

Red Barn Community Primary School

Reviewed: October 2018

Chair of Governors: Rachael Hughes

Headteacher: Sam Way

Next Review: October 2021



Charging and Remissions for School Activities Policy including Lettings Policy

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The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, trips and residential experiences can make towards pupil's personal and social education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

Under the requirements of the Education Reform Act 1988 ("the Act") the Governing Body has determined its policy for charging, and for remission of charges, in respect of educational activities which by law do not have to be provided by the school free of charge. The statement below is a summary.

Non-Charging Activities

No parent will be asked to pay for trips/activities during the normal school day that are clearly linked to the National Curriculum. A voluntary contribution will be sought from parents. No student shall be excluded by reason of inability or unwillingness to make a voluntary contribution.

If sufficient funds are not forthcoming the activity will be cancelled but this will be made clear to parents at the time of seeking contributions.

Parents will not be charged for any materials used during design technology eg cooking or art activities where the child takes home the final product.

Clubs

Clubs run by organisations using the facilities of Red Barn School for Red Barn children outside of the normal hours of teaching will not be charged. However clubs and organisations using the facilities of Red Barn School which is not exclusively for Red Barn children will be charged.

Music Tuition

Individual music tuition provided by a peripatetic teacher will be charged. However, in certain circumstances where a child from a low income family has demonstrated an interest or a talent for music, the school will subsidise these lessons from the main school budget or when a child eligible, from Pupil Premium funding.

Residential

Parents will be charged for board and lodging on residential trips and a voluntary contribution towards daily activities. No student shall be excluded from attending a residential trip by reason of inability or unwillingness to make a voluntary contribution towards daily activities.

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Breakages and Damages

The Governors expect that parents will pay for the cost of repairing school property (books, furniture, etc) or buildings (windows, doors, etc) damaged or defaced as a result of their child's behaviour.

LETTINGS POLICY

1. Procedures for Arranging a Hire.

- Any person interested in hiring any of our school facilities must complete an application for hire of school facilities.
- All prospective hirers will also receive a copy of the conditions for hire, determined by governors, and must accept them by signing the hire agreement. This signature will be deemed to be acceptance of the hire conditions.
- All hirers need to sign the hire agreement form in order to be covered by the County Council's public liability insurance policy. This condition applies to both daytime and evening use. It is still necessary when the letting is "free" or subsidised. E.g. PTFA use.
- All hire applications will be considered as quickly as possible and prospective hirers will be informed in writing whether their application was approved.
- Hirers will be given a summary of the County Council's insurance policy for community use. Hirers must possess appropriate insurance for the activity undertaken.

2. Diary of Hires

- A Diary of Hires is completed and held at the school as a record of all use of the school for non-school activities. Full details of the part of the premises used, the duration of hire, charges to be made, date of payment due and invoice and receipt numbers are recorded.

3. Cancelling a Hire

- Every effort will be made to give at least four weeks notice of cancellation. However the school reserves the right to cancel any hire without notice; for example when a pitch is rendered unfit for use as a result of inclement weather.
- The hirer must give at least 4 weeks' notice of cancellation to the headteacher, acting for the governors. If any shorter period of notice is given,

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the governors reserve the right to pass on to the hirer any costs unavoidably incurred.

4. Site Manager Services

- Where use of facilities takes place outside the normal hours of duty of the Site Manager, overtime payments will be made. The governors may use recognised keyholders to take care of the security of the building when the Site Manager is not available for lettings. This will always be agreed by the Headteacher in consultation with the Site Manager. The person responsible for security will be informed of the exact extent of the facilities authorised for use by each hirer and the approved time of use.

5. Use after 10.30 pm

- Activities will normally finish by 10.30 pm. Approval beyond this time may be given at the discretion of the governing body.

6. Safety

- Certain rooms in the schools have a stipulation on numbers. Hirers will be given guidance on the maximum number of people that can be safely accommodated in the hall facilities.
- In relation to activities for children, there must be sufficient adults present to be in full control of the children throughout the whole of the period during which they are on the school site. The Headteacher is responsible for ensuring that the person(s) running the activity is both technically competent to run the activity and suitable to be responsible for children, including DBS checks as appropriate. The Headteacher is advised to retain a copy on file of any qualifications, references etc.

7. Restrictions relating to specific facilities

- A breakfast and after school club will operate in the school throughout the school year.
- The availability of playing fields shall be dependent on their fitness for use at any particular time.

8. Educational Equipment

- If during use any damage is done to educational equipment, the hirer shall be asked to meet the costs of repair and replacement. Accidental damage may be covered by the County Council's insurance for community use, but the hirer must meet the first £100 of any claim.

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- Approval to use educational equipment (pianos, projectors, apparatus etc) must be agreed with the Headteacher.

9. Restrictions relating to specific activities

Approval must be given by the governing body for the following:

Consumption of alcohol

- The Headteacher must ensure the hirer has obtained a licence from the local Clerk to the Justices if they wish intoxicating liquor to be sold.
- Approval must be acquired if alcohol is being brought onto the school site.

Gambling

- Approval is required for all gambling activities other than Bingo.

No approval will be given for the following:

Smoking

- The school operates a strict No-Smoking policy and smoking will not be permitted either inside the school building or on any part of the school grounds.

10. Charges for the use of school facilities

Charges for use come into three categories:

- Subsidised community groups
- Other community groups (non profit making)
- Profit making groups

All charges will normally be made according to the county's recommended charges. Variations may occur depending on specific circumstances. As a general rule the charges will be as follows:

During school hours: £10.00 per hour

After school hours: £12.00 per hour

Weekend hours: £15.00 per hour

Normally the following costs incurred by the schools are taken into account when assessing the final lettings cost:

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- Energy costs – (1% of budget represents 50 hours of use).
- Wear and tear costs of £30 for some 100 hours use of facility by a community group.
- Replacement costs of equipment if used (30p per hour).
- Site Manager overtime costs.
- Administration and management costs (£2.50 per hour).

Individual circumstances may be taken into account when considering the appropriate charge.

Facilities are normally available to the hirer 10 minutes before the hire period commences until 10 minutes after the hire period ends. If a hirer needs longer than this, he or she will need to increase the booking times so there is time for setting up the room and clearing away afterwards. Residual periods of less than half an hour should be charged as half an hour.