



**GORSEY
BANK**
PRIMARY SCHOOL

Gorseley Bank Primary School

Charging, Remissions and Lettings Policy

POLICY FOR CHARGING IN THE LIGHT OF THE EDUCATION REFORM ACT 1988 (Circular 2/89)

1. Introduction

The legislation maintains the right to free school education. We as a school agree in principle to this.

Legislation requires that education should be free from charge if it:

- takes place in school sessions;
- is part of the National Curriculum or part of an agreed syllabus.

The only exceptions allowed are:

- Individual (one-to-one) instrumental tuition. (NB. There is no obligation for the Board of Governors or LA to provide individual instrumental tuition).
- Design Technology and Food Technology materials where parents have indicated in advance that they wish to own the end product.

2. Definition of Charges

The legislation refers only to charges made by the LA, the school, or the Board of Governors for "*optional extras*" (see point 3) outside of school hours.

- Outside organisation, i.e. a third party, may charge parents/pupils for activities, visits/services involving pupils from the school within school time. Parents would be under no obligation to receive these services but would be required to ask the school to grant their children leave of absence to join any activity requiring time away from school. Any teaching staff involved would have to be satisfied that any arrangements would secure the safety and welfare of the children.
- Parents may also be invited to make a "voluntary contribution" to meet the cost of providing an activity/visit. (See point 6).

3. Optional Extras

Charges can be made for optional extras, i.e. activities that take place outside the school sessions. The participation of children in these "optional extras" depends solely on the basis of parental choice.

- If sufficient parents do not wish their children to participate in "optional activities", then the proposed activity need not take place.
- Before the optional activity can take place, parents must be asked, in advance, whether they agree to the activity and are willing to pay for it.
- Charges for individuals must not exceed the unit pupil cost of the activity.
- Charges will not include the cost of teachers at this school. Costs for specialised teachers, teaching for the duration of the activity and not employed by the LA or governors, can be included.

4. Definition of Education held partly within school hours

Activities at school

Where an activity/visit takes place partly during school hours and partly out of school sessions, a 50% rule applies. If 50% or more of the time is spent on the activity/visit during school time (including any travelling time), the law does not allow any charge to be made. If 50% of the time is outside of school sessions, then a charge may be made as this is defined as an optional extra.

Residential Activities

The Act requires that calculations for the charging of visits/activities be based on half days and the number of school sessions, i.e. morning/afternoon session.

If the number of school sessions is more than the number of half days spent on a residential visit, then no charge can be made.

Example 1

A residential visit in term time for 5 days (Wednesday to Sunday)	Wednesday	= 2 sessions
	Thursday	= 2 sessions
	Friday	= 2 sessions
		<hr/>
		= 6 sessions
	TOTAL	
	Saturday	= 2 half days
	Sunday	= 2 half days
		<hr/>
		= 4 half days
		TOTAL

**THERE CAN BE NO CHARGE FOR THIS VISIT
(with the exception of Board and Lodging)**

Example 2

A residential visit in term time for 3 days) Friday to Sunday)	Friday	= 2 sessions	
		<hr/>	
		= 2 sessions	
		TOTAL	
		Saturday	= 2 half days
	Sunday	= 2 half days	
		<hr/>	
		= 4 half days	
		TOTAL	

THERE CAN BE A CHARGE FOR THIS VISIT

5. **Remission of Charges**

This school will not charge the parents of any pupil whose parents are on **family income support, family credit or in receipt of unemployment benefit or benefits of a similar purpose and intent**. In cases of hardship, any parent of pupils may also be exempted from all or part of any charges at the discretion of the Head Teacher and/or governors for all of the following:

- Board and Lodging on Residential Visits.
- Tuition costs of having individual tuition for a musical instrument in school sessions.
- Activities or trips that take place partially or wholly out of school hours.

Should there be any deliberate and/or reckless damage caused by identifiable pupils, charges will be made.

6. **Voluntary Contributions**

The Act does not prohibit the school or LA from seeking voluntary contributions for the benefit of the school or in respect of any school activity, whether during or outside of school hours, residential or non-residential.

It must be made clear that any contributions should be genuinely voluntary, that there is no obligation to contribute and that registered pupils will not be treated differently, according to whether their parents have made a voluntary contribution or not.

If an activity cannot be funded without voluntary contributions, then this must be made clear at the outset. It should also be made clear that the activity/visit would not take place if parents were reluctant to support it. The act states that there is no restriction placed upon the use which can be made of such contributions or the level of contribution.

A draft letter might be worded as follows.

Dear Parents

We are proposing to take children from Class X to the theatre on (date). Whilst we would like to fund this visit ourselves, we do not have the resources to meet the total cost. Therefore, before the visit can take place, £90 must be raised to cover transport and admission for the 30 children in the class. This is an average of £3 per child.

Would you please indicate on the return slip below whether or not you would be willing to make a contribution of £3? I would like to assure you that if the visit takes place, no child will be prevented from going on the grounds that no contribution has been made.

If, however, there is insufficient support for the proposed visit then, reluctantly, we shall have to cancel our provisional booking.

We shall notify you shortly if there is sufficient interest from parents for this proposed visit.

Yours sincerely

*Ms Smith
Class Teacher*

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To be returned to Ms Smith before (date)

*I *am willing/not willing (delete as appropriate) to make a voluntary contribution of £x for the proposed theatre visit on (date)*

Signed..... Child's Name

7. **Summary**

- i. Should there be any deliberate and/or reckless damage caused by identifiable pupils, charges will be made.
- ii. Charges will be made for any individual (one-to-one) instrumental tuition.
- iii. Charges will be made for Design Technology and Food Technology materials, where parents have indicated in advance that they wish to own the end product.
- iv. Charges will be remitted for parents on family income support, family credit or unemployment benefit or similar benefits in force from time to time. In cases of hardship, any parents of pupils may also be exempted from all or part of any charges, at the discretion of the Head Teacher and/or governors.
- v. Where the school does not have the resources to provide activities/visits/services for the children, then parents will be asked to make voluntary contributions towards part or all of the cost of the activity/visit, etc.
- vi. Third parties, i.e. school photographer, school book club, etc. may make a charge, provided parents of children are not under any obligation to receive the service/product, etc.

POLICY FOR LETTINGS

The Governors have formally agreed to adopt Cheshire East Council's policy on Lettings. Charges are made in accordance with the policy and are reviewed regularly.

Introduction

1. Schools have become responsible for the letting of school premises, subject to any direction issued by the Authority, and are largely free to determine their own charge rates. Schools are responsible for meeting the costs of providing lettings and for receiving the income from the outside bodies. Individual schools are free to determine their own community policies but may wish to use the existing LA regulations as guidelines from which to develop their letting charge rates.

N.B. In considering all requests from outside bodies, the needs of the school must be taken fully into account and the first consideration must always be given to the school requirements.

Letting Charges

2. Gorsey Bank School letting charges are based on the recommendations of the Local Authority on a cost recovery basis and are related to the facilities used and the duration of their use. The school will however consider a lower charge for confirmed long term lettings where the Head Teacher or Governors consider this appropriate.

COUNTY/STATUTORY USERS

Pre-School Play Groups

3. Prior to LMS, the Authority operated a policy of free lettings of surplus rooms to recognised pre-school play groups on the condition that no extra expenditure was incurred. The LA recommends that schools continue this policy post LMS.

Parish Councils

4. Parish Councils have a statutory right to use a school building for Council meetings if no other accommodation is available within the community. They do not, however, qualify for an automatic free letting and requests from Parish Councils should be processed as per standard lettings (i.e. schools are free to determine individual charge rates).

Elections

5. Returning officers have a statutory right to use school premises at a rate established to cover the marginal costs for caretaker services, heating and lighting. With delegated management, it becomes school's responsibility to bill the election returning officer for the services provided.

Records

6. Schools are responsible for maintaining their own records and all lettings should be recorded in a format that will enable auditors to cross-reference letting applications to income received and caretaker payments (if any).
7. The LA recommends that schools maintain the following records:
 - All applications for lettings, numbered and in chronological order. (Schools may wish to continue using form 1.59, copies of which can be obtained from the LA. This form may need to be amended to suit individual school needs).
 - A diary recording the name of the organisation using the school premises, charge made, staff overtime worked and receipt number.

- Receipt book showing the name of the organisation using the premises, application form reference number, amount received and bank paying-in slip.

Caretaker's Service

8. Schools are free to determine their own caretaking arrangements but it is important that when considering requests for use of premises, full consideration be given to the commitments of the caretaker.
9. Caretakers will claim payment for the hours they have worked during approved lettings, on their monthly timesheets.

Catering Facilities

10. If catering facilities are required beyond tea-brewing and washing-up, permissions must be obtained from the school meals' contractor.
11. For details regarding the receipt or recording of income from lettings, please refer to Chapter 13 of the Finance Manual - Income.

VAT

12. For details on the payment of VAT on lettings, please refer to Chapter 12 of the Finance Manual - VAT.

LICENCES

Public Dances

13. A building need only be licensed for public dances if the provisions of Part IV of the Public Health (Amendment) Act 1890 or Section 75 of the Cheshire East Council Act 1953 apply to the area and the building is used or kept for public dancing. If the use is only occasional, it does not come within the provisions of this section of the Act. If the dances are held weekly or even monthly, the use will not be occasional and a licence is necessary, if either of the statutory provisos is in force.

Licences for Plays

14. In accordance with Sections 12 and 13 of the Theatres Act 1968, it is an offence for any premises to be used for the public performance of any plays without a licence which is obtainable from the Authority. The offence is committed by the person concerned in the organisation and management of the performance and also by the person who allows the premises to be used if she/he has knowledge or reasonable cause for suspicion of an offence being committed.

Performing Rights Society Ltd

15. The contract licence, held by Cheshire East Council on behalf of the Education Committee, covers the performance of copyright music so far as the Performing Rights Society is concerned, in all buildings owned, leased or controlled by the Authority for educational purposes under the Education Acts. Performances at voluntary youth clubs and by community societies not given in school premises are not covered by the contract licence.
16. At any entertainment or performance within such premises at which a charge is made, programme returns must be sent to the Performing Rights Society within seven days of the performance. The organisers will be held responsible for the payment of any fees direct to the Performing Rights Society.

Damage to Premises and Insurance

17. The outside body will be directly responsible to the Head Teacher and Governors of the school for the proper use of the school premises and will be required to reimburse the Authority for all expenses incurred in reinstating structural damage and to the school for maintenance repairs caused by the outside body or any person admitted to the premises by the outside body.
18. Where the outside body is hiring the premises for a dramatic or operatic production or for any other purpose which involves the admittance of the public for an outside fee, it should be required to take out

an insurance policy to cover its liabilities under this clause and shall produce such policy to the Authority if called upon to do so. In other circumstances, the outside body is recommended to take out insurance to cover its legal liabilities to the Authority and third parties.

Long Term Lease or Licence

19. Schools cannot sign away the facilities of their land or premises on a long-term basis, as that would be tantamount to 'disposal'. The LA must be consulted when any such proposal arises.

RECOMMENDED CHARGES FOR USE OF SCHOOL PREMISES

Current lettings rates are listed below. These rates are reviewed from time to time.

	Adult and Community Learning Use £ per hour	Community use £ per hour	Commercial use £ per hour
School Hall	14.18	28.35	42.55
One Classroom	9.10	18.20	27.30
Each additional classroom	1.98	3.95	5.90

Additional charges may be levied for use of the school premises on Saturdays, Sundays and Bank Holidays and for use of the school kitchen other than in accordance with paragraph 10 above.

Sports facilities

Separate charges may apply for the use of sports facilities. Details are available on request.

Election Charges

	Summer Period £ per hour	Winter Period £ per hour
School Hall	11.05	20.50
Each Classroom	3.15	5.85

Enquiries regarding lettings and letting rates should be addressed to the school office: Tel: 01625 383020