



# All Saints Catholic High School

## Charging Policy

*"We will provide a Christian Education for all pupils based on the teachings of Jesus and the Spirit of the Gospels. The whole life of the school will be determined by the Gospel Values of Love and Justice. We will always value and care for all members of the All Saints Community according to their needs, and will affirm and nurture the development of all"*

**School Mission Statement**

**Date Reviewed: October 2019**

**Next Review Date: October 2020**

## Introduction

The Governors regard the School as a community resource and it is their wish to encourage as much use of the School's resources by the local and wider community as possible (where this does not detract from the education of the School's pupils).

The benefits of community partnership are evident for both the pupils and the local community and this Lettings policy will further aid the successful integration of the School and the local and wider community.

It needs to be recognised, however, that the School is not resourced to operate as a community Centre and that the financial resources devolved to the School on an annual basis cannot be used to underwrite the use of the building and resources by people other than the pupils. It will be necessary, therefore, to make a charge when allowing others to use the premises/resources that goes some way towards covering the cost of running the School, e.g. heating, lighting, caretaking and management costs.

The detail of the attached policy will be reviewed annually by the School's Governing Body

## Scale of Charges

A guideline scale of charges for the hire of premises is to be found attached {Appendix I}. Governors will review and monitor these charges.

The Governors, therefore, intend to charge for using the building during school time based on a permutation of factors which reflect:-

1. whether or not the hirer is a Knowsley MBC user, e.g. another school
2. if the use of the resource is in or out of school hours
3. which resources are being hired
4. the length and regularity of the use

The Governors' Finance Committee will decide on the appropriate scale of charges having taken the above factors into consideration.

The Principal and the Senior Operations Manager will make consideration of requests for use of the premises, and charges to be levied. The hiring of resources/premises will be reported to Governors at regular intervals

All requests for payment of hire charges will be made by invoice. All payments will be receipted and credited to the school's budget share in accordance with the LA Financial Regulations and the School's Finance policy.

Charges will also be made to cover any external administration/photocopying requests, including Freedom of Information requests (see Appendix I).

The Permission Form (Appendix II) and Indemnity Form (Appendix III) must be completed prior to facilities being used by third parties during the school working day.

## **Charging for Educational Visits and Activities**

This policy statement should be read in conjunction with the advice and definitions contained in DfE Guidelines. Under the Education Reform Act of 1989, schools have to draw up a policy with regard to charging for educational visits and activities. Schools are no longer allowed to charge for educational visits and activities that take place during school hours.

### **Voluntary contributions**

It may be necessary to seek a voluntary contribution from parents to cover the cost of entrance fees, transport and insurance etc.

- No one will be obliged to contribute.
- No child will be excluded from the visit or activity.

However, if the school cannot raise the required amount then the visit or activity may have to be cancelled due to lack of alternative funding.

Educational trips and activities taking place out of school hours may be charged to the parents. If the visit or activity is residential, then parents of participating pupils will be asked to bear the cost of board and lodging. Parents on Income Support or Family Credit may be entitled to claim assistance with the costs. Those students on Free School Meals and those who attract funding to the school from Pupil Premium, will receive subsidies towards educational visits and trips.

### **School fund**

The school runs a school fund which is used to raise money from fundraising events. It has been agreed that monies raised in this way may be used to partly or wholly support activities for pupils both during and out of school hours, and to promote community cohesion. The school fund accounts are audited on an annual basis and are available for scrutiny.



# All Saints Catholic High School

## Charging/Letting Rates 2019/2020

### Room Hire

	Within School Hours		Outside of School Hours	
	Full Day	Half Day	3:15pm - 4:15pm	4:00pm - 6:00pm
Room Hire	£100.00	£50.00	£6.00	£25.00
Caretaking	Nil	Nil	TBA	TBA
Heating & Lighting	Nil	Nil	TBA	TBA
Refreshments	£1.50 per person, per serving		N/A	N/A

### Administration Duties

Hourly Rate	£15.00 per hour plus any costs for materials
FOI Requests	£5.00

### Photocopying Charges

A4 Size Sheets	Black and white	5p per copy
A3 Size Sheets	Black and white	10p per copy
Ad Hoc Bulk Copy	Black and white	TBA



# All Saints Catholic High School

## School Facilities Permission Form

Confirmation of permission to use the school during:	XX:00pm - XX:00pm	Date:	0X/0X/20XX
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Name of Group Hiring:		Contact:	
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Hire of School Facilities Reference / Invoice number:	
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Accommodation to be used:	
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Start Date:		End Date:	
Start Time:		End Time:	
Day of the week:		Number of occasions:	

Refreshments required:	
Times required:	
Number to be served:	

Number of lunches required:	
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Number of people involved:	
Safeguarding assurances received:	

I enclose a copy of the emergency procedure, including fire regulations for the relevant area(s). All those taking part in or attending your activity must be made familiar with the action to be taken in the event of an emergency.

The cost of hiring is £00.00 and an invoice is attached. Payment must be made in full prior to the event unless a prior arrangement has been made.

The hirer must be over 18 years of age and shall be the person who signs this form of confirmation for hiring. The person shall be responsible for payment of the cost of hiring and for the observance of the conditions and stipulations in the codes of practice.

In the event of damage occurring during the hiring, the hirer is responsible for the cost of making good the damage caused.

Please sign and return the attached Indemnity Form as soon as possible.

The Governors reserve the right to refuse an application for using the school without giving a reason. The Governors also reserve the right to refuse access to the premises hired if the whole of the fees have not been paid or if the regulations have not been complied with.

Yours faithfully

Headteacher