



Charging Policy

Approved by: [Finance and Premises Portfolio] Date: [28 November 2019]

Last reviewed on: [September 2019]

Next review due by: [September 2020]

Dissemination of the Policy: All staff and Governors, School Website

History of policy changes

Date	Version	Change	Origin of change e.g. change in legislation, request by TU	Changed by
January 2018		PP Policy		A Peck
June 2017		Pricing		A Peck

Purpose and aim of the policy and procedures

1. INTRODUCTION

Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in LA schools in England.

This policy is applied with regard to the Guide to the Law for School Governors, Section 23, '**Charging for School Activities**' which describes what may and may not be charged for when activities take place during or outside of school hours and the need for charging and remissions policies and requests for voluntary contributions.

This policy sets out the charging criteria of the full governing body and covers:-

1. Lettings
2. School Trips and Activities
3. Private Photocopying
4. Private Telephone Calls
5. Miscellaneous Items

The charges levied by the school will be in line with this policy, which is reviewed annually by the governing body.

2. LETTINGS

The purpose of this policy is to ensure that the most effective use is made of the school premises. This policy sets out the criteria for making decisions on requests for use by external organisations.

Roles and responsibilities of Governors, Head Teacher and Business Manager

The governing body, with advice from the Head Teacher and Business Manager will:

- Balance the desire to generate income against the desire to support groups within the community, agree the criteria to be used when deciding which groups are to be allowed to use the premises and consider requests for bookings against those criteria. These criteria will include:
 - Benefit to the community
 - Educational focus
 - Charitable causes
- Ensure that use by external organisations does not degrade the standards of the facilities to the extent that they are no longer suitable for use by pupils.
- Consider the implications of all requests received for the health, safety and security of pupils and staff.
- Consider the implications for workload of all staff of any decisions it makes.
- Take advice from the Head Teacher and Business Manager on the charges to be levied.

The Head Teacher will:

- Apply the criteria agreed by the governing body and consult the Finance, Premises and Personnel Portfolio on requests for bookings which do not meet those criteria or where there is a potential conflict of interest.

The Business Manager will:

- Establish a central booking system.
- Ensure that all external users, hiring the school facilities have completed the appropriate application form.
- Ensure that all users have their own public liability insurance cover to £5million, or pay a 10% premium on the Hire charge, for GCC Hirers Liability Insurance Policy.
- Ensure that all hirers are invoiced promptly, or in the case of regular users, on a monthly basis.
- Review, on an annual basis, with the Finance, Premises and Personnel Portfolio the charges for hiring facilities.

General

- The use of the premises for school functions will take priority over lettings.
- The school will consider all requests for hiring. However, we will not normally allow hire for discos, parties or weddings.
- Consideration for our near neighbours and the community will be considered when approving applications.

- In most cases it is not cost-effective to allow the school to be used by small groups, e.g. hire of 1 classroom. However, such bookings will be considered for good public relations benefit.
- All bookings must cover the full cost to the school unless the school benefits from Public Relations or benefits in kind.

Charges

- Charges will be reviewed annually in September.
- The current costs of hire (2019/2020), excluding VAT are:-

Indoor

- Main Hall (as open space), Drama Room, Library and Dance studio: £35 per hour
- Main Hall (with theatre seating): £50 per hour
- Gymnasium: £35 per hour (to include Badminton, Netball and Basketball)
- Classrooms: £20 per hour
- Fitness suite: £35 per hour
- Facility charge £8 per hour for use of any equipment e.g. projectors, IT, workshop.

Outdoor

- Tennis court: £5 per hour
- Tennis court with floodlights: £10 per hour
- Area suitable for netball, 5 a-side football: £10 per hour
- Area suitable for netball, 5 a-side football with floodlights: £20 per hour

VAT will be charged, as applicable. Under certain precise circumstances Club bookings may be exempt and a contract will be completed accordingly.

The hourly rate will be charged plus an 'out of hours' caretaker letting fee of £65 per weekend booking and £25 per weekday booking.

Capacity

Hall (standing)	* 250	Tennis Courts (outdoor)	5
Hall (seated)	* 287	Tennis Courts (indoor)	nil
Dining Hall	185	Netball Courts (outdoor)	4
Gym	150	Netball Short Court (indoor)	nil
Classroom	25-30	5 a-side Football (outdoor)	1
Fitness Suite	15-20	5 a-side Football (indoor)	nil
Drama Studio	80	(numbers restricted to players only)	

* Plus 70 if balcony is used

3. SCHOOL TRIPS & ACTIVITIES

It is the policy of this school to request voluntary contributions towards activities organised by the school during school hours.

The Governors are willing to support the funding of certain activities. In accordance with the school's current use of Pupil Premium, pupils whose parents/carers are unwilling or unable to make a voluntary contribution will not be excluded from participating in curriculum related activities. In line with the Pupil Premium policy, financial support in respect of assistance from the Pupil Premium funding will be granted on a case by case basis. Requests by parent(s)/carer(s) will be required to the Headteacher. No financial support will be for more than 50% of the cost of each activity.

If insufficient voluntary contributions are forthcoming for an activity and insufficient budgetary support is available, then that activity will be cancelled.

Optional trips wholly or mainly outside school hours will be charged at full cost. These visits will not proceed where full costs are not met by all those who wish to partake in the activity.

The school may invite voluntary contributions towards the cost of ingredients, materials and equipment where parents have expressed a wish to receive the finished product.

4. PRIVATE PHOTOCOPYING

The use of photocopiers for private use will be charged at the standard departmental recharge rate; currently £0.045 per colour and £0.015 per black copy.

5. PRIVATE TELEPHONE CALLS

The use of telephones for private use will be reimbursed at the cost which is charged to the school.

6. MISCELLANEOUS ITEMS

The school may make charges for breakages and damage to property e.g. equipment and buildings.