



**Charging and Remissions Policy
Incorporating
Lettings/Hiring of the School Premises**

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Autumn 2019

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Autumn Term 2020



CAVENDISH PRIMARY SCHOOL CHARGING POLICY AND REMISSIONS POLICY

Introduction

This policy has been formulated in accordance with the Local Authority's guidance on Charging for School Activities and Lettings Arrangements.

In accordance with our Inclusion and Equal Opportunities Policy, all education during school hours is free. The school is committed to supporting the needs of those children living in economically challenging circumstances by providing opportunities for them to engage in activities that would otherwise be inaccessible. We do not charge for any activity undertaken as part of the National Curriculum with the exception of parents/carers opting for their children to receive individual or small group musical instrument tuition as provided by the Local Authority.

Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents/carers.

Responsibilities

The Governing Body of the School is responsible for determining the content of the policy and the Head of School and Executive Headteacher for its implementation. The Executive Headteacher and Governing Body will consider any decisions with respect to individual parents/carers jointly.

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 or other equipment)
- 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 religious education
- Tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum
- Education provided on any trip that takes place during school hours
- 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 Authority has arranged for pupils to be educated
- Transport provided in connection with an educational trip
- Costs associated with statutory swimming lessons for pupils in Year 3

Charges

The Governing Body has approved charges for the following:

- (a) Board and lodging on residential visits (These must not exceed the actual costs)
- (b) The proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
 - Travel
 - Materials and equipment
 - Non-teaching staff costs
 - Entrance fees
 - Insurance costs
- (c) Tuition for playing a specified musical instrument where the service is provided by Hounslow Music Service and managed by the school
- (d) Breakages and replacements as a result of damages caused wilfully and/or negligently by pupils
- (e) Extra-curricular activities and school clubs run by school staff
- (f) Additional costs incurred for processing cashless payment for parents/carers

Remissions

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:

- 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 State Pension Credit;
- Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by The Inland Revenue) does not exceed the statutory minimum amount
- Universal Credit

In addition, children who qualify for remission of board and lodgings on residential trips, will be considered for remission of charges for categories b, c, and e. This will depend on individual circumstances and will be at the discretion of the Head of School and the Executive Headteacher. The Head of School will report remissions to the Governing Body.

Voluntary Contributions

When organising school trips or visits that enrich the curriculum and educational experience of the children, the school invites parents/carers to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. In accordance with our inclusion policy we do not treat these children differently from any others. If a parent/carer wishes their child to take part in a school trip or event, but is unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents/carers have a right to know how each trip is funded. The school provides this information on request.

Voluntary Contributions - Continued

The following is a list of additional activities organised by the school, which require voluntary contributions from parents/carers. These activities are known as additional curricular activities. This list is not exhaustive:

- Transport costs
- Entrance fees
- Residential Fees
- Visits to school by performers and artists
- Visits to school for curriculum enhancement
- Extra resources for special events, e.g. cookery
- Celebrations

The responsibility for determining the level of voluntary contribution is delegated to the Head of School and Executive Headteacher.

Typically, voluntary contributions will be used to help to enrich and extend the curriculum and/or develop social skills and citizenship.

Additional and Extended School Activities

No charge is made for lessons that are outside of school hours and/or are part of the National or additional curricular activities. For all other extended school's activities outside of school hours, a charge up to the cost of the activity will be levied. Parents/carers of children registered for Free School Meals (FSM) may be eligible for a remission of 100% of the cost of one extended school activity per academic year according to the nature of the activity, the provider and the availability of funding allocated to support children in these circumstances.

Pupil Premium

The school may allocate a proportion of pupil premium funding to subsidise residential trips and school visits for children who have been in receipt of free school meals within the last six years.

Other Charges

The Head of School, Executive Headteacher or Governing Body may levy charges for miscellaneous services up to the cost of providing such services, e.g. photocopying, completing passport forms etc.



POLICY FOR THE LETTING/HIRING OF THE SCHOOL PREMISES

Introduction

The school premises represents a significant capital investment and should be fully utilised. As custodians, the staff and governors have a duty to maximise its usage as an educational and community resource. The educational usage of the premises remains of the highest priority. Although a profit margin would be welcome when derived from private or commercial usage the key objective is to facilitate educational activities that enhance the well-being and achievements of learners and/or members of the local community. The school will therefore prioritise usage of the premises for our own educational and/or extended school activities. We will also do our utmost to avoid letting the school premises to groups with intentions that are incompatible with community cohesion.

Definition of a Hiring of the School Premises

A hiring of the school premises is defined as “any use of the school premises by either a community group, commercial organisation, charitable organisation and/or private user. The hiring of the school premises must not interfere with the primary activity of the school, which is to provide a high standard of education for all its pupils.

Use of the premises for activities such as staff meetings, parents’ meetings, Governing Body meetings and extra-curricular activities of pupils supervised by school staff, fall within the corporate life of the school. Costs arising from these uses are therefore a legitimate charge against the school’s delegated budget and these uses would not be considered as a hiring of the school premises.

Priority Usage

The Governing Body have adopted the following categories of priority usage outside school designated hours and this is reflected within scale of charges identified within appendix:

1. The school’s own activities including extended school activities for pupils, Cavendish Aftercare activities, PTA activities, meetings, presentations, workshops, community and school fund-raising events such as the PTA summer fair
2. Community education or charitable activities including opportunities for children, adult learning, health checks, Local Authority and/or community meetings or activities
3. Private or commercial users where the activities contribute positively to the learning of children and/or provide activities and services which community focused e.g. those which enhance learning opportunities and/or the well-being of members of the local community including vulnerable groups
4. All other commercial or private users

Delegation and Variations

The governors recognise that it would be impossible for them to vet every applicant or organisation who wish to make use of the school premises and consequently they have delegated the authority to accept applications for hire to the Head of School and Executive Headteacher. The Head of School will keep the Governing Body informed accordingly.

If in the case of exceptional circumstances, the Head of School and Executive Headteacher may find it necessary to vary the terms and conditions and/or charges for a hiring. This will only be implemented with agreement from the Chair of the Governors’ Finance and Premises Committee.

Hiring Documentation

All formal hiring of the school premises, including those for which no charge is made shall be properly documented. All hirers must complete a hire agreement and are to receive a copy of the terms and conditions of hire before any use of the school premises. The hire agreement is a contract that the school may enforce as law.

Scale of Charges

In arriving at their scale of charges the Governing Body have agreed the following principles:

- That community and charitable group users will be charged no more than the cost required to cover the school's utilities and caretaking provision for the duration of the activity
- That commercial and private users will be charged on a cost plan and income margin for the school
- That there will be parity of treatment for similar users
- That overall the cost of letting school facilities will be recovered from users

For charging, the Head of School and Executive Headteacher will determine to which group any particular individual or organisation belongs. The basis of charging will be based by the purpose for which a letting is arranged.

The scale of charges forms Appendix 1 to this policy statement.

Discounts

These form part of the scale of charges (appendix 1) and are the only permitted variations to the standard charges.

VAT

The school is constrained by law to apply VAT to all transactions where this is appropriate.

Minimum Hire Period

The minimum hire period will be two hours.

Deposits

The school reserves the right to require a deposit over and above the hiring charge as a surety against damage, to or loss from, the premises (including any equipment) or the premises being left in an unacceptable condition necessitating the school incurring additional cost for cleaning, caretaking or other expenses.

Cancellations

The Governing Body, Head of School and Executive Headteacher reserve the right to cancel hire agreements immediately if the Hirer or persons associated with the Hirer are in anyway bringing the school into disrepute, jeopardising the safety of the school and/or compromising the school's integrity or ethos.

Should the premises become unavailable for hire due to circumstances beyond the school's control; the school will endeavour to give hirers as much notice as reasonably practicable. The school will not be responsible for any costs that may be incurred by the hirer because of such a cancellation.

Payment methods

The governors are mindful of their responsibilities in safeguarding the school from 'bad debt'. Therefore, the school will ensure that payment is received at the time of booking and any cheques are cleared before the physical hiring is undertaken.

Safeguarding

The school's governing body is responsible for ensuring child protection. It is a requirement of that all those working with children, staff as well as volunteers who have 'significant contact' with children, have been subject to a criminal record check by the Disclosure and Barring Service (DBS). When accepting a request for Community Group registration, the Local Authority will ask group leaders for a copy of their Child Protection Policy and written assurance that all staff working with children have DBS checks completed. The school will ask commercial groups requesting facilities to provide the same.

Every group or organisation, community or commercial, is required to have insurance cover in terms of its own activities. Public Liability Insurance should cover the event of their being held liable for damage to school property and/or injuries/loss to individuals. This insurance should have a minimum level of cover of £5million. All groups are required to give a copy of their insurance certificate to the school when they are hiring accommodation (in advance of the letting).

The school ensures that appropriate child/adult ratios are adhered to. Arrangements are in place for emergencies or the unexpected e.g. arrangements for managing in the event that a child not picked up after a session run by a provider. All staff and providers working on the site during the school day or out of hours are given instruction on issues such as emergency evacuation procedures.

Security

The governors will not normally insist upon continuous caretaking presence. However, they give delegated responsibility to Head of School and Executive Headteacher to insist upon caretaking presence where in their view the nature of the hiring may otherwise leave the school vulnerable to theft or damage.

Review of Policy

The Governing Body will review the policy each year in the Autumn Term. This will include the scale of hire charges for the forthcoming financial year.



CAVENDISH PRIMARY SCHOOL
HOURLY RATES OF CHARGE FOR THE HIRING OF THE SCHOOL PREMISES OUTSIDE SCHOOL HOURS

Area	Community/Charitable	Private or Commercial (Community Focused)	Other Private or Commercial	Additional Costs for Weekend All Users
School Hall	£40.00	£50.00	£90.00	£7.50
Community Centre	£30.00	£40.00	£80.00	£7.50
Outdoor Areas	£30.00	£40.00	£80.00	£7.50

Typically, an additional half hour will be added to allow time for opening and closing by the site manager.

The Head of School and/or the Executive Headteacher may find it necessary to vary the terms and conditions and/or charges for a hiring.

The School has some discretion to vary the terms and conditions and/or charges for a hiring for exceptional circumstances. This will only be done following discussion and agreement with members of the governors' Finance and Premises committee.