Charging & Remissions Policy
Longford Park School

Prepared: Sept 2007  Author: Lisa Hughes
Reviewed: May 2009  Next Review: December 2019

Approved by Governing Body: Finance & Property  Date: 15/11/2018
Russell Cain
At Longford Park School we believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents’ financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

The governing body is committed to promoting the resources and services available by Longford Park School. The purpose of this charging & remissions policy is to account for the hire of facilities, use of school resources and services provided. Set out below is the policy objectives and charges for all aspects of school operation.

Contents:-
  - Hire of Premises
  - Charges for Meeting Room Hire
  - Charges for Hire of the Hall
  - Outreach Services
  - Charging for Educational Visits, Extended School Activities & Pupil Damage
  - Admin Fees
  - Mini Bus Hire
  - Damage caused by pupil to School Resources or Premises

**Hire of Premises**

It is recognised that the school's facilities have a wider community use and when they are not being used by the school they could be made available for hire. The charges made should account for administration, resources, refreshments, utilities and cleaning. Any organisation may apply to hire the meeting room and hall but certain restrictions will apply. The suitability of each booking will be considered and acceptance of bookings will be at the discretion of the headteacher. The schools requirements will always be given precedence.

**Objectives**

i) To safeguard and maximise the community use of the school facilities.

ii) To ensure that the minimum disruption occurs to the education of the pupils.

iii) A profit margin would be welcome; any profits made will be used for the benefit of the pupils.

**Responsibility for the Co-ordination of Hire**

The School Business Manager is responsible for:-

- Recommending the annual pricing schedule to the Finance Committee of the Governing Body
- Liaising with the Headteacher and the Caretaker with regards to the hiring of facilities.
- Checking the suitability of applicants
- Checking availability of dates
- Issuing booking form and terms and conditions of lettings to prospective hirers
- Checking that booking forms have been completed in full, provide copy to caretaker and keyholding staff
- Obtain copy of hirers Public Liability Insurance
- Raising invoice to customer and receipting payments
- Keeping the Caretaker informed of all lettings

The Caretaker is responsible for:-

- Liaising with School Business Manager and recording lettings in diary as soon as they are known
- Communicate bookings made with keyholding staff and ensure cover is arranged as per customers completed booking form
- Preparation of Hall
- Ensuring that all areas of the school to which the public will have access are maintained and cleaned to a good standard
Bookings for Meeting Room

Meeting room is only available during term time.

The school office should be contacted to check room availability and that customers requirements can be accommodated. Purchase Order is required and Booking Form should be completed.

Charges for Meeting Room hire

<table>
<thead>
<tr>
<th>Booking Session</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per day 9am-4.30pm</td>
<td>£50.00</td>
</tr>
<tr>
<td>Half a day Morning 9am-12.30pm or Afternoon 1pm-4.30pm</td>
<td>£30.00</td>
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<tr>
<td>Per hour</td>
<td>£10.00</td>
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Refreshments

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<th></th>
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<tbody>
<tr>
<td>Tea, Coffee, Water</td>
<td>£5.00/break</td>
</tr>
<tr>
<td>Upto 5 people</td>
<td>£1.00/ea/break</td>
</tr>
<tr>
<td>Additional people</td>
<td></td>
</tr>
</tbody>
</table>

Charges for Hire of Hall

It is possible for the school premises to be available for hire out of normal keyholding hours. To allow this we undertake a full risk assessment, this includes gaining references before issuing keys to allow for alarm to be used and access to the hall via external doors. Our Caretaker attends a number of sessions initially to give full training and remains on call should support be needed.

All bookings and enquiries must be made through the school office. The hirer must complete a Booking Form and provide public liability insurance details. The School Business Manager should discuss the availability of hall and customer’s requirements with the Caretaker. When a booking has been accepted the hirer will be provided with Terms and Conditions and Hirers Checklist. Invoice will be issued by the School Business Manager and payment terms until relationship established will be required in advance. The Customer must complete the check list and return immediately after hire to the keyholder.

Charges for Hall hire

Minumum Booking of 3 hour sessions is prefereed. Charges for hall hire cleaning, maintenance and support from school staff:-

<table>
<thead>
<tr>
<th>Booking Session – 3 hours</th>
<th>Additional hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>£45.00</td>
<td>£15.00</td>
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</table>

All requests are considered and if shorter session is required the Headteacher can if deemed appropriate, negotiate a reduced fee to reflect the time using the premises.

APPENDIX

Hirers Checklist
Terms and Conditions – Hire of Hall – Documents required by return – Signed T&C, Signed Fire
Booking Form – Hire of Premises
Outreach Team Services SLA Flyer
Outreach Services

The skills and experience of our staff is a valuable asset to the school and although it is important we provide support and share our knowledge it is necessary for us to charge for some of these services and recover all costs as appropriate. The charges made should account for the time, resources and knowledge required to deliver services that are additional to our routine advice and support for schools.

Objectives

i) Provide the best support and guidance possible to local schools.

ii) A profit margin would be welcome although it is most important for school to recover its costs.

iii) Offer a range of packages to give our customers best value and choice.

Service Level Agreements / Orders

Services will be sold in packages as Service Level Agreements. The Service Level Agreements offered will be promoted on the school’s website and marketing literature will be distributed appropriately. Trafford will support promotion of services in their contracts online brochure. Once orders are checked out online our customers are bound by our T&C’s. Once order is processed on internal database this will trigger the processing of appropriate invoicing by the School Business Manager.

Charges

The services offered are provided on an “at cost” basis. All income received is reinvested into the department to further develop the services provided. All costs will be reviewed yearly and submitted under the service level agreements offered by Trafford. Please see flyer for package information.

Payment Method

Invoice will be issued and payment terms of 30 days from invoice date will be offered.

Cancellation Notice & Terms & Conditions

All terms & conditions will be confirmed in our annual promotional flyer and included on all invoices.
Charging for Educational Visits, Extended School Activities & Pupil Damage

The school will abide by the guidance set by The Department for Children, Schools and Families, Section 449-462 of the Education Act 1996.

No charges will be made for
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Education provided 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 the school’s basic curriculum for religious education
- Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as 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
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school*
- Examination re-sit(s)* if the pupil is being prepared for the re-sit(s) at the school
- Education provided on any trip that takes place during school hours
- 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 the school’s basic curriculum for religious education
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip
- Transport provided in connection with an educational trip.

For all school activities undertaken which are not deemed to fall within the National Curriculum (ie are Optional Extras) and costs are to be recovered by charging parents and carers we must ensure that:-

- Parents/Carers know how the charge is calculated
- Parents/Carers who may qualify for help with the cost (or even get it free) are identified
- Parents/Carers on low incomes and in receipt of benefits (see list below) must be informed of the support available to them when being asked for contributions towards the cost
- Any charge made must be divided equally by the number of pupils participating and must not subsidise any other pupil unable to pay full charge.
- No profit should be made
- Parental consent is received. It is a parental choice whether their child participates in any extra activities.

Extended Schools
Sports Activities – Where possible the school will apply for Grants to cover costs of coaching staff that provide before and after school clubs.
Clubs - Art/Cookery/Lego – All other clubs should be carried out during teaching assistant contracted hours of work therefore no additional staffing costs will be incurred. The school will therefore only ask for cost of materials to be recovered by parents/carers.

Reward Trips, Educational Visits and Residential Trips
The school will endeavour to recover 30%-50% of all costs as deemed appropriate. Educational Visits and Reward Trips organised by each class should request contribution to costs of no more than 50%. Residential Trips are organised by the administration team at the school and usually a contribution of 30% is requested for a contribution towards travel and board costs. If a family is unable to contribute or is having difficulties making payment then advice should be sought from the Headteacher. Any financial subsidy given to individual parents should be disclosed to The Governors.

The Finance Assistant will credit the appropriate costs centre in FMS and will disclose all contributions to the Governors.
Notes –

**Benefit List**
- Income Support (IS)
- Income Based Jobseekers Allowance (IBJSA)
- Support under part VI of the Immigration and asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family’s income (as assessed by Her Majesty’s Revenue and Customs) does not exceed £15,575 (Financial Year 2008/2009)
- The guarantee element of State Pension Credit; and
- An income related employment and support allowance that was introduced on 27th October 2008.

**Voluntary Contributions**
The school may ask for voluntary contributions for school activities, the school will always make clear to parents from to outset that there is no obligation to make a contribution. We would always make it clear that receiving sufficient funding is necessary to avoid activity being cancelled.
Admin Fees

Photocopying Charges
When school is asked to provide copies of pupil files a charge is applicable to cover employees’ time and resources used.
Each photocopy (print and paper) – 5pence each
Admin Time - £10.00/hour

If the information is to be posted then full recorded postage costs must be paid for.

DBS Processing for Volunteers
An administration charge of £10.00 for processing of a DBS for voluntary work is applicable. Payment should be received prior to the sending of the form to Trafford. All volunteers should read and give consent to the school's Volunteers Policy. Volunteers are responsible for covering the fees of Safeguarding training that is necessary before they can be appointed.

Mini-Bus Hire
Under the permit which the school operates we are required to run the bus on a “not for profit basis” and our charges should only cover costs.

Procedure to follow for all enquiries for hiring the mini-bus is documented in the Mini-Bus Safety Policy. The formula to use when determining the cost of hire is as follows:

- **Fuel**  Fuel charge £1.33/ltr (use rate as appropriate on day of hire) x 4.55 for gallons = £6.05 divide by average miles per gallon estimated at 23 = **£0.26 cost per mile**
- **Insurance** £1,000 / year divide by 365 days = **£2.74/day**
- **Road Tax** £168 / year divide by 365 days = **£0.46/day**
- **Road Assist (AA Cover)** £350 / year divide by 365 days - **£0.96/day**
- **Admin** – Production of forms, organising of diary etc = One off fee per hire = **£2.50**
- **Wear & Tear** – 80 pence / mile
  - MOT £40/ Inspections, Service & Repairs £1,500 – 2,000 miles/year completed
  
Expect Wear & Tear to increase as vehicle gets older or if mileage per year increases considerably.

**Damage caused by pupil to School Resources or Premises**
When a pupil vandalises equipment or the school premises the parents should be informed of the incident immediately. This should be done by a witness to the incident and preferably contact should be made by telephone. This should then be followed by a letter requesting a contribution towards costs incurred. A maximum of £10.00 can be requested. Payment by instalments should be offered with the emphasis on the pupil learning of the consequences to their actions.

**Review of Policy**
The governors will review this policy and the scale of charges annually.