



Foxton Primary School

CHARGES & LETTINGS POLICY

Date:	May 2020
Reviewed by:	Laura Moran
Next Review date:	May 2021
Signed:	



1. PURPOSE

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum. However, for certain activities we may charge or ask for voluntary contributions.

The Governing Body recognises the valuable contribution that the wide range of additional activities, including trips and residential experiences can make towards children's personal and social development.

In accordance with Sections 449-462 of the Education Act 1996, the Governors have drawn up the following charging and lettings policy.

2. VOLUNTARY CONTRIBUTIONS

Voluntary contributions will be sought for activities during the school day which entail additional costs. We will ask for funds in advance of a school trip, in order to give us enough time to cancel if insufficient funds are received. The school is not in a position to be able to subsidise school trips in any significant way.

However, no individual pupil will be prevented from participating because a voluntary contribution has not been received. If a parent/carer wishes their child to take part in a trip but is unable or unwilling to make a voluntary contribution, the individual would always be allowed to take part in the trip or activity. The school's decision whether to go ahead with a planned trip would be for the whole group not individual pupils.

The costs are not calculated to include funds for those who are unable to pay and they are not calculated so that the school has excess funds.

Parents have a right to know how each trip is costed and then funded and the school will provide this information upon request. Please note that the school is not able to make a profit for education during school hours.

3. RESIDENTIAL VISITS

If the school organises a residential visit in school time, or mainly within school time, which is to provide education directly related to the National Curriculum, the same guidelines as in Voluntary Contributions is applied. We do make a charge to cover the cost of transport and or board and lodging.

As financial commitment to the costs of the trip are made in advance, we will ask for a non-refundable deposit. In the event that the trip needs to be cancelled we will try and reclaim deposits and if successful will return deposits to parents.

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The school will try to support families in financial need and they should contact Mrs Davies.

4. MUSIC TUITION

All children study music as part of the normal school curriculum. No charge is made for this.

A charge is made for individual or group music tuition (in small groups) given by peripatetic music teachers. The cost of lessons and instrument hire is determined by the peripatetic teacher.

The music service offers bursaries for pupils whose parents are in receipt of certain benefits. Please ask at the school office for further details.

5. SWIMMING

The school organises swimming lessons for children in Y1-Y4 in two separate groups. These take place in school time and are part of the National Curriculum. We inform parents when these lessons are to take place and the method of transport. We ask parents to make a voluntary contribution towards the cost of transport. We apply the same guidelines for voluntary contributions.

6. OPTIONAL ACTIVITIES OUTSIDE SCHOOL HOURS

The school can make charges for optional activities that take place outside school hours e.g. clubs, these include choir club and cricket club. Please see the school website for details.

The school currently offers a number of sports clubs led by specialist third party coaches, who are not members of the school staff. The coaches make charges for these sessions which are paid directly to them.

7. DAMAGE TO PROPERTY

The school will make a charge to cover the cost of repairs or of replacing defaced, damaged or lost property where this is a result of a child's inappropriate behaviour or damage caused at home.

If books are damaged, please let us know so that reorders can be made in timely fashion.

8. REMISSION OF CHARGES

Where the parents are in receipt of:

- Income support.
- Income based job seekers allowance.
- Income-related Employment and Support Allowance.
- Child Tax Credit – but no element of Working Tax Credit – and have an annual income (as assessed by HM Revenue and Customs (HMRC)) that does not exceed £16,190.
- If you are supported under Part VI of the immigration and Asylum Act 1999.
- Guarantee element of State Pension Credit.
- Working Tax Credit during the four week period immediately after your employment finishes or after you start to work less hours per week.
- Universal Credit worth an annual net earned income of no more than £7,400 (as from 1 April 2018).

Families can apply for Free School Meals and, if successful, the school would receive additional funding which is used for a variety of purposes – please see the school website. Some of the funding could be used to contribute to after school activities.

In other circumstances there may be cases of family hardship which makes it difficult for children to take part in a particular activity for which a charge is made. When arranging a chargeable activity, the Governing Body invites parents to apply in confidence for remission charges in part or full. The request will be considered by the Headteacher in consultation with the Chair of Governors, having regard to the availability of funding from other sources.

For more information refer to Charging for School Activities DFE 2018: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/706830/Charging_for_school_activities.pdf

LETTINGS

Applications & Charges

Applications for the hire of premises or equipment at Foxton Primary School must be made in writing on the form provided. Applicants must be aged at least 21. The scale of charges is set out on a separate sheet. A deposit of 25% of the total charges payable is due with the application and the balance must be paid no less than 14 days before the event. See also section 5, Insurance. Applications may not be made earlier than 53 weeks before the date of the hiring and are taken in the order in which they are received. In the event of a revision of the charges for the hire after the date of application and before a hiring is confirmed by the school the hirer shall pay the revised charges.

The Village Hall is unavailable to hire from the school but you can contact the Village Hall on (01223 870665) to make arrangements. With the hire of the hall there is a possibility of using the school car park as additional parking space. We would like to discourage this as there are security and health and safety risks involved. You would be asked to make payment of an additional fee for hire of the space, to sign an agreement with the school which outlines limitations and school requirements. In this situation an additional charge will be made and separate arrangements made for key collection.

There are times when equipment is hired from the school for which a small charge will be made: display boards £10, mats £10 per week are examples (blanket cost)

Any extra cleaning costs if the premises are left in a dirty and untidy state will be recoverable from the hirer.

Cancellations

The **hirer** may cancel a booking upon giving 14 days' notice in writing. Unless the room(s) or equipment are re-let the deposit will be forfeited. If less than 14 days' written notice is received and the rooms are not re-let, Foxton Primary School will retain the balance of the charges due. Foxton Primary School reserves the right by notice to the hirer to terminate the hiring at any time and return to the hirer any monies paid but Foxton Primary School shall not be under any liability to the hirer for any loss or damage he/she may sustain arising out of such a termination.

1. Insurance

1.1. The hirer shall repay to Foxton Primary School on demand the cost of reinstating or replacing or repairing any part or parts of the premises including any furniture and fittings therein contained, which shall be damaged, destroyed, stolen, or removed as a result of the negligence of the hirer or his/her invitees during the period of the hire.

1.2. The hirer shall indemnify Foxton Primary School and Cambridgeshire County Council against all claims, demands, actions or proceedings in respect of any loss, damage, or injury caused by or to any person which shall occur while such person is in or upon part of the premises or arise from any accident or occurrence which happens while such person is in or upon any part of the premises or in respect of any loss or damage suffered or sustained by any person by reason of use of the premises by the hirer.

1.3. **For non-commercial lets only**, Foxton Primary School will arrange insurance through the county council to cover:

- a. Public liability to a limit of indemnity of £2million
- b. Damage to the hired premises by fire or explosion
- c. Other negligent damage to a limit of £25,000 with an excess of £100 any one claim.

The premium for the hirer's liability insurance is 15% of the hire charge, with a minimum of £2.50 per hire. In the event that there is no hire charge the minimum premium is £2.50. All premiums are subject to Insurance Premium Tax of 12% (IP Tax levied at current rate as decreed by the Government), this will be included in the cost to the hirer. Please indicate on the hire form if this option is required.



- 1.5 Hirers who have their own insurance which cover the terms of the indemnity set in I) and II) above shall, on production of written confirmation from the insurance company or broker concerned, not to be subject to the charges in II) above.
- 1.6 Commercial lets i.e. where the hirers charges people to attend, cannot be covered by the county council's insurance. Hirers must arrange their own insurance to cover the terms of the indemnity set out in I) and II) above and must produce written confirmation from the insurance company or broker concerned.

2. Health and Safety

- 2.1 We are a NO smoking establishment.
- 2.2 There is no public telephone in the building. Hirers may wish to bring a mobile telephone.
- 2.3 All groups using the building should make themselves aware of the location of first aid materials, fire fighting equipment, fire alarm and evacuation. The Administration Officer will be pleased to give guidance on these topics.
- 2.4 Groups should ensure that any equipment that they bring into school or use at the school is safe and suitable for the use to which it is put. All electrical equipment brought on to the site and used by any group/organisation must comply with current safety regulations and have a current Certificate of Safety. The school reserves the right to inspect any equipment being used to make sure that it complies with the regulations.
- 2.5 Groups using the facilities are responsible for reporting potential hazards to the Administration Officer.

3. Licenses

- 3.1 If the event is open to the public and includes music, singing or dancing, a Public Entertainment Licence must be obtained. Application may be made to South Cambridgeshire District Council, South Cambridgeshire Hall, Cambourne Business Park, Cambridge, CB23 6EA. Applications are considered by committee and early application is advised.
- 3.2 No excisable liquor shall be sold unless an occasional license (Temporary Events Notice) has been obtained by the hirer on their behalf and the hirer shall ensure that any conditions attached to such a licence are complied with. A copy of the license shall be given to the Administration Officer at least 14 days prior to the letting and should be on display during the letting. See link for application information <https://www.gov.uk/temporary-events-notice/south-cambridgeshire/apply>
- 3.3 The hirer shall not use the premises or any part thereof for a performance for which copyright subsists without the consent of the owner of the said copyright or in any manner infringe any existing copyright.
- 3.4 If any part of the premises is to be used for purposes of gaming or games of chance of any description, the hirer shall be responsible for securing that the provisions of the Betting, Gaming and Lotteries Act 1963, the Gaming Act 1968, or any subsequent amending act are fully observed and complied with.

4. Stewards

The hirer shall provide a number of attendants and stewards as maybe necessary to secure the efficient supervision of the premises during the hiring, including:

- 4.1 The orderly and safe admission and departure of persons to and from the premises and the orderly and safe clearance of the premises in case of emergency.
- 4.2 The safety of the premises and the preservation of good order and decency therein.



- 4.3 Ensuring that all doors giving egress from the premises are kept unfastened and unobstructed and immediately available for exit during the whole time the premises are in use at Foxton Primary School.
- 4.4 Stewards must be provided by the hirer at all times during the period of the booking for. At no time must bottles and glasses be left lying about in part of the premises.

5. General Points

- 5.1 The governors reserve unto themselves and their officers, servants and agents a right of entry to every part of the premises at any time when duly authorised so to enter.
- 5.2 The wearing of footwear of any kind which is liable to cause damage to the floor of the premises is prohibited.
- 5.3 No nail or fastening (including adhesive tape) of any kind shall be driven, stuck or put into or onto any wall, partition, pillar or other fittings or furniture.
- 5.4 Parking of vehicles must be restricted to the designated parking area. The parking of vehicles on the school playground for overflow parking, may be possible but must be agreed in advance of the booking.
- 5.5 Foxton Primary School may by arrangement allow a hirer reasonable time to clear up and remove property either at the end of the hiring or on the following morning but in any event the premises must be clear of all property by **8.30am** on the morning after the date of hire. The governors do not undertake safe custody of property remaining on the school premises. If the kitchen and equipment are used they are to be left in a clean and tidy condition at the end of the function. Any extra cleaning costs if the premises are left in a dirty and untidy state will be recoverable from the hirer.
- 5.6 The premises are subject to the normal Sunday trading laws under the Shops Act 1950 and only restricted items may be sold on a Sunday. Details of these may be obtained from the District Council offices.

LETTINGS

1. Rationale

The school governors welcome the use of the school's facilities by groups within the local community. Provided there is no detriment to the primary purpose of the school and the welfare of local residents, facilities can be made available for hire. The hall is unavailable to hire from the school but you can contact the Village Hall (01223 870665) to make arrangements.

2. Equal Opportunities and Inclusion

If the village hall is hired via the Village Hall management (01223 870665) and the hirer wants to make use additional parking on the school playground – there will be an additional agreement with the school which needs to be signed to address both security and health and safety of school premises. In this situation an additional charge will be made and separate arrangements made for key collection.

There are times when equipment is hired from the school for which a small charge will be made: Display boards £10, mats £10 per week are examples.

The school governors reserve the right by notice to the hirer to terminate the hiring of equipment at any time for reasons outside the control of the school governors and return any monies paid by way of deposit or hire charge – but the governors shall not be under any liability to the hirer of any loss or damage he/she may sustain arising out of such termination.

After a booking has been confirmed and payment made, no refunds will be given due to cancellation unless there are exceptional circumstances. All payments for must be made at the time of booking.

If the school cancels the booking as a result of circumstances beyond its control, through no fault of the hirer, the whole payment will be refunded.

Other space is available for hire including the POD.

3. Hiring without charge

School clubs can use the hall up until 5pm and we do not charge for the use of the space this as it extends facilities for our pupils.

All hirers using the school facilities need to:

- have Public Liability Insurance (PLI) of minimum £2,000,000. A copy of the policy must be kept on file in the school.
- should make themselves familiar with the emergency evacuation procedures, the location of the nearest emergency exits, fire extinguishers and fire alarms.
- They should hold first aid qualifications and record using school systems. In addition, any incident details need to be emailed to the school office on the same day.

The school will not accept any responsibility for any loss, or other expenses however incurred by the hirer. The decision of the school as to whether a letting should be cancelled shall be binding on the hirer.



Acceptance: By signing the acceptance form, the person signing is acknowledging and agreeing to adhere to all terms and conditions for the use of school premises.

Signed..... Date.....

Print Name

Review due May 2021



HIRE OF SCHOOL PREMISES OR EQUIPMENT – BOOKING APPLICATION FORM

Name of Hirer:		Telephone Number: Home: Mobile:	
Organisation:		Date of Proposed Hire:	
Facilities available for hire: (please tick)	POD	Floor Mats	
	Display Boards/inc all fixtures & fittings	Car Parking on school grounds	
Please state other requirements (i.e. table/chairs, projector, interactive wipe board, tea/coffee requirements etc)			
Hours of Hire (including setting up and clearing away)	From:	To:	
Nature of function:			
Approximate number attending:			
Name & Address for invoicing purposes:			
Email address for invoice:			
<p>Insurance (please read note 1-1.6 of the conditions of hire):</p> <p>I have arranged my own insurance cover, the policy number of which is as follows:</p> <p>..... with (name of company)</p> <p><i>(a copy of the certificate of insurance must be provided to the school)</i></p> <p>I wish the school to arrange insurance cover and add 15% (plus 12% government insurance tax on premium) to the total amount, with a minimum charge of £2.50</p> <p>YES/NO * *please delete as appropriate</p>			
<p>I certify that I am not less than 18 years of age, and I have read and agree to be bound by the conditions of hire relating to the letting of the school for the time being in force, that I accept responsibility for observance of the regulations, and agree to pay on demand the letting charge.</p> <p>I hereby indemnify the Governing Body and Local Authority against all claims in respect of injury, loss or damage (including damage to the school premises) arising from this letting. In requiring this undertaking the Local Authority and Governing Body do not seek to absolve themselves or any employees from the liability as owners/occupiers of the premises.</p>			



A deposit of 25% of the total charges payable is required with this application

Please return this to the school on completion where approval will be considered.

Office Use Only

Headteacher Approval Date:

Cost of Hire	£	Deposit Received:	£	Additional Facilities	£
Total	£	Insurance Premiums	£	Balance Due:	£



LETTING CHARGES (with effect from 1st September 2020)

POD	£20 half day (9.00am – 1.00pm)* £35 full day (9.00am – 3.30pm)* Please note that lunch cannot be provided.
Display Boards	£10 blanket hire charge
Gym Mats	£10 blanket hire charge

A deposit of 25% of the total charges is required at the time of application.

Full payment is required within 14 days from the date of invoice.

*To include time for setting up and clearing away.

Bank payments to: (new details to be added)