

ALL SAINTS CATHOLIC HIGH SCHOOL

DRAFT

CHARGING POLICY

Policy Reviewed by Governing Body

Date Reviewed: October 2014

Next Review Date: October 2016

Mission Statement

“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”

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:-

- a) whether or not the hirer is a Knowsley MBC user, e.g. another school
- b) if the use of the resource is in or out of school hours
- c) which resources are being hired
- d) 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 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 by fund raising 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 2014 / 2015

ROOM HIRE					
	WITHIN SCHOOL HOURS				
	Full Day	Half Day	3.15pm To 4.15pm	4.00pm to 6.00pm	
A. Hire of Rooms	£100.00	£50.00	£6.00	£25.00	
B. Caretaking	Nil	Nil	TBA		
C. Heating and Lighting	Nil	Nil			
D. Refreshments (Tea/Coffee and biscuits)	£1.50 per person per serving i.e. on arrival / during meeting				
ADMINISTRATION DUTIES					
A. Hourly Rate	£15.00 per hour plus costs of materials				
B. FOI requests	£5.00				
PHOTOCOPYING CHARGES					
A4	Black & White		5p/copy		
A3	Black & White		10p/copy		
Ad hoc bulk copying	Black & White		TBA		

All Saints Catholic High School *****

**CONFIRMATION OF PERMISSION TO USE THE
SCHOOL DURING 8.30am to 6.00pm**

Date:

Dear _____

Name of Group Hiring _____

Hire of Centre Facilities Reference / Invoice number _____

I confirm that your application for use of the Centre premises / resources as detailed below have been agreed:

Accommodation to be used	
Start Date	
End Date	
Start Time	
End Time	
Day of the week	
Number of occasions	
Refreshments required : times required and number to be served	
Number of Lunches required	
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 £.....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.

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.

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.

Yours faithfully,

Principal

All Saints Catholic High School

Indemnity Form

I / We accept free / paid use of _____
All Saints Catholic High School

I / We understand that it is a condition of use that the School and Knowsley
MBC are absolved from any liability for any accident, injury, loss or damage
to property incurred by an individual.

I / We have suitable insurance arrangements to cover accident, injury, loss
or damage to property.

Signed _____

On behalf of _____

Date _____

Signed on behalf of All Saints _____

Date _____