




Evelyn Street Primary Academy

Charging, Remissions and Lettings Policy

Ratified: July 23

Next Review Date: July 25

Policy Responsibilities and Review

| | |
|----------------------------|---|
| Policy type: | School |
| Guidance: | |
| Related policies: | Curriculum Vision Statement |
| Review frequency: | Annually |
| Committee responsible: | |
| Chair signature: | Mr N Spencer  |
| Changes in latest version: | <p>Feb 2023 Charging & remission Policy Merged with Lettings Policy</p> <p>Reviewed April 23 Additional checks for hiring council buildings to be made under the Prevent Duty following guidance from the Home Office and Warrington LA.</p> <p>July 24 – Reviewed hourly caretaking rate updated</p> |

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Rationale

In accordance with the Education Reform Act 1988 the policy of the Local Governing Committee of Evelyn Street Primary School is to ask parents to make a voluntary contribution to each fieldwork visit organised. (This does not apply to board and lodging for residential fieldwork visits.) When teachers arrange educational visits for their class or group of children an amount will be suggested to cover costs only.

The lettings element of this policy (Appendix 1) refers to charges made for the hire of the school premises to external agencies.

Purposes

- to help our pupils to develop their knowledge and understanding of the world by maximising on visits and other resource stimuli to support their learning
- to inspire, motivate and excite our pupils, building on their enjoyment through a variety of educational experiences, visits and visitors, to support their learning
- to help our pupils to maintain their own and each other's self-esteem
- to present opportunities for our pupils to explore their feelings, attitudes and needs
- to help our pupils to develop their knowledge and understanding of themselves
- to encourage the development of personal and social skills which enable children to begin responsibility for their behaviour and health
- to encourage our pupils to participate in healthy activities
- to encourage participation by the 'whole' school community, including pupils, teaching and non-teaching staff, parents and local governing body
- to promote a quality of opportunity for all pupils irrelevant of their age, race, religion and social economic background
- to ensure the wellbeing and safeguarding of all our pupils

Broad Guidelines

1. The following statement in accordance with legal requirements will appear in all letters informing parents about visits out of school where there is a cost involved.

"We are asking for contributions of £ _____ per child. There is no obligation for parents to contribute and your son or daughter will not be treated differently whether you contribute or not. However, I am sure parents will realise that if sufficient resources are not available for the visit then the visit will have to be cancelled."

If parents have concerns with this regard please contact school to make an appointment with the Head Teacher.

2. The Local Governing Body may ask parents to pay for damage to property or school equipment where this has resulted from pupil's social behaviour. Parents may be request on occasions to pay a nominal amount for books or resources that are lost or damaged accidentally.
3. Items of school uniform are obtained via Touchline. A list of items for sale is also available.
4. There is a charge for school meals which is in line with the charges from the Education Authority. Children pay via Parentpay the cashless catering system. The charge at present is £2.40 per day. There is assistance for families that need help with school meal payments. The Education Office at Warrington Borough Council can provide further information if required. Children that do not have a credit balance on their Parentpay account or do not bring a packed lunch on the day will be provided with a school meal and charged accordingly. School will notify parents their account is in debt and payment must be made the following day.
5. A child is never excluded for personal financial reasons however; a trip can only go ahead if the school receives voluntary contributions from parents to cost the cover of the cost of the fieldwork visit.
6. The school will make a nominal charge for photocopying information that is available in accordance with the Freedom of Information Act 2000. This charge will cover the cost of photocopying and paper used. This charge may vary from year to year, the current charge is 15p per copy.

| School Visits | LEA Charging Policy | Funded by: |
|--------------------------|---|-----------------------------------|
| Non Residential | | |
| (a) in school hours | No charge | School or voluntary contributions |
| (b) outside school hours | Full charge | Parents or School |
| Residential | | |
| In school time | (i) No charge of for incidentals including transport. | School or voluntary contributions |
| | i) Charge for board and lodgings* | Parents or School |

Appendix 1.

Lettings

1. Rationale

The Governors acknowledge the opportunity to maximise cash income to the school by the appropriate profitable letting of the school premises together with their responsibility to facilitate social and extra- educational activities for the children of the school and residents in the area.

The purpose of the Letting Policy is to establish the school Governors' criteria for letting of the school premises, the categories of prospective hirers and the scale of charges. The accompanying conditions of hire agreement provides more details of the responsibilities of the hirers and must be read alongside this policy.

1. The Lettings Policy

The Governors will consider applications for hire of the school premises that fulfil one or more of the following criteria:

- Lettings for the use of school support organisations e.g. Parent Friends Association and affiliated activities.
- Lettings that deliver, in the opinion of the Headteacher, appropriate educational benefits to the children of the school.
- Lettings that deliver a social benefit to the children and/or parents of the school.
- Lettings for local community activities.
- Lettings for commercial ventures.

In considering applications the Headteacher will need to be satisfied that the school premises are suitable for the intended purpose of the let and that the intended activity does not, in the opinion of the Headteacher, conflict in any way with the normal routine or ethos of the school, or the comfort of the staff and pupils.

Hiring Conditions

Evelyn Street Primary School is committed to supporting the Governments Prevent strategy by following our safeguarding policy. We will not hire or let the school to any party, individual or group that we feel would be in conflict with our duty under the Prevent Strategy.

Applicants will be screened in line with the Prevent Strategy and agreements will be terminated if there is any breach

The Hirer acknowledges that the (name of organisation) has a duty under Section 26 of the Counter Terrorism and Security Act 2015 in the exercise of its functions to have "due regard to the need to prevent people from being drawn into terrorism" (the "Prevent Duty"). The Hirer shall ensure that it uses (venue name) in such a way as to satisfy the Prevent Duty.

The Hirer must ensure that the venue is not used by any groups or speakers in support of any extremist ideology.

We will assess what we have been told under GDPR (UK data protection), any searches we complete will be managed appropriately and sensitively ensuring data sharing agreements are adhered to. We will take reasonable steps to avoid committing an offence under either Civil or Criminal Law, this is known as 'due diligence' by carrying out appropriate checks that any individual or groups are not holding or are associated with extremist views.

1. We may conduct an 'open-source internet search' for any information regarding the event/individuals/ organisation:
2. We may check the organisation/group/individual's/key speaker's websites is up to date, the phone number and address the same as the details we have been given
3. We may check if there any blogs, posts, video clips, or articles about the organisation/group/individuals
4. We may check if there any evidence or information to suggest that the organisation, individual or group has promoted messages of hate or intolerance towards any groups that are protected under the Equality Act

Prospective hirers must confirm in writing that they and or their company, are fully compliant with the current KCSIE (keeping children safe in education) guidance and that they follow Safer Recruitment and Vetting practices as outlined in the current KCSIE guidance (Section 3). Without a written undertaking we are unable to enter in to any lettings agreement.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1101454/Keeping_children_safe_in_education_2022.pdf

Please note if an application for a let is refused any decision of the Governors will be final.

2. Application for Hire of the School Premises

Applications by prospective hirers must be made in writing to the Headteacher and must include the following information:

- The identity of the intended hirer and if appropriate the hirer's agent.
- The intended purpose for the hire of the school premises.
- The school facilities required. (Note: the use of the school kitchen ovens and hobs will require the attendance of the school cook at a cost extra to the standard letting charge.)
- A charge will be made for the caretaker for opening and/or closing the school and any cleaning required as a result of the activity.
- The number of persons to be on the school premises during the hire period.
- The intended hire period.
- The charge, if any, to be made by the hirer for the intended activity.

(In the event that the intended hirer requests a discounted or fully abated Let fee - see paragraph 4 below - the Head Teacher WILL require specific information relating to the financial basis of the underlying undertaking.)

- Confirmation that any necessary Licenses, Insurances etc. for the activity have been/will be obtained before the commencement of the let.

3. School Letting Charges

The charges for hire of the school premises are set out in **Appendix A attached** and are the recommended by the Governing Body.

It is a condition of the letting agreement that in the event of activation of the school alarm resulting from incorrect setting of the alarm by the Hirer when locking up at the end of the Let or activation by way of the premises being left inadequately secured by the Hirer at the end of the Let, then the Hirer will account to the Governors for any costs resulting from the alarm activation.

Discounted or abated Letting Fees

When setting the charge for an agreed letting in accordance with the rates in Appendix A the governors will consider discounting or abating at their absolute discretion the scale fee for those applications that fall within the categories listed at **paragraph 2** above.

When a Letting fee discount or abatement is requested and/or is thought to be appropriate the Governors' decision regarding the Letting fee will be determined by reference to the following:

- will the Letting result in any intrusion upon normal school activities?
- will the charging of a Letting fee adversely affect the viability of an educational or a community use project?
- will the Letting require use of school equipment?
- any extra costs incurred by the school in respect of the Letting such as caretaking, cleaning.

Refer to paragraph 3 regarding the use of school ovens

Payment of Letting charges

For one-off lettings the agreed fee must be paid to the Headteacher at least **7 days in advance of the Letting.**

For repeat Lettings the agreed fee must be paid to the Headteacher at the **beginning of each half term in advance.**

APPENDIX A

| | <u>Community Use</u> | <u>Commercial</u> |
|--------------------------------|---|-------------------------|
| | <u>Use Per Hour/Session</u> | <u>Per Hour/Session</u> |
| Use of the school hall | £10.00 | £15.00 |
| Use of a training room | £10.00 | £15.00 |
| Use of school field | Per season/Per team (1 session a week) £400.00 | |
| Use of school field daily rate | £35 (Toilet facilities extra) | |

These rates do not include any element either for caretaking or use of the school ovens that require the attendance of the school cook.

- ❖ **Current caretaker hourly rate of pay (as at April 2024) £14.84**
- ❖ **Current cleaning hourly rate (as at April 2024) £14.84**
- ❖ **Refreshments can be provided on request and will be invoiced separately**

Letting Agreement

I, _____ as a representative of _____

(Company/Organisation) agree with the conditions outlined in Evelyn Street Primary School's Letting Policy and conditions of hire agreement.

We agree to pay a sum of £ _____ over a period of _____ months from _____ to _____ (month and year) to hire the

Signed _____ Date _____

Name in Capitals

Please sign both copies – keep one and return the other to school.

APPENDIX B

HEALTH & SAFETY INDUCTION CHECKLIST MUST BE SIGNED

HEALTH & SAFETY INDUCTION CHECKLIST EXTERNAL PARTIES

| USEFUL CONTACTS | | | |
|------------------|--------------|-------------|--------------|
| CARETAKER | CHRIS GREEN | 07756674936 | OUT OF HOURS |
| HEAD TEACHER | LOUISE SMITH | 07817136071 | |
| BUSINESS MANAGER | EMMA LEIGH | 07834838146 | |

REGISTERS

You are responsible for keeping your own register and ensuring any person connected to your organisation on site has signed in.

FIRE

- Sound the alarm at the nearest break glass point
- The fire brigade will be alerted by ADT directly on the alarm sounding
- Exit via your nearest exit
- If your sole means of escape is blocked by fire – If you have had appropriate training **AND ONLY IF IT IS SAFE TO DO SO**, attempt to tackle the fire using the portable firefighting equipment available in line with the manufacturer's instructions.
- Take Register and ensure everyone is accounted for.
- Notify Head Teacher of incident.

DO NOT ATTEMPT TO RE-ENTER THE BUILDING FOR ANY REASON UNTIL THE FIRE BRIGADE HAVE GIVEN THE ALL CLEAR

RISK ASSESSMENTS

You are responsible for providing your own risk assessments for the activities you undertake whilst on site. Any other risk assessments for the building are available from the main office upon request.

FIRST AID

You are responsible for ensuring you have adequate first aid trained staff whilst you are on site. First Aid equipment is available in the community kitchen area should you need it.

ASBESTOS

This site has an Asbestos Management plan. You are responsible for reading the plan and ensuring you are aware of any areas that contain Asbestos and if you are likely to disturb any areas whilst on site.

LOCKING UP PROCEDURES

In the event you are responsible for the closure of the building and have been given a key, you must ensure you have secured the site when you leave and left the building in the condition you found it. You must not give the keys to anyone else or allow any other person to lock up on your behalf unless we have been notified in advance.

I CONFIRM I HAVE READ AND UNDERSTOOD MY RESPONSIBILITIES REGARDING HEALTH AND SAFETY WHILST ON SITE.

Signed _____ Date _____