



Chenies School Charging and Remissions Policy

Charges are applicable for 2018/19

1 Scope

This document covers two specific situations under which charges imposed by the School may apply:

- School activities organised on behalf of the children to enhance their education or support National Curriculum activities. Section 3 of this document details these areas.
- The use of the School facilities for community, education or professional purposes by persons outside of the school's staff or support teams i.e. not to include Parent's Association or Governing Body activities. Section 4 of this document details these areas.

2 Introduction

The Staff and Governing Body recognises the valuable contribution that a wide range of additional activities can make to the successful and stimulating delivery of a broad and balanced curriculum and to the self-confidence, independence and social education of pupils as good citizens.

All education or activities undertaken as part of the National Curriculum during school hours is free. Exceptions to this are:

- Individual or group music tuition provided by external suppliers;
- Swimming.

3 Children's Educational Activities

When organising school trips which enrich the curriculum and educational experience of the children, the school invites parents/guardians to contribute towards the cost of the trip. All contributions are voluntary.

The School will always aim to provide assistance for children from families in financial need. Parents are advised to contact the Co-Headteacher in confidence.

3.1.1 Type of Trips Included

The following list of additional activities, organised by the School requires voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive and should be used to indicate the type of trips classed in this way:

Sporting activities which require transport expenses;

Outdoor adventure activities;

Theatre trips & visiting theatre groups;

Musical events;

Swimming;

Residential trips organised during school time.



3.2 Reduced Contributions

Trips may include children whose parents have chosen not to or are unable to contribute towards the costs. The School will not treat these children differently from any others; they will be allowed to participate fully without prejudice. Funding deficiencies will be filled by the School where possible in order to support the visit. If the school does not receive sufficient voluntary contributions, the trip may be cancelled.

Parents have a right to know how each trip is funded. The School provides this information on request.

3.3 Charges for School Activities

The Governing Body reserves the right to make charges in the following circumstances for activities organised by the School:

3.3.1 School Journeys and Residential Trips

If the School organises a residential visit in or part of school time, which is to provide education directly related to the National Curriculum, the School will make a charge to cover the costs of boarding and lodging.

Parents who are entitled to receive free school meal provision or are in financial need will be considered for exemption or part payment (if need be) at the discretion of the Co-Headteacher.

3.3.2 Individual Music Tuition

There is a charge for individual and group music tuition if not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. The School will make a charge for these lessons; the cost must be met fully by the parents, there can be no subsidy by the School.

3.3.3 Charging in Kind

A charge for ingredients and materials, used by the School, will be made if parents have indicated in advance that they wish to own the finished product.

3.4 Repairs or Damages

At the Co-Headteacher's discretion, charges will be made for the following:

- The cost of repair of school items or facilities wilfully damaged.
- The replacement of items loaned by the school and subsequently lost.

4 Use Of School Facilities

The school facilities, comprising the school hall, playing fields and hard standing play areas (for activities or parking) are considered to be valuable resources. Under circumstances approved by the Co-Headteacher, these facilities will be offered to external parties for community, education or professional purposes.

Examples of use are as follows:

- Holiday clubs;
- Evening and weekend parties;



- After school care not affiliated to the school;
- Community and professional meetings requiring school hall facilities;
- Parking requirements for activities in the village i.e. Weddings at St.Michael's Church

Where the external party has been invited to the school to provide extra-curricular activities, an administrative charge will be afforded by the 3rd party for use of school facilities at the discretion and agreement of the Headteacher. This will be reviewed at each academic year or at the end of the agreed period i.e. A Term.

After School run clubs by teaching staff and volunteers will incur a minimum charge of £2 per child per session to cover administrative and running costs of the facilities and equipment.

The facilities and resources must be left in the same condition as initially found at the start of the hire period. Where necessary, photographs should be used before and after to detail any changes.

- 4.1 There is a minimum letting charge of £1.00 per child per session payable termly for any external after school club provider using Chenies School facilities.

Charges for School facilities

A request for hire shall be made at least 5 working days prior to the event using the application form in Appendix B.

Note: The full hourly rate applies also to part hourly use.

4.2 School Hall & Kitchen Facilities (Non-School Time)

A rate of £50 for the first hour, £30 per hour thereafter

Half day hire for morning 9:00am – 1:00pm: 4 hours £120

Afternoon 2:00pm – 6:00pm: 4 hours £120

Evening 7:00pm – 11:00pm: £120, after 11.00pm the charge will be £40 per hour (no adjustments for part hours, the full hour will be charged)

Full day hire 9:00am -6:00pm £200

4.3 School Hall & Kitchen Facilities (During School Time)

Examples of use are for official polling and voting activities. Other similar activities will be considered. Due to the disruption to school activities, only one hire instance will be allowed per day. The following charges will apply:

Half Day (<4hours) £600

Full Day £1000

4.4 Chenies Village Community Use

Where the school is required to enable village activities, supporting the community in building stronger relationships, charges will be made appropriately with a request that the hiring team make a voluntary contribution toward Chenies School Fund.

4.4.1 Chenies Village Society

Single payment of £50 per day or part day to Bucks County Council. They will be invited to make a voluntary contribution toward the Chenies School Fund.



4.4.2 Local Parish Council

A single payment of £10 per evening will be requested to Bucks County Council at the discretion of the Head Teacher.

5.3.2.i Local Community providers – Local fire, ambulance and police stations may use the school facilities at an agreed rate or terms as agreed by the Co-Headteacher on each individual occasion.

4.4.3 St. Michael's Church

A single payment of £50 per day or part day will be requested to Bucks County Council. They will also be invited to make a voluntary contribution toward the Chenies School Fund.

4.4.4 Chenies & Latimer Produce Show

A single payment of £50 per day or part day will be requested to Bucks County Council. They will also be invited to make a voluntary contribution toward the Chenies School Fund if they are holding a fund raising event.

5.3.7 Local Community Scout, Guide, Brownies and Cub Packs – Local pack groups may use the school facilities at an agreed rate of terms as agreed by the Headteacher and Governing Body and Confirmation of the Completion of Pre-Employment Vetting Checks must be completed and received by Chenies School for those attending Chenies on behalf of the hirer/organiser prior to the letting.

4.5 Playing Fields

1st Hour £30

Subsequent hours £15

These costs include the use of hard standing play areas for parking. Please refer to Appendix A for conditions of use for parking.

There will be no access to the school buildings.

4.6 Parking Only Facilities i.e. Weddings/Funerals

External parties not connected to the School will be charged:

| | |
|------------------------|------|
| 0-4 hours | £75 |
| Over 4 hours up to 6pm | £100 |
| 6pm – 11.00pm | £100 |
| Overnight | £200 |

Those parties who have an association to the school will be charged a minimum of £75.00 or an amount to be agreed at the discretion of the Headteacher.

These costs include the use of hard standing play areas for parking. Please refer to Appendix A for conditions of use for parking.

There will be no access to the school buildings.

4.7 Damages

Charges will be made for the cost of repair of school items or facilities damaged.



4.8 Alcohol

Parties hiring the school facilities for activities involving the sale and/or consumption of alcoholic beverages will be responsible for acquiring the required licence.

4.9 Smoking

No smoking is permitted on the school premises.

4.10 Time Restrictions

In order to minimise the impact of activities on the surrounding village, the following time restrictions will be imposed:

Weekdays:

To start no earlier than: 8:00AM

To end no later than: 11.00PM

Weekends:

To start no earlier than: 8:00AM

To end no later than: 12.00 MIDNIGHT

The playing or performing of music shall only be allowed between 10:00AM and 11.00 PM.

Outdoor activities must end by 10.00PM.

5.9.1 District and County Council Polling Station

Weekdays:

To start no earlier than: 6:30AM

To end no later than: 11:00PM

Weekends:

To start no earlier than: 6:30AM

To end no later than: 11:00PM

Chenies School has a current premises licence issued by Bucks County Council; reference 1087531. A copy of the premises licence is contained in Appendix C.

An additional premises licence must be applied for where extraordinary time extensions are required.

4.11 Occupancy

The maximum number of people at an inside event will be:

Standing/Dancing; 200 people maximum occupancy

Theatre or Seated; 100 people maximum occupancy

4.12 Insurance

Proof of an appropriate level of liability insurance will be required prior to start of the hire period or the option of taking out the Buckinghamshire County Council Public Liability Insurance at the cost of 10% of the total letting charge.



4.13 DBS Safeguarding

The school takes security and safeguarding of its children seriously. All persons working on the school's premises, whether they are employed by the school or not, are required to have current DBS/CRB Clearance Certificates. Failure to do so will result in the booking becoming invalid and the use of facilities withdrawn. There will be no refund in these circumstances.

A Confirmation of the Completion of Pre-Employment Vetting Checks must be completed and received by Chenies School for those attending Chenies on behalf of the hirer/organiser. It is the responsibility of the hirer/organiser to ensure that DBS/CRB clearances are always kept in date and that any safeguarding concerns are reported to the school.

The Hirer, and all people working for the organiser in the school, shall ensure that the "Rules Governing the Use of Chenies School Premises" are complied with. Liability insurance will be required prior to the start of the letting. PAT testing will be required of any electrical equipment brought into the school by the hirer for use during a letting and a current certificate held. The use of school accommodation will take priority; if the hirer has to be relocated, a reduction on the original hire charge will be made. On occasion alternative arrangements may be required at the start or end of a let, in which case a figure may be deducted from the charge.

5 Approval

Headteacher(Print)_____

Signed_____

Date_____

Chair of Governing Body(Print)_____

Signed_____

Date_____



ANNEX A
CHENIES SCHOOL

HIRE OF PREMISES AGREEMENT

I(Names)
of(Address)
.....
.....

confirm that I have read the Charging and Remissions Policy and accept and agree to the terms and conditions laid out below in the Policy for 2018/19 for the hire of facilities/buildings/grounds of Chenies School.

Signed: Date:

Printed Name:

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Appendix A - Terms & Conditions for Hire of School Playground and Field for Parking

A representative from the party must be on duty when the cars are arriving and leaving the playground. This person will be responsible for recording personal details of accidents or damages incurred to the school property. The hirer must report any accidents or damage incurred to school property in writing to the school office within 24 hours of hire date giving full details of how and what damage has occurred and by whom. Any repair work deemed necessary will be charged to the hirer.

The playground may be used for parking but the main access gate must remain clear in at all times in case of fire.

The field may only be used for parking if the ground is firm and dry. Any damage caused to the grass will need to be repaired by the hirer. Park carefully without causing ruts in the ground.

Litter shall not be left in or around the school grounds.

Except in the case of trained guide dogs for the blind and hearing dogs for the deaf, animals shall not be permitted on to the school premises unless prior permission has been sought.

Please consider our neighbours by refraining from using horns or over revving engines.

No smoking is permitted on the school premises.

The Governing Body and County Council cannot accept responsibility for damages to, the loss and theft of the hirer's and hirer's guests' property or effects.

Please close the gate after use.



Appendix B: Application for Hire of School

Please complete and return to the school office at least 31 working days before the event.

Hiring Request

Name of Hirer/Organiser: _____

Name of Organisation: _____

Address: _____

Postcode _____

Email _____

Telephone number: _____

Mobile No: _____

DETAILS OF LETTING REQUEST

Day of the week: _____

Dates: From _____ **To** _____

Excluded dates: _____

Number of Sessions _____

Times From _____ hrs To _____ hrs

For the purpose of

Other requirements (e.g. tables/chairs/kitchen/side classroom etc)

The school takes security and safeguarding of its children seriously. All persons working on the school's premises, whether they are employed by the school or not, are required to have current DBS/CRB Clearance Certificates. Failure to do so will result in the booking becoming invalid and the use of facilities withdrawn. There will be no refund in these circumstances.

A Confirmation of the Completion of Pre-Employment Vetting Checks must be completed for those attending Chenies on behalf of the hirer/organiser. It is the responsibility of the hirer/organiser to ensure that DBS/CRB clearances are always kept in date and that any safeguarding concerns are reported to the school.

The Hirer, and all people working for the organiser in the school, shall ensure that the "Rules Governing the Use of Chenies School Premises" are complied with. Liability insurance will be required prior to the start of the letting. PAT testing will be required of any electrical equipment brought into the school by the hirer for use during a letting and a current certificate held. The use of school accommodation will take priority; if the hirer has to be relocated, a reduction on the original hire charge will be made. On occasion alternative arrangements may be required at the start or end of a let, in which case a figure may be deducted from the charge.



By ticking the following boxes:

☐ I confirm that I have public liability insurance up to £5million (Please provide a copy of your insurance certificate)

Insurance company:.....

Certificate number:

Renewal Date:

☐ I confirm that I wish to purchase the Buckinghamshire County Council Liability insurance at the cost of 10% of the total cost of the letting charge.

☐ I confirm that if required to do so, I have completed a Pre-Employment Vetting check form and enclose it with this hiring request form.

☐ I confirm that all the electrical equipment that I will be bringing on to the school premises will have been tested (PAT) and that the testing will be current and up to date for the whole of the letting. PAT expiry date:

☐ I, the "hirer" will ensure that payment is made by the date stated on the invoice.

- | | |
|---|--------|
| • Will alcohol be brought on to the premises | Yes/No |
| • Has a license for the sale of alcohol been obtained | Yes/No |
| • Is there a need to obtain an Entertainment license | Yes/No |

Signature of hirer _____ Date _____

Co-HEADTEACHER'S ACCEPTANCE OF BOOKING:

Signed _____ Date _____

.....

For office use

Letting approved:.....

Letter of confirmation sent to hirer:.....

Invoice sent:.....

Payment received:



Appendix C: Current Premises Licence

The following file is a scanned copy of the current premises licence for reference only.



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school\policy\docs\00