

St. Paul's Catholic Primary School

Part of Bishop Bewick Catholic Education Trust



Growing in God's Love to Be the Best We Can Be

CHARGING & REMISSIONS POLICY



Approved by:

Governors

Date: 5th Dec 2023

Last reviewed on:

Dec 2023

Next review due by:

Dec 2025

As a Catholic School we have the Catholic mission at the core of everything we do. Everyone in school is expected to actively follow and live out our mission statement: "Growing in God's Love To Be The Best We Can Be."

We know that God made us all and that we are all equal. We strive to live out our core values by having FAITH, showing RESPECT, developing RESILIENCE and achieving HAPPINESS.

1. Introduction

1.1 Sections 449-462 of the Education Act 1996 sets out the law on charging for school activities in schools maintained by local authorities in England. Academies (including free schools, studio schools and university technical colleges) are required through their funding agreements to comply with the law on charging for school activities. Further information is given in section 7.5 of the *Governors Handbook* and the DfE guidance document "Charging for school activities" of May 2018.

The Governing Body of St Paul's Catholic Primary School recognises this requirement and advice and is committed to the general principle of free school education. It recognises the valuable contribution that a wide range of activities, including school visits, residential experiences and clubs, can make towards all aspects of a student's education.

The Governing Body reserves the right to make a charge for the following activities which may from time to time be organised by the school. The purpose of this policy is to ensure that there is clarity about the items which the school will provide free of charge and the items for which there may be a charge.

All members of the community are given equal opportunities in line in line with the Single Equality Duty.

2. Definition

2.1 The school day is defined as: 08.50hrs to 12.15hrs, 13.00hrs to 15.00hrs. The midday break does not form part of the school day.

3. Responsibilities

3.1 The Head Teacher will ensure that staff are familiar with and correctly apply this policy.

3.2 The *Governors* will review this policy annually.

4. Policy statement

4.1 During the school day all activities that are a necessary part of the new National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument (see also section 9 below).

4.2 As a general rule, unless the teaching is an essential part of either the Foundation Stage Curriculum, new National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge.

4.3 Voluntary contributions will be sought for activities during the school day which entail additional costs, for example field trips. In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. [If insufficient funds are available it may be necessary to curtail or cancel activities.]

4.4 From time to time we may invite a non-school based organisation such as Theatre Alibi to arrange an activity during the school day. The school may pass on a proportion or all of the costs of such events to parents, who may, if they wish, ask the Head Teacher to agree to their child being absent for that period.

5. Optional activities outside of the school day

5.1 We may charge for optional, extra activities provided outside of the school day, for example Breakfast Club, Chill Club and After School Activities. Such activities are not part of the Early Years Curriculum, National Curriculum or Religious Education nor are they part of the school's - Charging and Remissions Policy. Where we wish to charge we will tell parents in advance. Where specific funding has been received to support particular activities we will subsidise the charge to the extent permitted by the funding.

6. Education partly during the school day

6.1 If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the greater proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

7. Residentials

7.1 Charges will be made for board and lodging, reductions can be applied for pupils whose parents are in receipt of eligible benefits such as Pupil Premium (see section 10. below).

7.2 Other charges will be made to cover the actual costs of any activities, as appropriate. In such cases parents are invited to ask if they wish to know how the charges were calculated.

8. Calculating Costs

8.1 When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred divided by the total number of pupils participating. There will be no levy on those who can pay to support those who cannot or will not. Support for cases of hardship will come through voluntary contributions and fundraising.

8.2 Parents who would qualify for support are those who are in receipt of eligible benefits (see section 10. below).

8.3 The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

9. Music tuition

9.1 In cases of hardship the Governors will consider in their absolute discretion the remission of fees (either in full or in part) for those pupils who they consider will benefit from such tuition.

10. Eligible benefits

- In receipt of Pupil Premium.

11. Lettings

The Local Governing Committee may let internal and external areas of the school for community and public use. The lettings fees charged will at a minimum reflect any running expenses incurred and staffing costs. Lettings and facilities hire will be in keeping with the "Lettings arrangements and conditions of use" documents below.



Facilities For Hire Information.

St Paul's Catholic Primary School welcomes community use of the school's facilities to organised groups.

*Our facilities include **Main School Hall, School Gym, Playing Fields, Car Parks, Tennis Courts, Conference Room, Home Economics Room, Music & Arts Room.***

Facilities are available until 9pm Monday to Friday with rates starting at as little £18per hour. Whether it's a regular booking you require or a venue for that one-off occasion, why not consider using our facilities.

All lettings/ hire agreements must be in keeping with our terms and conditions that all users will be required to sign. This includes a requirement to provide the following before any let is agreed:

Copy of valid insurance documentation
Copy of Child Protection policy
DBS information relating to all responsible adults.

(PHOTOS TO BE ADDED)

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FACILITIES TO HIRE AND CHARGES

| Facilities | Notes | Charge |
|----------------------|--|--------------|
| School Hall | This includes parking onsite. | £18 per hour |
| School Gym | This includes use of two changing rooms | £18 per hour |
| Playing Fields | This includes parking onsite and use of changing rooms. | £18 per hour |
| Car Park | Two car parks available front and rear of the building | £20 per hour |
| Tennis Courts | This includes use of changing rooms and parking on site. | £18 per hour |
| Conference Room Hire | Facilities available to make tea and coffee. | £20 per hour |
| Home Economics Room | Use of Gas/Electric cookers | £20 per hour |
| Music/Arts Room | Instrument hire and working space. | £20 per hour |

The facilities are normally available for use at the following times.

- **During Term Time** - Monday- Friday 4:00pm-9:00pm. Saturday - Sunday 9:00am- 5:00pm
- **Outside Term Time**- Monday- Sunday 9:00am- 5:00pm

Use of these facilities may be restricted at times, due to usage for school activities.

If you are interested in finding out more, please contact admin@stpaulslalnwick.co.uk or call 01665602547

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HIRING OF FACILITIES BOOKING AGREEMENT FOR EXTERNAL CLIENTS

| HIRER NAME/CLUB | ADDRESS |
|--|--|
| Contact Name | |
| Telephone Number | |
| Contact Number for the Date of Hire | |
| Email Address | |
| Start Date: Start Time: Estimated number involved: | Finish Date: Finish Time: Purpose of Event: Does it involve public performances? Yes/No |
| Facilities available Please tick requirements: | Description and cost of Available Facilities. |
| School Hall <input type="checkbox"/> | To hire the <i>School Hall</i> costs £18 per hour. |
| School Gym <input type="checkbox"/> | To hire the <i>School Gym</i> costs £18 per hour. |
| Playing Field <input type="checkbox"/> | To hire the <i>School Playing Field</i> costs £18 per hour. |
| Car Park <input type="checkbox"/> | To hire one <i>Car Park</i> costs £20 per hour. (2 Available) |
| Tennis Court <input type="checkbox"/> | To hire the <i>Tennis Court</i> costs £18 per hour. |
| Conference Room <input type="checkbox"/> | To hire the <i>Conference Room</i> costs £20 per hour. |
| Home Economics Room <input type="checkbox"/> | To hire the <i>Home Economics Room</i> costs £20 per hour. |
| Music and Arts Room <input type="checkbox"/> | To hire the <i>Music and Arts Room</i> costs £20 per hour. |

Please ensure if the changing rooms and/or toilet facilities are used that all lights and taps are switched off.

Additional Requirements- (Must be noted prior to booking)

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TERMS AND CONDITIONS FOR THE HIRE OF ST PAUL'S CATHOLIC PRIMARY SCHOOL ALNWICK.

All Terms and Conditions set out below must be adhered to and may not be varied without our written agreement. The "Hirer" shall be the person making the application for a letting, and this person will be personally responsible for all aspects of the letting and payment of all fees or other sums due in respect of the letting.

Status of the Hirer

Lettings will not be made to persons under the age of 18, or to any organisation or group with an unlawful or extremist background. The hire agreement is personal to the hirer only, and nothing in it is intended to have the effect of giving exclusive possession of any part of the school to them or of creating any tenancy between the school and the hirer. Persons may have to undergo, at the discretion of the Local Governing Committee, a criminal record check via the Criminal Records Bureau (DBS). If a particular letting involves contact with the School's pupils, all personnel involved must be checked against List 99 and have a current DBS check, in accordance with legislation and current DfE guidance. These checks must be made by prior arrangement with the admin team, with at least half a term's notice in advance to ensure that the checks can be carried out in time. Any adults working with the School's pupils (for example, at an after-school sports club) must be qualified through a recognised, appropriate body.

Safeguarding

As part of the St Paul's Catholic Primary School Alnwick Safeguarding Policy, we require all clubs and community users to confirm that all adults working with children have a current DBS Certificate and are able to provide details of the clubs safeguarding policy.

General

No failure or delay by us in exercising any of our rights under this contact shall be deemed to be a waiver of that right. In the event of circumstances beyond our control resulting in us being unable to provide our services, we shall have no liability in respect of any losses or damages arising directly or indirectly from such circumstances. This Contract shall be governed by the laws of England.

Statutory Legislation

St Paul's Catholic Primary School Alnwick is subject to statutory regulations, without limitation, liquor licensing, Fire Regulations, Health, Safety and Environment. Clients and their guests and any associated third parties must therefore comply with these requirements as may be directed

and enforced by St Paul's Catholic Primary School Alnwick. Any equipment brought to St Paul's Catholic Primary School Alnwick's premises by you, guests or third-party contractors will be held to comply with all statutory requirements including Health & Safety regulations and to provide liability insurance, commensurate with the risks involved.

Priority of Use

The Headteacher will resolve conflicting requests for the use of the premises, with priority at all times being given to school functions. Dates are confirmed. However, there may be days when these facilities are not available due to a 'last minute' School function and in the event of this happening; the School's Office Manager will give you at least two weeks' notice.

Attendance

The Hirer shall ensure that the number of persons using the premises does not exceed that for which the application was made and approval given.

Behaviour

The Hirer shall be responsible for ensuring the preservation of good order for the full duration of the letting and until the premises are vacated.

Public Safety

Prior to the event, the Hirer will be made aware of all health and Safety and security issues through training/induction. The Hirer will then be responsible for the dissemination of this training/information to all supervisors of the event or letting. 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 should be aware that there is no provision for spectator facilities and within the agreement there should be no spectators allowed unless there is competition under the regulations of a sporting or other body. In this situation, liability for any risk or harm to spectators will lie with the Hirer. The Hirer shall be responsible for providing adequate supervision to maintain order and good conduct, (including the receiving and dismissal of pupils/participants) and - where applicable - the Hirer must adhere to the correct adult/pupil ratios at all times. The Hirer should be aware of the Fire Safety Policy and emergency evacuation procedures. Any agent acting on behalf of the hire should be aware of all applicable public safety and security policies.

Own Risk

It is the Hirer's responsibility to ensure that all those attending are made aware of the fact that they do so in all respects at their own risk.

Damage, Loss or Injury

The School has arranged appropriate public liability insurance to cover all legal liabilities for accidents resulting in injuries to persons (including all participants in the activity for which the premises are being hired), and/or loss of or damage to property, including the hired premises, arising out of the letting. A pro-rata cost of the insurance premium has been included in the hire charge. Any damage or loss not covered by public liability insurance will be charged to the

hirer. Lettings for commercial, entertainment purposes will be subject to the hirer having suitable public liability insurance (evidence of which should be presented to School before the hiring).

Furniture and Fittings

Furniture and fittings shall not be removed or interfered with in any way. No fittings or decorating of any kind necessitating drilling, or the fixing of nails or screws into fixtures which are part of the school fabric, are permitted. In the event of any damage to premises or property arising from the letting, the Hirer shall pay the cost of any reparation required.

School Equipment

This can only be used if requested on the initial application form, and if its use is approved by the School. Appropriately qualified adults must supervise the use of any equipment, which is issued and ensure its safe return. The Hirer is liable for any damage, loss or theft of school equipment they are using, and for the equipment's safe and appropriate use.

Grounds

No Markings may be made on the grass of the school playing fields or hard areas (e.g. car parks or playgrounds) without prior permission.

Dogs

No dogs are allowed on site at any time during the hire of St Paul's Catholic Primary School Alnwick. The Caretaker will approach anyone with a dog and ask them to return to their car.

Keyholding

The buildings used and the security gates will be locked on completion of the booking by a authorised member of the St Paul's Catholic Primary School Alnwick team. Please contact the School Office 48 hours prior to your booking to arrange entry into school outside of school hours.

Electrical Equipment

Any electrical equipment brought by the Hirer onto the school site **MUST** comply with the Schools code of practice for portable electrical appliance equipment. Equipment must either have a certificate of safety from a qualified electrical engineer or be inspected by the School. The intention to use any electrical equipment must be notified on the application.

Car Parking Facilities

Subject to availability, these may be used by the Hirer and other adults involved in the letting. No guarantee of availability is given.

Toilet Facilities

Access to appropriate toilet facilities is included as part of the hire arrangements.

First Aid Facilities

There is no legal requirement for the school to provide first aid facilities for the Hirer. It is the Hirer's responsibility to make their own arrangements, such as the provision of first aid training for supervising personnel, and the provision of a first aid kit, particularly in the case of sports lettings. Use of the school's resources is not available.

Food and Drink

No food or drink may be prepared or consumed on the property without the direct permission of the School, in line with current food hygiene regulations.

Litter

All litter must be placed in the bins provided.

Intoxicating Liquor

No intoxicants shall be brought on to or consumed on the premises, unless under the direct supervision of the licensee or a senior member of staff.

Gaming

No gaming is allowed in the School, except in accordance with the Gaming Act 1968, Section 41 when Gaming is carried out as an entertainment for raising money to be applied for purposes other than private gain.

Smoking

The whole of the School premises is a non-smoking area, and smoking is not permitted. This includes the car park areas. Please ensure all your guests are aware of this condition.

Heels and Shoes

No stiletto or any type of thin heel is to be worn. Appropriate footwear should be worn for all indoor sporting activities. If activities involve outdoor use, participants should ensure footwear is cleaned before re-entering the premises.

Copyright or Performing Rights

The Hirer shall not, during the occupancy of the premises, infringe any subsisting copyright or performing right, and shall indemnify St Paul's Catholic Primary School Alnwick against all sums of money which St Paul's Catholic Primary School Alnwick 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 the premises to another person.

Charges Hire

Charges are reviewed annually and the current charge are set out in the Booking Agreement Form.

Payment of Charges

Events for one day must be paid for in advance. All other charges must be paid within one month of the issue of invoices. The Invoice will be sent to the address given on the booking form at the end of the booking period. No other payments shall be made other than through the invoice procedure. In some contracts payment in advance is required. This will be stated on the Hirers contract. In the event of late payment, St Paul's Catholic Primary School Alnwick shall be entitled to charge interest on a daily basis at 2% above base rate (Bank of England)

Variation of Scales of Charges and Cancellations

The Hirer acknowledges that the charges given may be increased from time to time (they will be reviewed by the School on an annual basis) and that the letting may be cancelled, provided that in each circumstance at least 28 days' notice either way is given. Should you cancel your booking within 7 days of the start date of your booking, there will be a 100% cancellation fee.

Termination

In the event that you become bankrupt, cease to trade, have a receiver appointed or make any voluntary arrangement with your creditors, we shall be entitled to immediately terminate the Contract by giving notice in writing to you or your representative(s).

Security

The School will hire and pay for a person to be responsible for the security of the premises before, during and after the hire, and for the cleaning of the premises after its use. This cost will be included in the charge for the letting. If no suitable person can be employed, then the letting will not be allowed or will be cancelled. Only named key holders may operate the security system. Keys should not be passed to any other person without direct permission of the Headteacher. The Hirer will only have rights of access to those parts of the building described in the letting's agreement. Any unauthorised access to other parts of the building will be deemed a breach to security and dealt with accordingly.

Right of Access

The School reserves the right of access to the premises during any letting. The Headteacher or authorised members of the School Staff may monitor activities from time to time. Conclusion of the Letting You will be responsible for ensuring the venue is left in the same condition as prior to the booking. Any damage to the venue will result in a charge to remedy the damage. St Paul's Catholic Primary School Alnwick accepts no liability for the loss or damage to any equipment or personal belongings brought onto the property by you or your guests. The use of St Paul's Catholic Primary School Alnwick's facilities is restricted to the facility booked and when on site external parties must be restricted to the areas close to the area.

Vacation of Premises

The Hirer is responsible for supervising any children taking part in an activity until they are collected by a responsible adult.

Emergency Evacuation

All hirers should be aware of the emergency evacuation points from the part of the building they are hiring and the designated assembly points. All hirers should ensure that any other responsible adults are made equally aware of these. In the event of an emergency evacuation the Hirer will be responsible for the evacuation of, and accounting for, all members and staff of the group involved. They should follow the usual emergency evacuation procedures and meet at the designated assembly points. The incident will be managed by the member of school staff on duty and the Hirer should follow the instructions of the incident manager. Following an emergency evacuation, there should not be a return to the building until an 'all clear' has been given by the incident manager. In the event of it not being possible to return, once everyone has been accounted for, they should leave the site as quickly as possible.

I hereby agree to the Terms & Conditions and I have read and understood the St Paul's Catholic Primary School Alnwick Safeguarding Policy together with the Lettings & Hire Charge Policy.

Signed:**Print Name:**

Dated

Please return the completed form, together with your payment if required, to the School Office at St Paul's Catholic Primary School Alnwick.