

[illegible]



Shorefields School

'Learning and achievement for all'

CHARGING, REMISSION & LETTINGS POLICY

Overall Aims

The Governing Body and Senior Leadership Team recognise that Shorefields School constitutes a valuable asset for the community as a whole both within and outside school hours. As a school we value the wide range of additional educational activities that we can provide, including; trips, clubs and residential experiences can have towards a pupil's education which will ensure "learning and achievement for all". We aim to provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional activities. We believe that all our pupils should have opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents'/carers' financial means.

The governors also acknowledge that the use of the premises is ultimately a matter for the head teacher but they positively encourage the utilisation of the school building and land in a manner which is consistent with the aims and purpose of the school.

Legislations and Guidance

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. It establishes the procedures associated with charging for activities which take place during or outside of the school day.

The hiring of the school premises and grounds will be in accordance with Appendix E & F of the schools Financial Regulations and scheme of delegation. This policy is written and should be followed in accordance with the schools health and safety policy as well as the schools child protection procedures.

Roles and Responsibilities

The Governing Body

The governing body has overall responsibility for approving the charging, remissions and lettings policy, but can delegate this to a committee, an individual governor or the head teacher. The governing body also has overall responsibility for monitoring the implementation of this policy. Responsibility for approving the charging, remissions and lettings policy has been delegated to the finance and premises committee. Monitoring the implementation of this policy has been delegated to the full governing board.

Head Teacher

The head teacher is responsible for ensuring staff are familiar with the charging, remissions and lettings policy, and that it is being applied consistently. The head teacher has overall day to day responsibility and decision making for implementing this policy.

Staff

All staff at Shorefields School, are responsible for implementing the charging, remissions and lettings policy consistently. Staff will notify the head teacher of any circumstances where they are unsure of the details relating to a particular activity / service / function or event.

Admin Staff

Administrative staff, in liaison with key school personnel, are responsible for implementing the lettings procedures and being the key point of contact for external hirers.

CHARGING & REMISSIONS

Below we set out what we can charge for:

Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Music and vocal tuition, in limited circumstances
- Access to community facilities including swimming
- Swimming Lessons
- Hydrotherapy provision here at Shorefields, charged at £2 per swim.

Voluntary Contributions

It is recognized that it is perfectly acceptable and legally permissible to ask parents for a voluntary contribution towards the cost of providing activities within or outside school hours. Parents may be asked for a voluntary contribution towards the cost of:

Any activity taking place either on or off the school premises, school equipment, school funds generally

This contribution must be genuinely voluntary however and the pupils of any parents or carers who are unable or unwilling to contribute may not be discriminated against. In addition, parents' or carers' inability or unwillingness to make a contribution should be treated without judgement and in confidence as far as possible. If insufficient voluntary contributions are received in order to proceed with the activity, and no further funding is available from other sources i.e. Pupil Premium, Bursary, PE and Sports Grant, then the activity may need to be cancelled.

Residential Trips

Shorefields school is permitted to charge for the cost of residential trips. This cost must not exceed the actual cost of the provision but can include: travel costs, board and lodging, materials, books or equipment, non-teaching staff costs, entrance fees, insurance costs, additional expenditure relating to the employment of a particular member of staff specifically for an activity.

Residential trips are only offered to students from Key Stage Four and above and in such cases, the school is able to support those parents/carers who may have difficulty meeting the cost of the trip through the education Bursary grants. In addition, financial support is available where needed via application to the Edith Elms Special School Trust which the school is involved in administering.

Day Trips

Voluntary contributions should be requested towards the cost of day trips (for transport and entry costs) where the trip is part of the school curriculum. Pupils who are entitled to a free school meal should be provided with a school packed meal if they wish. Where a trip takes place outside the school day and does not form part of the curriculum, the school can make a charge for transport, entry and any other associated costs.

Charges for 'finished products'

Shorefields School can make a charge to cover the costs of materials and/or ingredients for subjects such as design or food technology where parents/carers have indicated in advance that they would like their child to bring home the finished product.

Clothing and care equipment

Although no charge can be made for 'equipment' for use in school in connection with education provided during school hours, parents can be asked to provide their children with such things as PE kit, protective aprons and equipment associated with their care and hygiene needs.

LETTINGS

Hiring rates legislation requires that any costs of hiring premises which are charged to the school's delegated budget must be repaid to that budget from income received, for example costs of electricity, heating and payments to members of staff, before allocating income to anything else. The surplus will be available for use by the Head teacher in consultation with the Governors.

Procedure

Potential hirers will be given a hire of premises letter, conditions of hire and application for hire of premises documentation which are all available within the schools' financial regulations as appendices. Where a specific health and safety risk assessment exists i.e. pool safety hire documentation, this will be shared with the potential hirer too.

Bookings and payment of all fees will be invoiced to the hirer and must be paid at least 14 days after the invoice date. On agreement of hire, the school will issue a hire agreement letter. The school's Finance Assistant in liaison with Administrative staff will account for all monies in connection with school lettings. They will co-ordinate all correspondence and maintain all records required for lettings. Lettings will be logged on the school's electronic diary for all relevant parties and are kept up to date with private hire.

Hire Periods and Charges

Hydrotherapy

The hydrotherapy pool is hired at £35 per hour or £20 per half hour. Hire periods vary dependent on the school's requirements for access. Where the hirer cannot provide evidence of a suitably trained Pool Safety Award Holder to meet the school's legal requirements, the school will charge an additional £20 per hour or £12 per half hour for a Pool Safety Award Holder to be present during the hire period. During hire periods the maximum bather limit will not exceed the school's Pool Safety Operating Procedures.

Training Facilities

The school has a variety of well-equipped training rooms that can be used for meetings, training or seminars. A hire agreement will be agreed dependent on availability and in conjunction with the school's day to day operational requirements. Charges for this are currently £120 per day.

Licenses and Risk Assessment's

A copy of any license permission or risk assessment's that are required as part of the letting agreement, will be subject to school approval and will be retained on file in the school office.

Unsuitable Let

The Governing Body will retain an absolute discretion to determine what is considered as an unsuitable let. In all instances, the decision as to suitability will rest with the Governing Body. The Head teacher is authorised to make day-to-day decisions on behalf of the Governing Body and may seek advice from the Chair of Governors and/or the Finance and Premises committee about any aspects of implementing this policy.

If a member of the hire party is deemed to be under the influence of drugs or exhibiting drunken behaviour or is verbally or physically aggressive, they will be asked to leave the premises, if the person concerned refuses to comply with this request, the police will be contacted.

Site Manager

The Site Manager should be informed of all lettings, whether or not he will be on duty for the duration of the letting. If the Site Manager is not on duty, the person responsible for supervising the letting must know the procedures to be followed in the event of an emergency, eg. location of first aid supplies, emergency telephone, fire extinguishers and emergency exits. He/she must also know the procedure for reporting any damage to property or premises and ensure that a report is submitted where necessary. Where the Headteacher or Deputy Headteacher attends governor or SPLASH school events, they may, if they wish to, dispense with the Site Manager's presence, thereby avoiding such costs.

Security and Keys

The Head teacher and Chair of the Governing Body should agree on who may hold the keys to the premises. The Local Authority, Police, Fire and Security Services should hold the names, addresses and telephone numbers of the key holders. It is important that the correct procedures are followed or any claim on insurance could be jeopardised. Anyone (governors, Head teacher or staff) who needs to access the school premises outside normal school opening hours must notify the Site Manager.

Emergency Procedures

The Site Manager will draw up an emergency plan for each letting and ensure that the organiser knows the location of the fire extinguishers, exits and muster points before the event takes place.