





## CHARGING, LETTINGS AND REMISSION POLICY

<b>Date Reviewed</b>	11 <sup>th</sup> July 2024
<b>Signed Headteacher</b>	
<b>Signed Chair of Full Governing Body</b>	
<b>Date Revised</b>	Summer Term 2025

The Governing Body recognises the valuable contribution that the wide range of additional activities such as clubs, educational visits, etc. can make towards pupils' personal and social education. They also acknowledge that the use of the premises is ultimately a matter for the head teacher, but they positively encourage the utilisation of the school building and land in a manner which is consistent with the aims and purposes of the school.

Allowing the school premises to be used outside school hours is not without its costs; this policy is designed to ensure that the school is covered financially when doing so.

### **Aim**

The aim of this policy is to follow the 1988 Education Act imposed upon the Governors concerning charging for school activities and residential activities.

## **1 .Extra-curricular Charges**

### Education during School Hours

Examples:

Educational visits away from school where costs are involved such as transport and admission charges for trips to the Black Country Museum etc.

Educational activity at school not provided by the LA where the school is charged a fee, such as Language Alive or the Travelling Theatre.

Will the child be expected to take part? Normally, YES.

Are parents/carers expected to pay?

The school will ask you to make a voluntary contribution, but no child can be excluded if unable to pay. There will be no refunds issued, for example, if a child is ill on the day of the visit.

In the event of hardship, the Headteacher should be contacted. Hardship is defined as families who are eligible for Pupil Premium. Families would be in receipt of the following:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

### Education Outside School Hours (including Extra-Curricular Activities)

#### Residential Activities

"Parents can only be charged for activities that happen outside school hours when these activities are not a necessary part of a national curriculum or religious education. No charge can be made for activities that are an essential part of the syllabus for an approved examination. Charges may be made for other activities that happen outside school hours if parents agree to pay" (The Education Reform Act 1988). Activities which can be charged for are known as "optional extras".

For a residential activity taking place largely during school time, or essential to the education provided at the school, no charge may be made either for the education or for the cost of travel. However, charges can be made for board and lodging in these circumstances, except for pupils whose parents are receiving Income Support, Job Seekers Allowance or Child Tax. The Head will inform all parents of the right to claim free activities if they are receiving these benefits.

It is up to the LA or Governing Body providing the activities to decide whether to make a charge (Birmingham LA Circular 000335, "Charging and Remission Policy")

### Finances

In the event of insufficient contributions or funds being available, an activity may be cancelled and contributions returned.

Children will not be permitted to take part in any activity away from school unless parental consent has been given.

### Providing or Paying for Materials

For example- cookery, needlework, woodwork, pottery.

Will the child be expected to take part? YES.

Are parents/carers expected to pay?

If parents have indicated in advance that they wish to own the finished product, the school may charge for it.

### School Property: Damages / Losses

The Governors reserve the right to ask parents to contribute towards the cost of replacing school property lost or damaged as a result of their child's behaviour, e.g. books lost, torn or defaced, or any school property deliberately abused.

## 2. Lettings

Hiring rates legislation requires that any costs of hiring premises which are charged to the school's delegated budget must be repaid to that budget from income received, for example costs of electricity, heating and payments to staff, before allocating income to anything else. the surplus will be available for use by the Headteacher in consultation with the governors.

### Procedure

Potential hirers will be given a hire of premises letter (Appendix 1), Conditions of hire (Appendix 2) and Application for hire of premises (Appendix 3).

In addition to the hire charge, a security deposit of £150 (external areas) or £250 (external/internal areas) will be required to cover any damage, extra cleaning and additional expense that may be incurred by the school in relation to the let. This is refundable if not required and is at the discretion of the Headteacher.

Bookings and payments of all fees must be made at least 14 days in advance through the school office. Bookings will not be confirmed until payment has been received. On receipt of payment, hirers will be given a receipt and a Contract of Hire (Appendix 4).

The school's administrator will account for all monies in connection with school lettings. She will co-ordinate all correspondence and maintain all records required for lettings.

A diary of all lettings shall be kept by the School Business Manager and Premises Manager.

### Hire Periods and Charges

**3:30 – 6:00pm** – the Headteacher may enter into an agreement to let; the school premises (hall and playgrounds) by arrangement, to any group or organisation whose activities are considered suitable. Priority shall be given to groups whose activities will benefit the children of the school.

**After 6:00pm** – the Headteacher will have the authority to enter into agreements to let school premises (hall and playgrounds) between 6:00pm to 11:00pm Monday to Friday and between 9:00am to 11:00pm on Saturdays, Sundays and Bank Holidays. Any agreement to let must consider the nature of the activity proposed.

There are four distinct periods when the school premises are available for hire and the charges for each are as follows:-

1) Monday - Friday	3:30pm – 6:00pm	£35 per hour
2) Monday - Friday	6:00pm – 11:00pm	£35 per hour
3) Saturdays	9:00am – 11:00pm	£40 per hour
4) Sundays and Bank Holidays	9:00am – 11:00pm	£45 per hour

The Headteacher retains an absolute discretion as to whether any other school equipment (such as lighting, piano) shall be included in the let, and if so on what terms. Any let which includes hire of such equipment may also be subject to an additional or greater deposit.

The Headteacher or administrator shall advise the proposed hirer of the cost of the let and that additional costs will be payable if the premises are damaged or not restored to the condition in which they were originally let. Such damage or additional cost will be deducted from the deposit in the first instance with any additional sum being notified to the hirer and payable within 7 days of such notification.

The Headteacher is required to report on all lettings to the Premises Manager.

#### Insurance

All regular lets (sports clubs etc) must be insured by the provider. Activities provided by the school and supported by a member of staff are covered by the school's insurance.

An insurance premium will be charged for each occasional letting outside school hours. Payment in respect of the insurance cost must be made not less than 7 clear days before the let takes place to enable appropriate arrangements to be made. This amount is not refundable if for whatever reason the let does not proceed. The cost per letting is £5.

The Headteacher will review any changes in the insurance policy schedule annually and amend the policy as appropriate.

#### Documentation

**Insurance** - copies of appropriate insurance must be given to the school's administrator to be kept in the office.

**DBS Checks** – outside providers of after-school activities must have up-to-date DBS checks, certificate numbers and date of checks must be provided to be kept in the office.

**Licences** – A copy of any licence permissions (eg: alcohol licence) and copyright consent must be given to the school's administrator to be kept in the office. Written permission must be obtained from the Headteacher if alcohol is to be consumed on the premises.

#### Unsuitable Lets

The Governing Body will retain an absolute discretion to determine what is an unsuitable let. In all instances, the decision as to suitability will rest with the Governing Body.

The Headteacher is authorised to make day to day decisions on behalf of the Governing Body and may seek advice from the Chair of Governors and/or the Finance Committee about any aspects of implementing this policy.

#### Cases of Disorder

If a member of the party is deemed to be under the influence of drugs or exhibiting drunken behaviour or is verbally or physically aggressive, they will be asked to leave the premises by the Premises Manager, if they refuse, the police will be involved.

#### Premises Manager

The Premises Manager should be informed of all lettings, whether or not he will be on duty for the letting. If the Premises Manager is not on duty, the person responsible for supervising the letting must know the procedures to be followed in the event of an emergency, eg: the whereabouts of first aid supplies, emergency telephone, fire extinguishers and emergency exit. He/she must also know the

procedure for reporting any damage to property or premises and ensure that a report is submitted.

Where the Head teacher or Deputy Headteacher attends governor meetings or small social events, they may, if they wish to, dispense with the Premises Manager's presence, thereby avoiding such costs.

#### Security & Keys

The Head and Chair of Governors should agree on who may hold the keys to the premises.

The LA, Police, Fire and Security Services (if used) should hold the names, addresses and telephone numbers of the key holders. It is important that the correct procedures are followed or any claim on insurance could be jeopardised.

The Premises Manager should be notified if anyone (governors, Headteacher or staff) is on site outside of school hours.

#### Emergency Procedures

The Premises Manager will draw up an emergency plan for each letting and ensure that the organiser knows the location of the fire extinguishers, exits and muster points before the event takes place.

#### Site Capacities

Governors have a legal responsibility to comply with the maximum figure allowed under health and safety requirements for their premises.

The hirer must provide the administrator with an estimate of the number of people expected, if more than 200 people are on site an additional member of staff must be present.

#### Review

The Staffing and Finance committee will review this policy every two years or sooner if the need arises.

## Appendix 1 – Hire of Premises Letter

Dear

Thank you for your enquiry about hiring premises at the school. Enclosed is:-

- Application Form that you should complete and return preferably via email or to postal address above.
- The school's Health & Safety Policy & Conditions of Hire

Please read these carefully as they set out the user's and hirer's responsibilities.

### HIRE COSTS

Monday - Friday	3:30pm – 6:00pm	£35 per hour
Monday - Friday	6:00pm – 11:00pm	£35 per hour
Saturdays	9:00am – 11:00pm	£40 per hour
Sundays and Bank Holidays	9:00am – 11:00pm	£45 per hour

In certain circumstances the kitchen/canteen area may be hired for a single fee of £25 (cold preparations only) for the duration of the hire period, this will need to be discussed and agreed by the school beforehand.

If you wish to use any school equipment as part of the let, please advise us as to the proposed use and the identity and qualifications of the person who will take responsibility for the equipment. We will consider whether the equipment can be included in the let and will advise you of the extra cost, this would incur.

The school will produce a hirer's contract and you must provide the school with a copy of your own insurance documentation. A "let" cannot go ahead until we receive the completed form and issue you a Letter of Offer.

Bookings and payment of all fees must be made at least 14 days in advance through the school office. Cheques should be made payable to Rednal Hill Junior School. The security deposit is £250.

Please note that you are responsible for restoring the property to the standard in which you found it.

Please contact me on the above number if you have any queries.

Yours sincerely

Rednal Hill Infant School

## **Conditions of Hire**

### **Emergency Contact Numbers**

The hirer must provide the site with 2 emergency contact numbers.

### **Insurance**

The hirer must provide evidence of acceptable insurance.

### **Health & Safety**

The hirer is responsible for ensuring that all people using the school premises during the hire period are aware of exits and that hirer's staff know the location of the firefighting equipment. No exits or corridors may be blocked, or firefighting equipment removed.

### **Alcohol**

Alcohol may not be consumed on the school premises without the written permission from the Headteacher.

### **Licences & Copyright**

The hirer is responsible for obtaining all necessary licences and copyright consents. The governors are entitled to require proof of a licence and copyright consent 48 hours before the hiring.

Licences are required by the local authority and are usually required for:

- Any function where alcohol is sold
- An entertainment advertised to the general public, whether on payment or otherwise

Licences are not required for:

- Bazaars, jumble sales, car-boot sales, bingo etc where the proceeds are for the school
- Wedding receptions or private parties.

Copyright consent may be obtained from the Performing Rights Society by following this link: <https://www.prsformusic.com/licences>

### **Limited Car Parking**

Parking requirements to be discussed with the Premises Manager prior to agreeing the booking.

### **Smoking**

Smoking is not permitted anywhere on the school site.

### **Payment**

All fees including deposit, to be paid at least 14 days in advance (where possible).

Block Bookings: payment to be made on invoice at the beginning of each term with full payment required by the half term.

### **Fixtures & Fittings**

No fixtures or fittings or other objects shall be driven into the fabric or furnishings or affixed to them without the prior written agreement of the governors.

### **Use of Furniture & Equipment**

The movement of school furniture and equipment from room to room is not permitted, unless previously agreed in writing with the governors. The use of all equipment and apparatus is subject to the prior written agreement of Governors.

### **Hirer's Apparatus and Equipment**

The hirer shall obtain the Governors written agreement to the bringing onto the school premises of any apparatus or equipment. The hirer shall ensure that such apparatus and equipment is removed within such time as the Governors may allow. Any property not so removed may be removed by the Governors at the hirer's risk. The cost of such removal, together with any storage charges incurred by the Governors, shall be recoverable from the hirer.

### **Liability**

The Governors shall not be liable for any incidents relating to child safeguarding during the agreed let, nor for any loss or damage caused to the hirer or to any other person as a result of:

- Any failure or defect or want of repair in any of the fixtures, fittings, furniture equipment or appliances belonging to the school or LA at the school.
- Any failure or interruption in the supply of water, gas or electricity to the accommodation or any defect or want or repair in the premises or in the means of access to the premises.
- Any theft or malicious or accidental damage to or loss of any property of any person taken or left at the premises.

### **Numbers**

The hirer must provide the administrator with an estimate of the number of people expected.

### **Behaviour**

The hirer is responsible for ensuring good order is maintained throughout the period of hire.

### **Advertisements**

No advertisements, emblems or slogans shall be displayed outside the school premises without the prior written permission of the Governors.

The hirer shall remove from inside the premises any advertisement, emblem or slogan if, in the opinion of the Governors, it is unlawful, unseemly, likely to lead to a disturbance or expose the premises to undue risk of fire.

### **Right of Entry**

The Governors, the Head teacher, Leadership Team and others appointed by the Governors, shall have right of entry to the premises at any time during the hiring.



### **Reporting Damage**

Any damage to the premises or its content by the hirer must be reported on the day of the hire to the Premises Manager or person from the school supervising the letting. This must be followed by a written report on the damage caused.

### **Condition of Premises**

The hirer is responsible for leaving the premises in the same condition as they were before the hire and for ensuring that everything is clean and tidy.

### **Cancellation**

**Occasional bookings:** the hirer to give at least 10 days' notice of a cancellation.

**Block Bookings** (of a term or longer) at least two months' notice of cancellation to be given by the hirer or Governors.

In the event of the booking being cancelled with undue notice, the Governors shall be under no liability to refund any payment made for hiring or to compensate the hirer or any other person for any loss or damage sustained in consequence of the cancellation.

### **Guidelines for Children's After-school Activities Hirings**

- There should be a minimum of two responsible adults present at a ratio of one adult to 10 children.
- The children should not be left unsupervised at any time.
- The children must all be collected at the end of the session or written confirmation that they are safe to walk home alone must be kept by the hirer. If any parents or carers are late in collecting their children, it is the responsibility of the leader of the session to contact them. If this is not possible, they must contact a member of the school staff.
- No child should be left in school unaccompanied.
- An arrangement for collection for walking home must be made.
- Only the areas requested in the application form are to be used during the let.

### **Failure to abide by the Conditions**

If, during the period of hire, any authorised member of staff who may be present is of the opinion that any of these conditions have not been complied with or that disorder, damage to property or an illegal act has taken place or is threatened, that person may summarily terminate the hiring by oral notice to the hirer, or (in his/her absence) to any other person or persons apparently in control of the proceedings, whereupon the premises shall be vacated forthwith. The police will be immediately notified if there has been a serious breach.

### **Additional Conditions**

The Governors reserve the right to impose additional conditions to those described above as and when they consider it appropriate to do so.

## Appendix 3 – Application for Hire

### APPLICATION FOR HIRE OF PREMISES

\_\_\_\_\_  
Name of Hirer: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone No: Home \_\_\_\_\_ Work \_\_\_\_\_

Area of Hire: Playground/Field/ Main Hall/ Other (delete as appropriate)

If "Other" please state \_\_\_\_\_

Date of Hire: \_\_\_\_\_

Time of Hire: From \_\_\_\_\_ To: \_\_\_\_\_

Emergency Telephone Numbers:  
Name \_\_\_\_\_ Phone No: \_\_\_\_\_

Name \_\_\_\_\_ Phone No: \_\_\_\_\_

I have read and understood the Health & Safety Policy and accept full responsibility for the health and safety of those using the premises during the hire period.

Signed \_\_\_\_\_ Date \_\_\_\_\_

## Appendix 4 – Contract of Hire

### CONTRACT OF HIRE

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Dear

This is to confirm that we have agreed to hire out the following facility/facilities (delete as needed)

Playground

Field

Main Hall

Other

Date(s) of Hire: \_\_\_\_\_

Time of Hire: From \_\_\_\_\_ To: \_\_\_\_\_ number of hours \_\_\_\_\_

Total number of sessions \_\_\_\_\_

We have received the hire charges payment of £ \_\_\_\_\_ together with your deposit of £250/ £150, which is refundable if no damage or extra cleaning is required.

Please report to the Site Manager (Jason 07889 663522) 30 minutes prior to the time of the hire in order to familiarise yourself with the school grounds.

Yours sincerely,

Rednal Hill Infant School

