

Blakeley Heath Primary School

Charging and Remissions Policy

Aim

The aim of this policy is to set out what charges will be levied for school activities, external lettings and extended school provision, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. Guidance is based on the Education Act 1996: Sections 449-462.

Responsibilities

The Governing Body of Blakeley Heath Primary School are responsible for determining the content of the policy and the head teacher for implementation. Any determinations with respect to individual parents will be considered jointly by the head teacher and finance committee.

Definitions

Community Facilities – activities which the governors do not feel is of direct educational benefit to children at the school

Extended school provision – provision of childcare outside the standard school day where it is optional as to whether the child attends

External Lettings – letting to an organisation other than the school

Remission – where a charge is not payable, either in full or in part

Sinking Fund – a reserve put aside over a number of years to pay for major maintenance or renewal costs

Prohibition of Charges

The Governing Body of the School recognise that the legislation prohibits charges for the following:

- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- tuition for pupils learning to play musical instruments if the tuition is required as an essential part of the National Curriculum, or part of a syllabus for a prescribed public examination syllabus being followed by the pupil, or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities);
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- education provided on any trip that takes place during school hours;
- education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the schools basic curriculum for religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school;
- transport provided in connection with an educational trip

Charges

(It will be necessary to determine, where applicable, for each of the following whether the governing body intends to make a charge and how much the charge should be).

- (a) board and lodging on residential visits (not to exceed the costs)
Not applicable

- (b) the proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
 - (i) travel
 - (ii) materials and equipment
 - (iii) non-teaching staff costs
 - (iv) entrance fees
 - (v) insurance costs**Not applicable**

- (c) individual or group tuition in the playing of a musical instrument

- (d) re-sits for public examinations where no further preparation has been provided by the school
Not applicable

- (e) costs of non-prescribed examinations where no further preparation has been provided by the school
Not applicable

- (f) any other education, transport or examination fee unless charges are specifically prohibited
Not applicable

- (g) breakages and replacements as a result of damages caused wilfully or negligently by pupils
Not applicable

- (h) extra-curricular activities and school clubs
Not applicable

- (i) Letting of the school premises or grounds

- (j) Extended school care activities such as breakfast club, after school club, holiday clubs and "wrap around" nursery provision
See prospectus for Before & After School Club.

- (k) Charges for materials or ingredients where the pupils wish to have the finished product
Not applicable

- (l) Cost of transport to take part in work experience
Not applicable
- (m) Photocopying charges
- (n) Private Telephone calls

Charges listed below will be made for peripatetic instrument lessons:-

An example of charges for music lessons depends on the number of children wanting to have tuition.

Eg No. of children x cost per hours of tutor (£41.00 per hour) and hire of instrument then the cost will be divided between pupils currently £50 Per term per pupil.

Charges listed below will be made for (i) Lettings of the school premises:

School Hall -	£60.00 per 4 hours Mon – Fri
School Hall -	£70.00 per 4 hours Saturday
School Hall-	£80.00 per 4 hours Sunday
Classroom -	£40.00 per 4 hours Mon-Fri
Classroom-	£50.00 per 4 hours Saturday
Classroom-	£60.00 per 4 hours Sunday
Computer Suite -	£50.00 per 4 hours Mon-Fri

Football pitch £40.00 for a 2 hour letting.

For long term lettings a discount will apply as agreed with governors
Got2Sing Choir receive a reduction of £10.00 per session.

Photocopying Charges (m)

A4 paper	15p per sheet
A3 paper	20p per sheet

Private Telephone (n)

20p per call

Consideration also needs to be given to:

- the proportion of the costs recovered where a charge is to be made;
- whether any remission is to extend beyond the statutory minimum;
- whether or not special consideration is to be given to hardship cases not contained within the exemptions and how this is to be determined;
- arrangements for education where the parents fail to pay the charge being levied by the school;

- the level of support from the school budget where the level of voluntary contributions is insufficient to fund the visit or journey;
- the maximum amount that can be used from the school's budget to support community facilities is the amount of the school standards grant allocation;
- any charge for a pupil activity should not exceed the actual cost. If further funds need to be raised to help in hardship cases, this must be voluntary
- for lettings, the charge should at least cover the cost, including:
 - Services (heat & light)
 - Staffing (security, caretaking & cleaning)
 - Administration
 - Wear & tear (sinking fund)

Remissions

(Where the governing body have determined to charge for board and lodging on a school trip the following paragraph must be included).

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are:

- a) Income Support;
- b) Income Based Jobseeker's Allowance;
- c) Support under part VI of the Immigration and Asylum Act 1999;
- d) Child Tax Credit, where the parent is not entitled to Working Tax Credit

(For any other charges which are to be made the policy must set out below the remissions which will apply to each charge. If charges are not to be made the corresponding remission does not exist).

Voluntary Contribution

Parents will be invited to make a voluntary contribution for the following:

- a) School Visits

The terms of any request made to parents will specify that the request for a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents:

- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay; and
- b) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

The costs of any optional extra undertaken by any pupil whose parents/guardians are unable to pay may not be included in the charge to other pupils but must be funded through the delegated budget, school fund or other fundraising.

The responsibility for determining the level of voluntary contribution is delegated to the head teacher.

Date of Policy approval December 2019

Date of Policy review December 2020

Policy approved

Chairman of Finance Committee

Chairman of Governors



Lettings Policy

Lettings Policy

- a) All charges are a basic minimum charge and are based on a maximum of 4 hours. An additional full charge will be made for lettings exceeding 4 hours.
- b) The maximum number of people allowed in the school hall is 120.
- c) Children's parties are not allowed.
- d) There is a no-smoking rule throughout the school.
- e) Responsibility for any damage lies with the people who are hiring the room. The premises must be left as they were found.
- f) Kitchen facilities do not belong to the school, therefore are not available for use.
- g) Insurance - under normal circumstances the Local Authority will provide insurance cover details of which will be made available upon completing a booking application form.
- h) The school does not have a public entertainments licence therefore entertainment requiring an admission charge is not allowed.
- i) Alcohol must not be sold on the premises.
- j) Applications are required at least a fortnight before the event.
- k) A cancellation charge of 50% of the letting fee is payable.
- i) The school is only available for booking during term time.

Fees and Charges 2019/20

Group 1

No charge:

P.T.A

F.S.A/School Lettings

Group 2

Non-profit making, charitable purposes:

Classroom	Mon-Fri	£40.00
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Hall	Mon-Fri	£60.00
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Classroom	Saturday	£50.00
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Hall	Saturday	£70.00
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Classroom	Sunday	£60.00
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Hall	Sunday	£80.00
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Group 3

Profit making purposes:

Classroom	Mon-Fri	£60.00
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Hall	Mon-Fri	£60.00
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Classroom	Saturday	£70.00
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Hall	Saturday	£80.00
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Classroom	Sunday	£80.00
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Hall	Sunday	£90.00
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For long term bookings a discount will apply.

Hire of piano/equipment - extra charge - ask for details.

Outside grounds can be hired by special application to the full Governing Body.

An additional charge for VAT will be added to the above prices where applicable.

School football pitch £40 for a 2 hour letting.

Conditions For The Use Of School Football Pitch

The following application applies to a 2-hour letting.

- 1 Name of the club/organization
.....
Age group
- 2 The Letting Agreement to commence
- 3 The activity shall be confined to the football pitch. (The use of the car parking area shall be allowed for the parking of cars/vehicles only.)
- 4 The letting charge shall be £40 (forty pounds)/session (to comply with Letting Policy requirements).
- 5 Access/opening school gates shall be carried out by a member of school staff (and locking on completion of activity).
- 6 Access to any school buildings will not be permitted.
- 7 Noise shall be kept to a minimum (to minimise complaints from nearby residents).
- 8 School grounds shall be cleared of litter and any mud deposits (from footwear, etc), shall be cleared from the car park and other adjacent tarmac areas, when activity is finished.
- 9 Any ball(s) passing into neighbouring properties shall be retrieved only by permission of owners.
- 10 Any complaints from neighbours shall be referred/reported to headteacher/school governors.
- 11 Damage to school property shall be paid for by the hirer.
- 12 This letting shall be reviewed continuously to ensure that these conditions are adhered to and, in any case, at the end of the football season.

Signed on behalf of School Governors:

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Headteacher

.....
Mr P Owen - Chair of Governors

Signed on behalf of

.....

APPLICATION FOR LETTING

I wish to make application for the use of facilities at your school for the following purpose:

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DETAILS OF LETTING:

Date

Duration of Letting

Facilities Required

Cost - - - - -

I agree to abide by the conditions of the letting specified on the attached documentation.

*Public Liability insurance is being provided by the County Council's Third Party Hirens' Insurance Policy. I can confirm that I have read the Summary of Cover and full understand the nature of the insurance being provided including the policy conditions and exclusions which apply.

*Public Liability insurance is not being provided by the County Council's Third Party Hirers' Insurance Policy. Therefore, I can confirm that I have arranged Public Liability insurance in the name of the individual/organisation hiring the school premises for a limit of indemnity of at least £2,000.

*Delete as appropriate

Signed

Address

Official position

Signed Headteacher

Date

INSURANCE

Third Party Hirers' Insurance Policy Summary Of Cover

The policy will indemnify the Insured (the Hirer) against all sums which the Insured shall become legally liable to pay as compensation arising out of:

- a) accidental bodily injury or illness (fatal or otherwise) to any person and/or
- b) accidental loss of or accidental damage caused to third party property

Details of the policy cover are set out below:

1 **Persons/Organisations Insured**

Individuals and organisations which would not normally be expected to have their own Public Liability insurance hiring premises owned by Staffordshire County Council.

2 **Occupations and Activities**

The activities of the Insured (see above) at the premises owned by Staffordshire County Council.

3 The intention of this policy is to protect the Hirer where a claim of negligence is made against them by a third party.

4 The Insurer will indemnify the Hirer in respect of all sums which the Hirer may become legally liable to pay as damages and claimants' costs and expenses for:

- a) accidental injury to any person (other than an employee of the Hirer if such injury arises out of and in the course of employment by the Hirer)
- b) accidental damage to the premises or the contents of the premises subject to the liability of the insurer not exceeding £100,000 in any one claim in respect of legal liability which attaches to the Hirer solely by reason of the agreement that would not have attached in the absence of such agreement.
- c) accidental damage to other property not belonging to nor in the custody or control of the Hirer or of any person in the Hirer's service

occurring during the period of insurance arising out of the activities of the Hirer at the premises.

- 5 The policy will not apply in respect of the use of the premises for the following:
 - a) meetings organised by political parties
 - b) professional entertainment promotions
 - c) commercial or business use
 - d) hire of playgrounds and playing fields **unless** as part of a hiring for the school buildings. Where only the playground or playing fields are hired, separate Public Liability insurance must be in place to protect any legal liability attaching to the Hirer.
- 6 The limit of indemnity under the policy is currently £5,000,000.
- 7 The policy only applies whilst the individual organisation is using Council premises.
- 8 If any other insurance covers the same loss, damage or liability this insurance will not pay any amount covered by such insurance.

