



Charging and Remissions

Introduction

This section of the policy covers Charging and Remissions.

Curricula Activities

No charges will be made for curricula activities, including visits and trips outside the school.

Books, equipment and school uniform

- Books, stationery and related equipment and materials are provided.
- Parents will usually be expected to pay for school uniform and the school will sell items of uniform at a set rate, but no child will be prevented from wearing uniform because their parents/carers are disadvantaged. Children who fall into this category will have free school uniform provided annually as follows: 1 book bag, 2 jumpers/cardigans, 1 polo shirt with logo or 1 pe t-shirt with logo (or at the headteacher's discretion).

Charging for materials and equipment

- Parents will normally be charged for any items issued to their children for their sole personal use, eg. Recorders.
- No charges will be made for any materials or equipment used to deliver the National Curriculum.

Extra-curricula activities within the school day

- If such charges are necessary any payment from parents for these activities is voluntary, but if parents are unable or unwilling to contribute, it may be that the activity will not be able to take place. Pupils will never be treated differently whether or not their parents have made any such payments, and consideration will be given to waiving the charge for disadvantaged parents/carers.

Activities outside the school day

- For these activities payment is normally required for pupils to take part, although consideration will be given to waiving the charge for disadvantaged parents/carers.
- School clubs and similar activities supplied by outsiders may be charged a rent for use of school facilities, at the headteacher's discretion. At all times the benefit to parents of the school not charging rent for use must be reflected in the cost of attending the club/letting. The headteacher (or delegated member of staff) will negotiate the best price possible when allowing a club to rent for free. If this is not reflective in the overall cost to parents, a rental charge may then occur.

Funding for children of disadvantaged parents/carers

The Headteacher has authority to consider and fund a child's participation in extra-curricula activities or purchase of school uniform if their parents/carers are disadvantaged and unable or unwilling to pay the charge. In deciding whether to provide funding, the Headteacher will be constrained by the limited flexibility within the school's budget.

Disadvantaged parents/carers are those in receipt of the following:

- 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 Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Loss and damage to school property and equipment

- Parents/carers of pupils who damage or lose any item of school property, materials or equipment, including, for example, windows, toilets, computer software, or books are liable for the cost of repair or replacement as appropriate.

Lettings

Introduction

This section of the policy covers the letting out of the school premises to other organisations. The overriding principle governing such letting is that the interests of the school are paramount. Therefore, a letting will only be considered if it is beneficial to the school, and no inconvenience or hindrance is caused to the school.

Authorisation of a Letting

All lettings will be at the discretion of the governing body; the Head Teacher is appointed its delegated representative for considering and making a letting. The Head Teacher will arrange for a suitable application form to be drawn up, and completed by the applicant, who must be the named accountable person, and will be accountable for all the activities and arrangements associated with the letting. This person must have prior appropriate security clearance. It is recognised that the school premises are unsuitable for use other than for the provision of activities related to the school curriculum for young children, and that therefore other lettings are likely to be refused. Lettings after 11.00pm and before 8.00am will not generally be permitted.

General Requirements

- All hirers must comply with the regulations set out on the application form.
- All hirers must be aged over twenty-one, and properly qualified for the purpose of the let.
- All hirers must secure insurance cover for the letting, including for public liability.
- All school buildings and associated premises indoors and outdoors are non-smoking and alcohol prohibited areas.
- The school is not responsible for any loss of or damage to any equipment or vehicles brought onto its premises, or their contents.
- All Hirers must return the areas and facilities used to a clean and functional state after each usage, and make good any damage.

Charges

The general principle of charging is that no charge will be levied on an organisation supplying a school club or similar activity attended by the pupils of the school. At all times the benefit to parents of the school not charging rent for use must be reflected in the cost of attending the club/letting. The headteacher (or delegated member of staff) will negotiate the best price possible when allowing a club to rent for free. If this is not reflective in the overall cost to parents, a rental charge may then occur.

Any other organisation will be charged a suitable amount so that the school covers all its costs and makes a worthwhile profit for the benefit of the school. The calculation of charges will therefore include consideration of all costs including heat, light, sewerage, water, and the cost of caretaking for the event. The Head Teacher will agree an appropriate charge for the period of hire, consulting the chair or vice chair of the resources committee if available. Charges will be subject to periodic review by the governing body.

The application process

- The hirer submits a booking form (see annex), which sets out the time and date of the proposed hiring and the precise detail of the premises and facilities to be hired, including lavatories. The form will also give advice on maximum permitted numbers as agreed with the headteacher.
- The site manager is consulted. If the site manager is not able to service the hiring, a responsible key holder will be identified, who will receive payment at the same rate as the site manager.
- A copy of the booking form is returned to the applicant with a conditions and regulations of hire
- If applicable, an invoice is issued prior to the letting and must be paid in advance and a receipt is then issued.

Policy review

This policy has been adopted by the governors and is approved annually by the full governing body at its first routine meeting of each academic year (usually in September). In the meantime, it is reviewed as necessary by the head teacher assisted by a governor, and any resultant changes other than minor clarifications or those of a typographical nature are brought to the attention of the governing body. The policies master record index (MRI) is updated to reflect the dates of the last and next review.

Reviewed Approved and Adopted as detailed in the current MRI.

Annex A

Booking Form for use of Educational Premises

Section A

Name of School: Mundeford Infants School
 Address: Queens Road,
 Christchurch, BH23 3HH

Name of Hirer: _____

Organisation: _____

Section B

Permission is granted, subject to the conditions and charges of the Authority, for the use of accommodation and other facilities as follows:

Maximum number per adult to use the facilities? (To be agreed with headteacher.)

Date of Letting	Duration of Letting		Accommodation/ Facilities Hired	Amount		VAT		Total	
	From	To		£	p	£	p	£	p
			Includes access to Year 1 Toilets						
Total									

Section C

By signing this form you agree to abide by the conditions and regulations of hire. Mundeford Infants School cannot be held responsible for any issues which may arise out of your letting of these premises. You also agree that the appropriate public liability insurance of at least £10 million has been arranged in line with the Conditions of Hire and you must provide the school with a copy of that insurance policy.

Please Note: Persons signing this Declaration must be of 21 years of age or over.
 An invoice for the above letting will be sent which should be paid within one month.

 Signature of Hirer and Printed Name

_____/_____/_____
 Date

 Approved by Head teacher

_____/_____/_____
 Date

Annex B

Mundeford Community Infant School – Conditions for the Hire of Educational Establishments

The hirer shall be the person making the application for a letting and such person will be responsible for payment of a fee or other sums due in respect of the letting to the Hirer and the observance of regulations imposed by the Local Authority.

Damage, Loss or Injury

- The Hirer shall effect Third Party (Public Liability) Insurance within a minimum indemnity limit of 10 million pound for any one occurrence to cover its legal liabilities for accidents resulting in injuries to persons, including participants in the hiring activity, and/or loss of or damage to property, including the hired premises, arising out of the letting of educational premises.
- The Education Authority/School will not be responsible for any injury to persons or damage to property arising out of the letting of educational premises unless such injury or damage results from the negligence or breach of statutory duty on the part of the Educational Authority/School.

Protection of Premises and Moveable Property

- Furniture and fittings shall not be removed or interfered with in any way. No fittings or decorating of any kind necessitating the driving of nails or screws into fixtures forming part of the school fabric will be permitted. In the event of any damage to premises or property the Authority shall make it good and the Hirer shall pay the cost of such reparation.

Public safety

- The Hirer shall be responsible for the prevention of overcrowding such as would endanger public safety and for keeping clear all gangways, passages and exits.
- The Hirer shall be responsible for providing adequate supervision to maintain order and good conduct.

Copyright of Performing Rights

- The Hirer shall not, during the occupancy of premises infringe any subsisting copyright or performing right, and shall indemnify Bournemouth Christchurch and Poole Council against all sums of money which the Council may have to pay by reason of an infringement of copyright or performing right occurring during the period of hire covered by this agreement.

Sub-Letting

- The Hirer shall not sub-let to another person.

Intoxicating Liquor

- No intoxicants shall be brought on to or consumed on the premises without the prior approval of the Governing Body.

Smoking

- Smoking is not permitted on any hired premises.

Dancing

- Use of materials for preparing floors for dancing is prohibited.

Vacation of Premises

- The Hirer shall ensure that premises are vacated promptly at the end of the letting.

Vacation of Scales of Charges and Cancellations

- The Hirer acknowledges that the charges may be increased in accordance with the rates from time to time agreed by the Authority or where appropriate by the Governors of the School, or that the letting may be cancelled provided that in each circumstance at least 28 days' notice either way is given.