



Lady Katherine Leveson
Church of England
Primary School

Charging Policy

(Includes Lettings)

V7.0

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Signed: _____

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Lady Katherine Leveson Church of England Primary School

Charging Policy

Purpose

The purpose of this policy is to ensure that there is clarity of process and rationale in terms of charging and remissions and to ensure that there is a document to which all can refer.

Rationale

It should be clear to all involved with school which charges are compulsory charges and which are voluntary contributions.

Key Principles

Where a compulsory charge applies the school has adopted a zero tolerance approach to debt. See debt policy for further detail.

Payment

All monies to be paid to school via Parent Pay online or at a Paypoint shop.

Parents / Carers will be notified separately of any charity collections where cash may be collected.

INCLUDE THIS NEXT UPDATE

Education Act

Sections 449-462 of the Education Act 1996 sets out the law on charging for school activities in schools maintained by local authorities in England.

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Charging Policy - Appendices

Appendix A - Care and Play

Care and Play is an optional child care service offered by Lady Katherine Leveson Primary School. The fees are compulsory and apply to any child wishing to attend.

Current fees are available from the school office or from Care and Play staff.

The following terms and conditions are applicable and must be adhered to:

- All fees are payable monthly, in advance, via ParentPay (www.parentpay.com).

- The invoice must be paid by the date stated on it.
- **A £10 surcharge will be made for late payment of invoices** and will be added to the next childcare bill (or invoiced separately if necessary).
- Failure to pay the invoice will result in the exclusion of the child until full payment is made. **If payment is not made within two weeks the place may be withdrawn and offered to another child.**
- No child will be accepted at the club without the completed Medical form, Agreement form and Child Information Record.
- Full fees are charged for absence and early collection of a booked session.
- We are registered to accept childcare vouchers.
- Fees are charged on a “per child, per session” basis.
- **Period of notice is one month in writing.**
- Adhoc bookings are possible at a minimum of 24 hours notice, subject to places being available.
- Alterations to bookings are subject to availability and a minimum of 24 hours notice.
- Children must be collected at the agreed time or extra charges will be applied (£5 for every five minutes that a child is late to be collected).

If your child is due to attend any Lady K Care and Play session and is unable to do so for any reason, we request that you notify us as early as possible so that we can amend the register.

If your child is to be collected by anyone other than the usual person, written consent must be given, whether this is a regular occurrence or adhoc. In extenuating circumstances, a phone call will be accepted as notification. A password will be required.

Signed: _____ Parent/Guardian

Date: _____

1 - School Meals

School Meals are an optional service offered to all children at Lady Katherine Leveson Primary School.

Payment of school meals is compulsory however if the parent or guardian is in receipt of one or more of the benefits below they may be eligible for Free School Meals:

Income Support

Job seeker’s Allowance-Income Based (JSA(IB))

Income Related-Child Tax Credit

Support under Part VI of the Immigration & Asylum Act 1999

Income Related-Employment & Support allowance (ESA)

Guaranteed Element of State of Pension Credit

Parents or guardians who meet the qualifying criteria should contact the school office for a Free School Meals Application form. Up to date school meal prices are available from the school office.

The following terms and conditions are applicable and must be adhered to:

- All meals must be paid for in advance.
- Failure to pay for school meals taken may result in a child being stopped from receiving a meal until full payment is made. In this event, parents and guardians must be prepared to provide their child with a packed lunch to eat in school.
- Application forms for Free School Meals must be completed and handed back into the school office as soon as the parent/carer is eligible. Claims for free school meals cannot be made in retrospect.

Universal Free School Meals

From September 2014 all pupils in reception, year 1 and year 2 will be offered a free school meal (FSM) as part of a government initiative to ensure that children get the nutrition they need across the whole school day.

In this school a child can request a meal on a daily basis. However if a child regularly takes a school meal and intends to stop, for logistical reasons all parents/carers are requested to give one week's notice.

2 - Pupil Activities

Activities offered as an essential part of the National Curriculum will be provided free of charge.

The school may invite voluntary contributions for activities which are offered wholly or mainly during normal teaching time. No child should be excluded from any such activity on the basis of non-contribution.

3 - Remissions

For activities during or outside the normal schools hours the school will operate a Remission policy whereby parents having genuine difficulty in making payment will be encouraged to contact the Head Teacher and asked to make a reasonable contribution dependant on circumstances.

The school's aim is that no child will be denied an activity because of parents' inability to pay.

4 - Extra Curricular Clubs

Extra Curricular clubs are optional to children.

Optional activities provided wholly or mainly outside normal school hours may be charged for at the discretion of the school and Governors. The charge should not exceed the actual cost.

5 - School Uniform

School sells some second hand uniform items and payment can be made via the school office.

6 - Music Tuition

Music tuition is an optional activity open to children in KS2. The cost is compulsory and payable termly in advance. The tuition is purchased via the Solihull MBC Music Service on an annual basis. If a child wishes to cease their music tuition at least one terms notice is required, and parents/carers may be asked to pay the full annual cost.

Music tuition charges are available from the school office.

7 - Swimming

School invites voluntary contributions for this activity.

No child will be excluded from any such activity on the basis of non-contribution.

Appendix B - School Trips, Visits and Activities

Children whose parents are in receipt of support payments as detailed in the Education (Residential Trips) (Prescribed Tax Credits) (England) Regulations, 2003, will be entitled to free board and lodging on a residential trip. The Act concerns school or class trips occurring wholly or mainly during normal school hours. (Note that activities that occur mainly outside normal school hours are not affected by the Act).

Any shortfall resulting from this will be raised by general fund raising and not passed on to other pupils.

The support payments relevant in February 2015 are: 'where a pupil's parent is entitled to Child Tax Credit but not to Working Tax Credit and the parent is receiving Child Tax Credit based on an annual income not exceeding £16,190, that pupil is entitled to free board and lodging on a residential trip.'

Parents or legal guardians may be asked to contribute to specific costs incurred, up to the actual cost for each child. An example would be (say) a trip to Warwick Castle, cost of castle entrance and transport would be chargeable to parents/guardians.

To comply with the Act any charge to parents/guardians must be described as a "**voluntary contribution.**" The Act stipulates also that "failure by a parent/legal guardian to promise to make a voluntary contribution will not affect the participation of their child(ren) in whatever event is arranged."

Lady Katherine Leveson Primary School will follow these procedures.

- (a) Monies for trips or events shall be requested to be received in school at least one week in advance in order to allow time for cancellation of the trip/event, if necessary.
- (b) The voluntary charge for each trip or event shall be described as a "**voluntary contribution**" but parents/legal guardians will be expected to pay for the full specific costs of their child(ren)'s outing.
- (c) The finances of the school are such, that unless the overwhelming majority of parents voluntarily contribute the full cost of their child(ren)'s school trips, the school will find itself unable to continue them.

Appendix C - Hall Hire

CONCESSIONARY SCHOOL ROOM HIRE CHARGES: Academic Year 2017/18

	Class 'A'	Class 'B'
Hall & Field (3.30pm to 6pm)	£30.50 per hour	£15.00 per hour
Hall & Field (non-school hrs)	£60.75 per session	£44.50 per session
Playground	£30.50 per session	£24.50 per session

- All concessionary rates are subject to availability and are for a four hour or any lesser period.
- If a Caretaker is required to remain in attendance there will be an additional charge of £15.00 per hour (or part hour)
- Changing Rooms>Showers/Playgrounds/Fields are free when booked with another facility paid at the normal rate.
- VAT is chargeable in certain circumstances for some sports and serial lettings.
- The school may offer lower rates to certain groups, it is advisable to check locally first.
- Class C letting may be available at Governor's discretion where the activity benefits the pupils or community and would otherwise not be able to take place due to low take up.

CONCESSIONARY HIRE OF SCHOOL PREMISES - CLASS OF USER CATEGORIES

CLASS 'A' ADULT & COMMUNITY CONCESSIONS	Meetings and functions not connected with the School or Centre, eg. Public Charities, Savings Groups, Social Services Organisations, Women's Institutes, Townswomen's Guilds, British Red Cross Society, St. John's Ambulance Association, Community Associations, Village Hall Committees, Candidates' Meetings before Elections and other Statutory purposes, Church Services, Drama or Music Festivals, Exhibitions (where charge for admission is only to cover expenses), Choir Practices and Regional and National Meetings of Bodies associated with the Education Service and Courses not connected with the School Centre Church Services.
CLASS 'B' YOUTH AND SPORTS CONCESSIONS CHILDREN UP TO 16 YEARS OLD	Meetings of approved Local and National Youth Organisations, eg. Air Training Corps, Army Cadet Force, Boys Brigade, British Red Cross Society, Cadets, Girls' Brigade, Girl Guides, Associations, Girls' Nautical Training Corps, Scout Association, Sea Cadets, Sea Rangers, St. John Ambulance (Youth Section), Church Youth Groups, Boys' Clubs, Woodcraft Folk, YC, Young Farmers' Clubs, Youth Hostel Association.

	Sunday schools, Playgroups, Neighbourhood Watch (after first two meetings), Beat co-ordinator, Sports Groups and Clubs eg. Football, Keep Fit, Karate, Gymnastics, Badminton and Self Defence, etc. for school children up to 18 (where charges are only to cover expenses).
CLASS 'C' (WHERE NO CHARGE IS MADE TO HIRER)	Parish Council Meetings, meetings connected with the Education Service, School Music Festivals, Road and Home Safety and approved courses of Further Education, first two meetings of Neighbourhood Watch. Local and National Government elections (except caretaking costs), Parents association.

Procedure and Conditions for the Hiring of School Premises and Grounds out of School Hours.

1. INTRODUCTION

(1) General principles

Permission to use school premises out of school hours may be granted by the Head Teacher and Governors of schools, subject to the following provisos: -

- (i) The use will not, in their opinion, conflict with the educational functions of the school, or create any disturbance or inconvenience to the neighbourhood or interfere with any existing hiring.
- (ii) The object of the use is not for private profit of a Hirer, or any other person or persons, nor, as a general rule, for the holding of a private party.
- (iii) School premises are not to be used during the last four days of the school holidays except for approved educational purposes (e.g. evening classes) or as required by statute.

(2) Not used

(3) Prevention of Damage

No stiletto heels, studded shoes, or other types of footwear likely to cause damage to floors should be worn. The hirer shall be responsible for making good any damage done to the school premises, furniture, equipment or material.

(4) Withdrawal of Facilities

The object of the provisions of this scheme is to ensure the full use of school premises consistent with their use as education premises, but it must be emphasised, particularly where premises are let on a regular basis, that any breach of these conditions will lead to the immediate withdrawal of the facilities granted.

(5) Hire of Sports Halls

The use of sports halls is subject to separate charges.

2. APPLICATIONS PROCEDURE, CONDITIONS OF BOOKING ETC.

Any application for the hire of rooms in schools must be made on the official form (Form L.1) and is subject to the following Conditions of Booking

- i. Form E191

Application for the hire of rooms in schools must be made in writing to the Head Teacher of the school concerned, at least 14 days before the proposed use.

ii. Confirmation of Booking

School premises will not be regarded as booked until the completed application form has been submitted and formally confirmed with the hirer with details of the hiring charges and any other fees.

Any application may be refused without stating reasons. No public announcement of a function to be held in a school may be made until the booking has been formally confirmed.

The Council's/school's decision on the charges for each hiring shall be final.

iii. Payment of charges

The charges levied must be paid seven days in advance of the letting and for lettings of a regular nature termly in advance.

iv. Cancellation

The Head Teacher must receive, in writing, notification of any cancellation, at least seven clear days before the date booked. No refund is due to the hirer if cancelled in a lesser period.

One month's notice is required to terminate arrangements made for the regular hire of school premises, but any abuse on the part of the hirer will lead to immediate cancellation of the letting.

Hirings not transferable

v. The hirer is not allowed to transfer the hiring to any other person or organisation.

vi. Period of Hiring

Form L1 may be used to make application either for a single hiring or for a series of hirings over a period. If a series of hirings is required, the application form must cover one school term only, and must state the exact date of commencement and termination, a fresh application must be made for any hirings in subsequent terms.

vii. Consultation with Head Teacher

Detailed arrangements for the use of the premises shall be made by the hirer with the Head Teacher or the Head Teacher's representative, including, when necessary, arrangements for the erection and/or dismantling of staging.

viii. Caretaking

The school caretaking staff are forbidden to allow the use of any other parts of the school building other than those specified on an application form.

No payment shall be made directly to caretaking staff.

3. CONDITIONS FOR USE OF SCHOOL PREMISES

The following conditions for the use of school premises by any hirer shall apply. -

- i. The following parts of the Premises shall not be hired unless a special application has been made and permission granted by the Director for People:
teachers rooms, laboratories, libraries, kitchens and domestic sciences, handicrafts.

Where special permission is given for the use of the school kitchen, a member of the school meals staff must be in attendance for the whole of letting. In the event of schools meals staff not being available, a suitably trained person must be in attendance.

- ii. Medical or Dental Inspection Rooms shall not be used by any outside individuals or bodies for any purpose whatsoever.
- iii. no intoxicants shall be sold, supplied, or consumed on the premises of any school, except at special functions for which the Head Teacher or Governors have granted special dispensation, and at these functions the Hirer must ensure that persons under 18 years of age must not be sold or supplied with or consume any intoxicants.

It is the Hirer's responsibility to obtain any necessary licences and consents.

- iv. smoking is not permitted in a school building.
- v. no polish or similar materials shall be applied to floors. School premises must be left in satisfactory order for re-opening at the usual time of the next school session.
- vi. meetings/functions shall close not later than 10:00pm unless a later closing time has been authorised, in which case increased charges may be payable.
- vii. the hirer shall reimburse the Council or such a person as the Council shall direct in respect of any damage to property sustained in the course of hiring.
- viii. for any public entertainment, the hirer shall be responsible for the prevention of overcrowding such as to endanger public safety and for keeping clear all gangways passages and exits.
- ix. if school premises are required for concerts or for dramatic, musical, film or any other public entertainment, or if visual aids are used, the Hirer must ensure that:-
 - (a) the requirements to the Inland Revenue Department with respect to entertainment tax have been made.
 - (b) copyrights are not infringed.
 - (c) the requirements of the licensing justices, when necessary, have been or will be met.
 - (d) no play shall be performed or shown which is in any way offensive to public feeling.
 - (e) in the case of film shows, only non-inflammable film is used and that adequate fire extinguishers are provided by the Hirer.
 - (f) the provisions of the Children and Young Persons Acts with regard to performances by children, have been or will be, observed.
 - (g) any licence necessary under the Theatres Act 1968 and the Cinematograph Acts have been, or will be, obtained.
- x. the parking of motor cycles, cars, lorries, or any other vehicle, on the Council's premises, where suitable accommodation is available, shall be permitted only on condition that persons bringing such vehicles onto the school premises do so at their own risk, and that they accept responsibility for any damage or injury to the Council's property or to any other persons, whether connected with the school or not, caused by such vehicles or their presence on the Council's premises. There shall be no parking on grassed or cultivated areas.
- xi. no animals shall be brought on to any part of the school premises, without the express permission of the Director for People or the Head Teacher or the Governors.

4. INSURANCE

The hirer shall indemnify the Council for any loss, damage or expense arising from the hiring, unless such loss/damage or expense arises from any personal injury caused by the negligent action or inaction on the part of the Council, their servants or agents.

The hirer will have in force Public Liability and Employers Liability insurance which provides indemnity to those persons or groups using the school premises. The hirer will be required to sign that they have this cover in place at the time of booking and must produce such evidence of cover as the council may reasonably require.

5. SAFEGUARDING AND THIRD PARTY PROVIDERS OR GROUPS USING THE SITE

A hirer may be required to prove DBS clearance. Written agreements should be in place with any third party provider or group using the site. These should set out the responsibilities of the governing body and those of the provider or group. Therefore it is not necessary to obtain and record individual information on the Single Central Record.

October 2010 / revised February 2015