



# Charging Policy

## Elmridge Primary School 2019/20

Policy Version			
Date	Document Version	Document Revision History	Document Author/Reviser
21/04/16	1		LK
October 2017	1.1		Lee Kaufman
February 2018	1.2		Nicola Toop
June 2019	1.3	2019/20 Pricing added	Alison Katic

This policy will be reviewed every 12 months in light of local and Government legislation.

The Dunham Trust believes it makes a significant contribution in transforming children's life chances. Our aim and commitment is to transform schools into sustainable learning academy communities.

*“We aim to ensure that, for everyone involved, excellence and equity become and remain a reality”*

*“They come this way only once so we should litter their pathways with quality experiences”*

We believe that we are able to help our academies and their young people to aspire to and achieve success. To do this, we are committed to ensuring that every child and young person has a pathway to succeed that:

- gives the best possible start in life
- equips them with creativity, spirit and confidence
- enables individuals to appreciate life and equip for further learning
- supports the child in becoming a responsible citizen
- ensures continued success in his/her future and contributes to the local community

Our aims for ‘Improvement’ are designed to ensure all academies are consistently benchmarked against key improvement priorities. This framework will ensure effective progress across the Trust, whilst at the same time, leaving space for autonomy at the school level. It will:

focus efforts on what really matters, i.e. our vision, principles and commitment to the children, young people, families and communities that we serve.

provide a flexible approach to improvement that meets the needs of each Academy. This will involve a commitment to immediate improvement in each individual context, professional development and a collaborative approach that engages with improvement projects designed to build capacity, an approach that is responsive, reflective and sustainable.

focus on outcomes, understanding that these are not negotiable. We are committed to a no-excuses culture. In achieving these outcomes, all will focus on individual responsibility and collective accountability for success

The Trust has a responsibility to ensure the success of each academy by allowing every pupil to maximise his/her potential. As an academy sponsor there will be an expectation for joint working across individual academies. The Trust is committed to high quality academy improvement activity, networking and development and research. Equally, the promotion of sport, outdoor education and the creative arts will be important in the development of pupil self-esteem and building learning skills.

**Policy Document for:** Lettings, Meal Charges, Wrap Around Care, 2 year provision, Nursery Top Up Funding, School Uniform, Reading/Library Books

**Approved by Resources Sub-Committees:** Feb 2018

**Due for Review: Feb 2019**

## **LETTINGS**

### **Philosophy**

Provided there is no interruption to school use of the premises, part of the school buildings and grounds may be let to outside bodies after the end of the school day, at weekends and during the holidays, in order to:

- Raise income for The Trust
- Better integrate the schools into the local community
- Familiarise individuals with the schools, who may become pupils or their parents
- Satisfy some of the needs of local individuals, groups and organisations
- Increase the use of facilities that are under used by the schools

### **Categories of Lettings**

It is not envisaged that the use of any school building/premises would be for anything other than community/educational use but The Trust may consider a commercial letting if it were deemed appropriate.

### **Implementation:**

Bookings are made through the school's Finance Officer, as authorised by the Governing Body, **and confirmed in writing by the school ("The Letting Agreement")**. **This agreement should be read with terms already incorporated into The Application Form**

- Prices for longer term lettings are agreed individually and referenced in the Letting Agreement
- School and PTA activities have priority
- Specific charges are set at the time of the agreement
- The VAT liability of the letting is determined at the time of the agreement
- Payment is in advance for single lettings
- Payment is in instalments for a series of lettings that comply with VAT exemption regulations
- The agreement should be updated and reviewed every 12 months. As such, the maximum length of any single letting will be 12 months

A diary is kept covering all school, PTA and outside use of the premises and grounds after school, in evenings, at weekends and in holidays

Users sign an agreement that covers:

- Terms and conditions relating to type of and length of use
- Cancellation
- Damage
- Insurance
- Charging

- Restrictions on use
- Licensing for the sale of alcohol, or public performances  
Parking

### **Application Procedures**

a) Application forms, available from the school, should be submitted to the school's Finance Officer at least two weeks before the first day of the proposed letting. In the case of block bookings, four weeks' notice should be given. The person signing the application form will be considered to be the hirer. The hirer will be required to return a copy of the completed booking form to the school before a booking can be accepted. The booking acceptance will be confirmed in writing to the hirer. (See Appendix 1 below).

Applications for continuous lettings of more than one month should be at least one month before the proposed start date. (See Appendix 2)

b) All applications will be considered on their merits, taking into consideration the suitability of the activity.

The Governing Body reserves the right to:

- refuse applications without giving a reason
- have a representative present at any function
- terminate any activity not properly conducted

c) Letting fees are reviewed annually by the Governing Body. When the letting has been confirmed payment must be made to the school, prior to the use of the premises. In the case of a regular booking, payment will be required at the end of each term.

### **Conditions of Use:**

#### **Security of the Premises**

It will be the responsibility of the hirer to ensure that the school premises are secure during the time they are in use.

#### **Use of Facilities**

The hirer will be responsible for the proper use of the school facilities (specialist equipment is not generally available e.g. projectors, TV and video equipment, cookers etc., unless special arrangements have been made) and must take all reasonable precautions to ensure that there is no damage to the fabric of the buildings; furniture and fittings, or school equipment. The hirer will be responsible for making good any damage to the premises and property. Any precautions required to ensure the users' safety when using equipment are the responsibility of the hirer. This includes, for example, the provision of information and training in the use of the equipment. In all cases, the hirer must ensure that risks associated with the activity are properly controlled throughout the hire period and that the premises are returned to the control of the school in a clean and satisfactory condition.

All mains powered electrical equipment brought onto the premises must be safe and evidence may be required that it has a valid test and inspection certificate (the certificate should be less than one year old for earthed equipment, or less than 4 years old for double insulated equipment). Lower voltage equipment must also be safe and in good condition.

The hirer must be advised that they cannot rely on the school's risk assessments for any activities carried out during the letting and must complete their own risk assessments, a copy of which must be held by the school

Users should acquaint themselves with the Fire and Safety regulations and procedures relating to the area of the premises in use. These will be clearly displayed in each of the designated areas. It is the responsibility of the hirer to provide first aid equipment and trained personnel. They must also carry out their own fire drills and organise their own fire procedure.

Fire exits must not be blocked or locked, nor should furniture, equipment, or other obstructions be placed in corridors during the hiring.

The hirer must use only that area of the building hired and must observe any instructions given by the school concerning the area available. Any furniture or equipment moved by the hirer should be returned to its original position at the end of each session.

The hirer is responsible for ensuring that good order is kept on the premises and within the immediate environs of the school, and that the premises are left in a clean and tidy condition.

For security reasons, the hirer will not have access to the school telephone. Hirers are urged to consider acquiring a mobile telephone for use in an emergency.

Smoking and/or consumption of alcohol is not permitted anywhere in the school buildings.

Animals, other than Guide Dogs, are not permitted anywhere on the school premises. This is purely on grounds of hygiene.

No combustible materials are to be used within the school, except with the express approval of the Governing Body.

### **In the event of fire**

The hirer will call the Fire Service (if school staff are not present and supporting the activity) All users will evacuate the building via the nearest fire exit and muster at the designated point. Users must not re-enter the building until the 'all clear' has been given. The Fire Service will give this.

### **Licences**

There are a variety of licences that may be required for different types of function. The onus is on the hirer to ensure which are necessary, and must produce documentary evidence before the letting takes place. The hirer will indemnify the school against any action brought about by failure to obtain the necessary licence(s).

Examples of licences that may be required include:

- Theatre licence
- Copyright/Royalty licence
- Cinematography licence
- Alcohol licence
- Gaming licence

### **Insurance**

The hirer will be responsible for ensuring that the group has adequate insurance appropriate to the activities organised.

**All organisations wishing to use school premises should have their own public liability insurance to cover them for any services and activities they provide, and must have their own employers' liability insurance if employing staff or volunteers. The original insurance document should be seen and a copy taken by the school and kept on file.**

### **Safeguarding**

Hirers must have policies and procedures in place to ensure children's safety and must provide evidence of these to the school as required eg: safeguarding policy, DBS/ISA checks

### **Cancellations**

a) By the hirer. For one off or block bookings (defined as less than one term), cancellations should be made in writing at least 24 hours before the proposed letting, otherwise the hirer will still be liable for the standard charges. In the event of a cancellation being made at the appropriate time, the school will credit the hirer for a free booking the following term, if applicable, or refund the fee if no further bookings are required. For longer term continuous lettings (more than one calendar month), one calendar month notice is required

b) By the School. If the school finds it necessary to cancel a booking, as much notice as possible will be given, generally not less than 24 hours and, where possible, alternative accommodation will be offered. If this is not possible, a refund will be made. The school will accept no liability in respect of commitments incurred by the hirer due to such cancellations. For longer term lettings, one month's notice is required.

### **Other Charges:**

Please see the pricing schedule at the end of this document for prices relating to bookings and charges for:

- Breakfast Club
- Holiday Club
- After School Club
- School Meals
- Nursery Admissions/ Pricing

For further detail on what the charges relate to.

- School meals are payable via ParentPay and accounts must be kept in credit at all times. Individual schools will monitor arrears and parents will be advised to provide a packed lunch should the account fall into arrears.
- Nursery top up are extra sessions available for parents who are not eligible for 30 hours funding – these are payable monthly in advance (via ParentPay or childcare vouchers) in accordance with the terms of the contract signed by parents and the school.
- Other charges will be levied on occasion in relation to lost library books, reading books and reading records – such charges are at the discretion of the Head Of School/ Finance Officer.

**Tariffs**

Tariffs for all charges are appended to this policy.

**Review**

This policy will usually be reviewed every three years

**Monitoring and review**

The implementation of this policy will be monitored by the Heads of School

**Approved and agreed by Resources Sub-committees of the Local Governing Bodies of Acre Hall Primary School, Elmridge Primary School, The Orchards School and Lime Tree Primary School**

**LETTING APPLICATION (Appendix 1)**

**Please complete this form clearly in block capitals**

Name .....

Address .....

.....

.....

PostCode .....

Telephone – Daytime .....

- Evening..... Organisation (if any)

..... Facilities Required

..... Nature of Letting

..... Date(s) required

.....

Hours Required .....

(Please allow set up and clear up time)

Fee to be Paid .....

Date of Application .....

**I certify that I am not less than 18 years of age and accept responsibility for the observance of the Letting Conditions, and that I agree to pay on demand the lettings charge hereby incurred.**

I hereby indemnify the Local Governing Body of The Dunham Trust against all claims in respect of injury, loss or damage, (including school property) arising from this letting. In requiring this undertaking The Dunham Trust does not seek to absolve itself from liability as owners / occupiers of the premises.

Signed ..... Date .....

Name (block capitals please) ..... Cancellations

We require 24 hour's notice for cancellations or the full fee will be charged.

We reserve the right to charge an administration fee for cancellations.

**For further details please contact the School Office**

A confirmation will be sent to you, and you will be invited to discuss the booking in detail to arrange preparation time and any other special requirements.

Day / time:	<b>Office use only</b> Facilities required
Price:	
To start:	Signed:
<b>LETTING APPLICATION</b>	



**For long term lettings (Appendix 2)**

**Please complete this form clearly in block capitals**

Name.....

Address.....

PostCode .....

Telephone – Daytime .....

- Evening ..... Organisation (if any)

..... Facilities Required

..... Nature of Letting

..... Dates required

(max 12months).....

Hours Required ..... (Please allow set up  
and clear up time)

Date of Application .....

**I certify that I am not less than 18 years of age and accept responsibility for the observance of the Letting Conditions, and that I agree to pay on demand the lettings charge hereby incurred.**

I hereby indemnify the Local Governing Body of The Dunham Trust against all claims in respect of injury, loss or damage, (including school property) arising from this letting. In requiring this undertaking The Dunham Trust does not seek to absolve itself from liability as owners / occupiers of the premises.

Signed .....Date .....

Name (block capitals please) ..... Cancellations

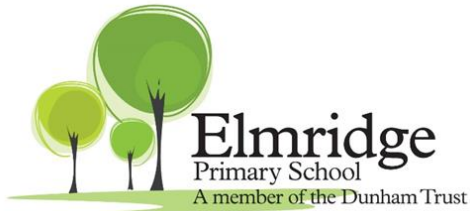
For long term lets (more than one term) we require 6 week's notice for cancellations or the full fee will be charged. We reserve the right to charge an administration fee for cancellations.

**For further details please contact the School Office**

A confirmation will be sent to you, and you will be invited to discuss the booking in detail to arrange preparation time and any other special requirements.

Day / time:	<b>Office use only</b>
Price:	Facilities required
To start:	

**Fee Tariff**



**ELMRIDGE PRIMARY  
PRICING SUMMARY  
2019/20**

School Meals	£2.35 per day
30 hours funded Nursery - lunchtime Stay - Staffing	£3.50 per day
Nursery Top Up	£15 per day
Holiday Club	External Provider
School Clubs	No Charge for School run Clubs, external charges apply for SiS Football and Morning activities
After School Club - Happitots	External Provider
Educational Visits	Costed per trip
School Uniform	See Monkhouse Altrincham Website
School Ties	£3.75
Lost Reading Book - Charge per cost of replacement	
Hire of Sports Facilities	£20 per day up to 15 Pupils, £40 per day more than 15 pupils
Letting of After School Club	Happitots - 10% of monthly takings