

CHARGING AND REMISSIONS POLICY

The Governing Body endorses the policy of Wirral Council with respect to charging for school activities. Details are published on the council's website: <https://www.wirral.gov.uk/my-services/childrens-services/education-and-learning/extra-curricular/charging-clubs-and-activities>

The Governing Body at Raeburn believes that education in our school should be free and that no pupil's education should be affected by their parents being unwilling or unable to pay towards the costs of education.

TRIPS AND VISITS

Parents may, however, be asked to make voluntary contributions towards the cost of a trip or visit. Trips and visits form an important part of the curriculum offered at Raeburn and it is hoped that parents will feel able to support the school in its efforts to provide a full and interesting curriculum for all of its pupils. If the contributions made are not sufficient to enable a planned trip to take place, the Headteacher may cancel the trip or make such changes to the organisation of the trip as she thinks necessary.

[All trips and visits will be organised under the direction of the Headteacher and in accordance with the guidelines issued by the LA (circ. 1/86). School visits, which involve hazardous or overnight stays, will only take place with the approval of the Governing Body and LA. Teachers organising such trips will be responsible to the Headteacher at all times.]

Charges will be made to cover the costs of board and lodging on residential trips. However, parents will not be charged for board and lodging if their child is entitled to free school meals, or where school is aware that they are in receipt of Income Support or Working Tax Credit for any part of the period when the trip takes place.

We will not charge parents for staff costs or for the cost of materials at residential centres and will not charge for travel to and from outdoor centres if the visit takes place during school hours. However, we will charge for travel if the visit is an optional extra. There will be a charge for board and lodging at the LA's centre (Oaklands), but a grant is payable to families in receipt of Income Support, Working Tax Credit, Disability Working Allowance or income-based Jobseeker's Allowance when the visit takes place.

CURRICULUM COSTS

Where pupils are making a product in class, parents may be asked for payment or materials/ingredients if they have said they want to own the finished product. Parents will be asked before an activity is undertaken whether they will wish to purchase the final product.

Parents may be asked for a payment towards the cost of repairing or replacing any part of the fabric of the school, or any item of school property, which has been damaged or lost as a result of their child's actions.

Parents may be charged for 'optional extras', that is activities which are provided mainly out of school hours and which are not part of the school curriculum. If parents would like their children to take part in such activities but are unable to meet the full cost, financial assistance may be available. The Headteacher is happy to talk to parents in confidence about the possibility.

Parents will only be asked for examination fees in the circumstances outlined in the Authority's Policy Statement.

INSTRUMENTAL MUSIC TUITION – EXTERNAL PROVISION

Parents will be charged at the rate set by individual Music teachers, the cost will be dependent on whether an individual or group lesson is taken. Children entitled to free school meals will be entitled to receive a group lesson free of charge. This subsidy also applies to Looked After Children. For individual lessons, the difference between that and the group lesson will be charged.

AFTER SCHOOL ACTIVITY - COACHING (football, judo club etc.)

The coaching company will be asked to contribute to the hire of facilities (prorate as per schedule of charges). For those children who have registered to take part, individual payments are made by parents/carers direct to the company/coach name.

SCHOOL LUNCHES

All pupils in Years F2, Year 1 and Year 2 are entitled to a free school lunch (Universal Infant Free School Meals)

Pupils who meet the criteria & have been awarded entitlement to free school lunch are also entitled to a free meal.

All other pupils are charged at the current rate as detailed in the schedule of charges document. Payment should be made in advance, by Tuesday for meals the following week.

Adult meals are charged at the current rate as in the schedule of charges document.

SCHOOL MILK

School milk is administered by an external provider, 'Cool Milk at School Ltd' Payment for milk is made directly to the company.

Milk is free for children who meet the criteria & have been awarded entitlement. Milk is also free for children up until their 5th birthday. All other children are charged at the current rate as in the schedule of charges document.

LETTINGS

Lettings are charged at the current rate as in the schedule of charges document.

Schedule of charges to be agreed annually at finance governing body meeting.

LETTING POLICY

Requests for the Letting of Premises

The Governing Body will consider requests to use the school premises or grounds by a group or individual. If the request is considered acceptable, the school should send the prospective hirer an application form together with the Conditions Governing the Hiring of Educational Premises, the Hire Charge Schedule and Code of Conduct (copies enclosed). The school may also send the hirer a list of the charges for the different sorts of accommodation.

The Application Form

The application form is to be completed by the hirer and returned to the school. The school should check that all parts of the form are complete and ensure the hirer has signed the form. If the school agrees to the hire then it should write to the hirer and inform him/her of the cost.

Although the school may decide not to charge PTAs for the use of facilities, it is still important that they complete an application form for insurance purposes.

Conditions Governing the Hiring of School Premises

This document is very important as it establishes the conditions under which the hirer has hired the school premises and the following advice on the conditions is provided for your information.

(i) **Damage to Authority Property**

This condition places the responsibility for the proper use of the premises and property and for the conduct of the people using the premises in connection with the hiring. Any expenses due to damage caused by the hirer can be claimed by the Authority and therefore the hirer is advised to take out Public Liability Insurance. Although it is the responsibility of the hirer to take out the insurance cover, the Headteacher, under certain circumstances, may feel there is good cause to insist that insurance cover is necessary. It should be noted that many clubs and organisations already hold a policy that covers hiring of premises.

(ii) **Loss or Damage of Private Property**

The condition is self explanatory

(iii) **Charges**

It is up to the school Governing Body to establish the charges for the hiring of the premises and to decide if it is necessary to charge for additional cleaning or repair which arises from hiring. It is suggested that a list of charges be prepared and that this be sent to the hirer when sending out the application form.

It should be noted that if the hirer wishes to use the Kitchen facilities, then a charge will be made for such use and this will be extra to the charges determined by the school.

(iv) **Cancellation**

It is up to the school to decide if it wishes to adhere strictly to the 48 hours cancellation notice but it is suggested that if any costs are incurred as a result of late cancellation that these be recouped.

The Authority's right to cancel will only be used in exceptional circumstances.

On the use of playing fields it is advisable that Headteachers take the advice of the Leisure Services staff on the conditions of the playing fields.

(v) **Licenses and Permissions**

It is the responsibility of the hirer to obtain the necessary licenses or permissions and to indemnify the school and the LA against any failure to do this.

(vi) **Use of Kitchen Facilities (Hirers)**

A charge will be levied for the hire of the kitchen, to include payment for a trained member of the kitchen staff to be present in the event of heavy kitchen equipment being used. Untrained personnel, unfamiliar with heavy kitchen equipment, may cause damage to themselves or others.

Equipment that may **NOT** be used:

- (i) refrigerator
- (ii) freezer
- (iii) electric mixer
- (iv) electric slicing machine
- (v) sterilising sink

The hirer must supply all cleaning cloths, tea towels, hand towels and crockery/cutlery. Should any light equipment stock have been used and gone missing a charge will be levied. It is incumbent upon the hirer to clean the kitchen after use, including floors should there be any spillages. Hirers may apply for use of the kitchen by Private Caterers but must ensure that all necessary insurances exist and that all legislation governing food and hygiene is complied with.

PTAs – no charge will be made for the hire of the kitchen facilities but the Cook in Charge on the site **MUST** be informed when the kitchen is going to be used. If any heavy equipment is to be used a trained member of kitchen staff must be present and their hours of work charged for accordingly. No untrained personnel may ignite/use commercial catering equipment in the kitchens. Headteachers have a responsibility under the terms of the Health and Safety Act 1974 to ensure safe practices on their school site.

The Food Safety Act 12990 requires that food handlers be officially trained in food hygiene practices, and introduces the concept of personal liability – resulting in imprisonment or a heavy fine. PTA's should be aware of this.

General

Although it is the responsibility of the hirer to take all necessary precautions for the safety of the premises and persons thereon, the school should provide the hirer with the necessary information in order to comply with this condition i.e. the siting of fire exits, fire appliances etc.

The hirer is not allowed to sublet the premises or part thereof and this should be strictly enforced as it could have implications on the insurance arrangements that have been made.

Procedure for Charging for Hire

See attached "Invoicing the Hirer".

Keeping of Records

Application forms and related documentation should be kept in the school for 3 years after which time they may be destroyed.

CONDITIONS GOVERNING THE HIRING OF EDUCATIONAL PREMISES

Damage to Authority Property

The hirer shall be liable to the Governing Body, for the proper use of the premises and of the schools property, and for the conduct of people using the premises in connection with the hiring. The hirer shall agree to reimburse the school for any expenses incurred in consequence of loss or damage to premises, equipment, furniture, grounds, etc. howsoever caused by the hirer or by any person whom he/she has invited onto the premises. It is advised that the hirer arrange adequate Public Liability Insurance for the hiring and the Governing Body reserves the right to insist on such insurance cover for the hirer's liability under this paragraph and under paragraph 2 and 7 below.

Loss or Damage of Private Property

The hirer (to the exclusion of the Authority) shall be liable for any loss or damage to neighbouring property and to the property of persons on the premises in connection with the hiring and for any personal injuries sustained by any persons (other than injuries sustained as a consequence of the Authority's negligence). The hirer shall indemnify the Authority against all losses, claims, costs and expenses or other liability arising from such loss or damage or injury.

Charges

The charges for hiring of school premises are made in accordance with the charges laid down by the school Governing Body. Additional charges for necessary cleaning or repair may be made if the need for cleaning or repair arises from the hiring. The hirer agrees to pay in advance any charge for the hiring of the premises. Alternatively the Head of the school may in his or her absolute discretion require a deposit to be paid in advance by the hirer.

Cancellation

If a hirer wishes to cancel the hiring or vary the period for which the accommodation has been booked, notification must reach the Head of the school at least 48 hours prior to the date of the event. A charge may be made in respect of inconvenience caused to the caretaking staff if no notification is received by this time.

The school reserves the right to cancel a hiring when the premises are required for the schools own use. This right will only be used in exceptional circumstances. The school shall not be liable for any loss or expense suffered by the hirer by the exercise of this right.

In particular and as an example, permission for the use of playing fields may be cancelled if the school consider that the use would cause damage to the playing surface.

The Authority, through the Head of the school, further reserves the right to cancel the hiring and to put a stop to any use of the premises that is not properly conducted. Any use of the premises that endangers the safety of any persons or of the Authority's property may be cancelled at any time.

Licences and Permissions

The hirer shall be responsible for obtaining any necessary licences or permissions for the proposed use of the premises. In particular, licences may be required for public performances involving music, singing and dancing (Entertainment Licence), for theatrical performances (Theatre Licence) or for the sale of alcoholic beverages (Liquor Licence). If copyright material is performed or used, the licence of the owner of the copyright must be obtained.

The hirer shall indemnify the school and the LEA against any claim, costs, expenses, loss or other liability arising from any failure to obtain a licence or any infringement of copyright which may occur in connection with the hiring.

Use of Kitchen Facilities

The use of kitchen facilities is granted for the purpose of preparing, cooking and serving food and beverages with the following provisos:

- (i) No heavy kitchen equipment may be used unless a trained member of school meals catering staff is present – untrained personnel unfamiliar with heavy kitchen equipment may cause damage to themselves or others. A charge will be issued to cover the cost of staff time.
- (ii) The hirer must supply all cleaning cloths, tea towels, hand towels and crockery/cutlery. Care must be taken to ensure that all appliances and services are switched or turned off after use and that the kitchen be left in a clean condition, including the floor. A charge will be made for expenses incurred to clean up any equipment or premises.
- (iii) Certain pieces of equipment and areas are excluded from the letting – refrigerator, freezer, electric mixer, electric slicer, sterilising sink, store rooms.
- (iv) Any hirer wishing to employ Private Caterers must ensure that all necessary insurances exist and that all legislation governing food hygiene is complied with.
- (v) No unauthorised persons may enter the kitchen premises.

General

All persons who are permitted to use the school premises must undertake to allow Governors and employees of the school or LA at all reasonable times to enter and view the premises during the hiring and to ensure that arrangements have been made for the proper use and supervision of the premises including compliance with any licensing, police and fire requirements and/or regulations.

The hirer shall be responsible for taking all necessary precautions for the safety of the premises and persons thereon, including the speedy and orderly evacuation of all hired accommodation in the event of fire or other hazard threatening the building.

Exits and entrances must be kept free at all times.

The hirer shall not purport to sublet the premises or any part thereof.

The benefit of the hiring is personal to the hirer and is not assignable.

No rooms may be used except those specified in the hiring.

No ballroom or floor polish may be used on floors except with special permission. Appropriate footwear must be worn for activities that might otherwise damage floors.

No litter may be left on the premises.

Signed _____

Date _____

APPLICATION FOR THE HIRE OF EDUCATIONAL PREMISES.

Name and Address: _____

Telephone number _____

This application is made on behalf of _____
(Club/Organisation)

I apply to use: (Please tick as appropriate)

☐ ☐ Hall ☐ ☐ Playing fields ☐ ☐ Playground

☐ ☐ Classroom ☐ ☐ Premises & Grounds (eg. Garden Fete)

☐ ☐ Kitchen facilities (tea/coffee)

For (Event or Activity) _____

at Raeburn Primary School

Dates required _____

Time: From: _____ To: _____

My estimate of the number of people who will attend is: _____

I have received the conditions relating to the hire and wish to hire the premises on these terms:

Signed: _____ Date: _____

Hirers are advised that it is in their interest to ensure that they have public liability insurance cover. Many clubs and organisations already hold a policy that covers hiring premises.

This form should be returned to the Head of the premises concerned.

For Official use only

Head's remarks: _____

Signed: _____ Date: _____

INVOICING THE HIRER

Introduction

Invoice Request Forms are used to bill all external clients of the Authority and schools that operate the Local Cheque Book Scheme.

Once an invoice is raised and processed through the Financial Information System (FIS) income is credited directly to the school regardless of whether the payment has actually been received.

Recovery of the cash is dealt with by the Sundry Debtors Section which involves a series of reminders and if appropriate legal action from the Borough Solicitor.

If a debt is declared irrecoverable the invoice will be “written off” against the code credited with the income originally.

The recovery of any invoice raised will depend on how promptly it was raised and the details taken from the hirer – **care taken here can save money.**

School Lettings

The first decision the school must make is to invoice the hirer the full cost in advance or exercise their right to accept a deposit.

The choice will depend on the nature of the hire. It may not be practical for the hirer to pay the full cost in advance for some reason (ticket sales etc.) and the school may opt for a deposit to avoid losing the booking.

How much the deposit should be is up to the school to decide.

It is worth considering that if the booking is cancelled within 48 hours the caretaker can claim the hours involved so it would be wise to cover this cost at least.

Coding

(i) Hire of Rooms

The Hire Deposit and or the Final Cost of Hire should be coded to the School Cost Centre E2380 and one of the following subjective codes as appropriate.

8225 – Block Booking or Charity Use exempt from VAT

*8226 – Normal one off recharges including VAT.

*Please remember to code the gross amount (including VAT) the amount credited to the school will be automatically adjusted.

(ii) Kitchen Facilities

When kitchen facilities are required a deposit is to be taken.

This deposit is to cover damage to the Authority property and will be refunded providing there are no breakages.

The deposit should either be included on the Hire of Rooms deposit invoice or the full payment in advance invoice.

The code to be used is the School Cost Centre E2380 and subjective 8455 (kitchen facility hire).

If a deposit invoice has been raised the kitchen facility hire deposit should be deducted from the final invoice.

If the hire has been paid in advance in full, the fee should be refunded from Petty Cash. You may wish to use the school fund if a cheque is required and then use the Petty Cash fund to reimburse it.

Please contact Internal Audit, Finance Department if you have any problems executing this refund.

N.B. Kitchen Facilities Deposit Refunds are to be coded E2380 8455

(iii) **Hire Charges**

Hire charges plus any staff costs will apply to external hirers only. PTA, PAs and other school-based hirers would **NOT** be required to pay a hire charge and will pay for staff costs only. (Staff costs will be based upon current rates for a Cook in Charge).