.