



**The Priory School**

**Educating Students for Success in Life**

<b>Name of policy</b>	<b>Charges and Remission</b>
<b>Statutory</b>	<b>No</b>
<b>Date policy was updated</b>	<b>Autumn 2017</b>
<b>Date of next review</b>	<b>Autumn 2018</b>
<b>Governors committee</b>	<b>SR</b>
<b>Member of staff responsible for the policy</b>	<b>Anthony Foster</b>

## **1.1 Charging and Remissions**

The Priory School will adopt in full the Charges and Remissions policy as laid down in the Financial Regulations Handbook, Hertfordshire County Council, section 11.12.

The objectives of the charging provisions policy are:

- To maintain the right to free school education.
- To establish that activities offered wholly or mainly during normal teaching time should be available to all students regardless of their parents' or carers' ability or willingness to help to meet the cost.
- To give the schools the discretion to charge for optional activities provided wholly or mainly out of school hours, while emphasising that there is no statutory requirement to charge for any form of education or related activity.
- To confirm the right of the school to invite voluntary contributions for the benefit of the school, or in support of any activity organised by the school, whether during or outside school hours including the letting and hiring of school premises and facilities.
- To utilise the facilities available at the school outside normal school hours for the benefit of the school (both financially and linking with external organisations) and the local community

## **1.2 Voluntary contributions**

The Governing Board may ask parents for voluntary contributions towards the cost of:

- any activity which takes place during school hours, including non-curriculum activities
- school equipment
- school funds generally.

The contribution must be genuinely voluntary and the students of parents or carers who are unable or unwilling to contribute may not be discriminated against. Where there are not enough voluntary contributions to make an activity possible, and there is no way to make up the shortfall, then it must be cancelled.

### **1.3 Residential trips**

The Governing Board may charge parents for board and lodging costs for residential trips, except for parents who receive:

- Income Support
- Income-based Jobseeker's Allowance
- Working Families' Tax Credit
- Disabled Person's Tax Credit

These parents or carers must have board and lodging remitted to them if the trip takes place mainly in school hours and the trip is required in order to fulfill statutory duties relating to the National Curriculum.

Fees for residential trips outside of school hours may not be charged to such parents or carers where the education provided during the trip forms part of the syllabus for a prescribed public examination or is a part of the National Curriculum or the syllabus for religious education.

The Hertfordshire Educational Foundation and/ or The Hitchin Foundation Governors are registered charities that may be able to support students taking part in educational visits arranged by schools. Please contact the school for further information.

### **1.4 Instrumental music lessons**

(see Music Tuition agreement)

A charge will be made for instrumental music tuition organised by the school whether in or out of school hours, unless the tuition forms part of the syllabus for a prescribed public examination, or is part of the National Curriculum or the syllabus for religious education. The Authority operates a remission policy in relation to fees for individual instrumental or vocal tuition. Details of the current scheme are available from the school.

### **1.5 Public examinations**

Generally, no charges may be made for entering students for a prescribed public examination. However, an examination fee may be charged under the circumstances set out in the Authority's Charging and Remissions Policy – also see Assessment Policy

### **1.6 Transportation costs**

Any transport provided within school hours by the Authority or a school to carry students between a school and any other places where education is to be provided by the Authority or school must be provided free of charge. In the case of work experience, however, parents may be asked to meet the cost of travel.

## 1.7 Hiring of Premises and Equipment

Hiring contracts will be allowed on two levels:

- a) Supported hirings – a school lettings officer will be responsible for the building throughout the hiring
- b) Un-supported hirings – individual organisations will be responsible throughout the periods of hiring. All un-supported hirings will be at the discretion of the Headteacher and/ or the Business Manager

All hirers will be subject to the standard terms and conditions as stipulated in the contract of hire. A refundable deposit is required from all new hirers for the amount equal to one months bookings for all new bookings. This deposit, less any debts identified by The Priory School as outstanding, will be refunded at the end of the hiring term.

Charges will be made at the start of the month for the coming month. Any variations in use will be corrected in the following month's invoices.

### Hire Charge Rates for 2017/18

#### Facility

Main Hall	£30.00 per hour
MUGA	£30.00 per hour
Sports Hall	£30.00 per hour
Youth Football	£20.00 per hour
Badminton Court	£6.00 per hour per net
Cricket Nets	£11.00 per hour per net
Dance Studio	£12.50 per hour
Tennis Courts (6 available)	£15.00 per hour
Netball Courts	£15.00 per hour
Football - Playing Field	£15.00 per pitch per game
Changing Rooms	£10.00 per session
Gymnasium	£25.00 per hour
Sports Hall Classroom	£20.00 per hour
Community Letting	£10:00per hour

(Community groups are non-profit making and available to the whole community regardless of ability to play/ pay and at the direction of the Headteacher)

All hirings will be subject to an insurance levy of 5% (included)

For 'one off' hirings where several rooms are required over one day the Headteacher is allowed to use his discretion on identifying charges to ensure the school should not incur a loss

## 1.8 Freedom of Information – see separate policy

Parents or carers requiring information from the school under the Data Protection and/or Freedom of Information Act will be required to make a payment to the school to cover administration costs. The payment will be:

Up to 400 sheets – 5 pence per sheet  
Over 400 sheets - £30.00 per information pack

### School Conditions of Hire

*Individuals and groups (to be known as Hirer's<sup>1</sup>) hiring<sup>2</sup> the school's facilities are bound to comply with the following terms and conditions of use. Bookings will only be accepted on the basis of acceptance of the conditions of hire set out below. We reserve the right to cancel any hiring with immediate effect if, in our view, these conditions are not met.*

1. A refundable deposit is required from all hirers for the amount equal to one months bookings. This deposit, less any debts identified by The Priory School as outstanding, will be refunded at the end of the hiring term.
2. All invoices for use must be paid within 30 calendar days of invoice date
3. A complete list of all hirings required must be given to The Priory School. Where hirings are not required, such as in holiday periods, it is the responsibility of the hirer to inform the school in writing.
4. Users wishing to cancel a hiring must give at least 24 hours of notice **in writing** to The Business Manager, The Priory School. If no written notification is received, for whatever reason, the charge will be applied.
5. Users wishing to stop hiring/ using the facility **must** give at least 24 hours of notice **in writing** to The Business Manager, The Priory School. If no written notification is received, for whatever reason, the charge will be applied
6. Any organisation hiring any facility is responsible for ensuring the facility meets any H&S, advised or lawful regulations covering the proposed use of the facilities prior to each individual use.
7. The Priory School will not be responsible for any injury, illness, loss or damage arising out of the hiring of any facilities unless such loss is caused by the negligence on the part of The Priory School.
8. All Hirer's and Users use the facilities within the parameters of this agreement and agree to follow any reasonable instructions by The Priory School Site Management staff during the period of hiring.
9. Activities undertaken are done so under the control and guidance of suitably qualified individuals provided by the hirer.
10. Users<sup>3</sup> are responsible for the provision of first aid and that a nominated individual is available at all times during the hiring.
11. Users are required to be aware of the emergency exit points, location of fire fighting equipment and evacuation procedures.
12. Times of hiring must be strictly adhered to. Any group requiring preparation time (specific equipment set out etc.) must allow for this when completing the *Application to Hire Accommodation and or Services* enc.
13. Parking must only take place in the designated parking places at the entrance to the school site. No parking is allowed either within the fence perimeter, on the pathways or

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<sup>1</sup> Person or persons with responsibility for hiring the facilities

<sup>2</sup> Period of time either the individual or group are on the school premises

<sup>3</sup> All groups, individuals and all persons associated with the hiring or attending the hiring, such as supporters

grassed areas at any times. No vehicle must be parked in a position where it restricts access to either the emergency services or school staff. Vehicular access for guests with disabilities can be arranged through contact with the Business Manger on the school telephone number.

14. Damage caused by users or their guests, other than reasonable wear and tear<sup>4</sup>, will be the responsibility of the user. The cost of repair will be passed to the user by The Priory School for payment.
15. All users have a responsibility to report damage to The Priory School as soon as is possible to avoid injury to other users.
16. Absolutely no repairs or maintenance to any part of the facilities can be carried out by any Hirer or agents working on their behalf
17. The Priory School is a non-smoking environment. Smoking is not permitted in any of the facilities or in the school grounds.
18. All signage within the school relating to use of facilities must be adhered to.
19. No equipment can be brought for use within The Priory School without prior agreement of The Priory School in writing. This especially applies to equipment of an electrical or fitness nature.

Once you have read and understood these conditions of hire, please sign and return to:

The School Finance Office  
The Priory School  
Bedford Road  
Hitchin  
Hertfordshire  
SG5 2UR

I agree to the School Conditions of Hire and agree on behalf of the Hirer and Users to abide by them

Signed: ..... Date: .....

On behalf of: .....

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<sup>4</sup> As decided by The Priory School