



Herne C E Infant and Nursery School
Charging, Remissions and Lettings Policy

Our school family: learning, loving and growing together rooted in God's love'

All stakeholders demonstrate the school Christian values ensuring that they act in accordance to this policy. As Stewards of God's creation we are entrusted to ensure the Health and safety of our children, staff and families.

Status Statutory

Purpose

The purpose of the policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum.

The school day is defined as: 8.40 - 3.10.

The nursery school day is defined as 8.40 – 11.45, 12.00 – 3.10.

What was consulted?

The policy has been informed by A Guide to the Law for School Governors.

Relationship to other school policies

The policy complements the school's equal opportunities policy, curriculum policy and teaching and learning policy.

Roles and responsibilities of Executive Head / Head of School, other staff, governors

The **Executive Head / Head of School** will ensure that the following applies:

During the school day

All activities that are a necessary part of the national Curriculum (not KS1 Swimming) plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching individual pupils or groups of up to four pupils to play a musical instrument.

Voluntary contributions may be sought for activities during the school day which entail additional costs, (for example the Puppet Theatre).

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. Children of parents who do not make a contribution will not be treated any differently. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. An activity may be cancelled if not enough voluntary contributions are collected.

From time to time we may invite a non-school based organisations to arrange an activity during the school day. Such organisations may wish to charge parents, who may, if they wish, ask the Headteacher to agree to their child being absent for that period.

Optional activities outside the school day

We will charge for optional, extra activities provided outside the school day, for example, Football club. Such activities are not part of the National Curriculum or religious education, nor are they part of an examinations syllabus.

Education partly during the school day

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day.

Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through voluntary contributions and fundraising. A financial assessment will be produced for each occasion in conjunction with the Head of School.

Parents who would qualify for support are considered on individual circumstances.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Arrangements for monitoring and evaluation

The Finance Committee (or appropriate team) will monitor the impact of this policy by reviewing the financial assessments and school fund audits.

Signed
(Chair of Governors)

Date

Signed
(Head of School)

Date

Reviewed October 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024
Next review October 2025

HERNE C E INFANT & NURSERY SCHOOL: LETTINGS HEALTH & SAFETY SCHEDULE

Our aim is to provide hirers with a clean and safe environment, where issues of Health & Safety have been given very careful consideration. The school has a comprehensive Health & Safety Policy, based on the KCC's "Framework for Health & Safety" document, a copy of which is available for you to view on request should you so wish.

Please note the following important points:

1. Approval will only be able to be given to the proposed letting subject to the hirer's acceptance of the following:

- a) Insurance** - that the hirer either agrees to pay the quoted premium for the KCC insurance cover, or provide proof of at least comparable cover.
- b) "Reasonable care"** - hirers will be expected to take all reasonable care throughout the letting(s) for the health & safety of organisers/participants, and also the building, fixtures/fittings or site
- c) Notification** of faults, defects and/or accidents - such matters must be reported to the Site Manager either at the end of the letting, or sooner by telephone, should urgent action be needed in respect of serious accident or damage/fault to the building, fixtures/fittings or site.
- d) Safeguarding children and child protection** – the hirer is responsible for, and has appropriate policies and procedures in place, in regard to safeguarding children and child protection i.e. appropriate DBS clearance, and will provide written evidence as appropriate.
- e) The whole of the school site is a non-smoking area by Law.**
- f) It is the responsibility of the hirer to remove all of their refuse/waste from the school site.**

2. Accident / Emergency Procedures Information:

First Aid Box - maintained boxes are available throughout the building. At the start of your (first) letting, the Site Manager will show you the location of the nearest box(es) to the part of the premises you are using. Please note that you will still be responsible for carrying out your own first aid.

Note: Hirers using the school playing fields only must provide their own first aid facilities.

Hirers must provide their own means of contacting the emergency services by ensuring they have access to a telephone.

Fire/Other Emergency Evacuation of the premises:

- i) The fire alarm** is a loud, continuous bell. One system covers the entire building and, if heard, all occupants should leave the building by the nearest, appropriate emergency exit(s), even if there is no visible evidence of a fire. The Site Manager will show you the nearest exits and alarm activation points.
- ii) Emergency lighting** - in the event of any power failure, back-up lighting will illuminate escape routes. The automatic doors will release on activation of the alarm.
- iii) Fire extinguishers** are located around the building, but should only be used by those who feel confident, and then only for small fires. The main priority will be an orderly evacuation, assembling as far away from the building as possible.

Please sign and return a copy of this schedule before the letting can be approved.

Name of Hirer:

Organisation / Event :

REQUEST FOR OCCASIONAL HIRE OF HERNE CE INFANT SCHOOL HALL/ROOM

NAME OF ORGANISATION:

CONTACT NAME & ADDRESS:

TELEPHONE NOS: PURPOSE OF HIRE:

DATE OF HIRING: APPROX NUMBER ATTENDING:

ACCOMMODATION REQUIRED:

START: (INCLUDING PREPARATION TIME) FINISH:

INSURANCE:

It is a KCC condition of let that KCC Insurance must be provided at a cost of 3.15% of the hire charge unless the hirer provides proof of their own insurance cover, which must be for a minimum of £5million. Hirers without their own insurance cover will be required to pay ahead in order to activate the KCC insurance cover.

HIRE FEES:

REQUIRED: YES NO

HIRE OF HALL/ROOM: £20.00 PER HOUR NO PRO-RATA

HIRE OF KITCHEN: £20.00 FOR EACH HIRE NO PRO-RATA

HEATING: £2.00 PER HOUR

The hire of the kitchen requires a £50 returnable deposit to be paid ahead of the booking. Hirers must advise the School at the time of booking if the kitchen is required. It will not be available for the hire period otherwise.

If the Caretaker is required to remain on the premises throughout the letting there will be an additional charge of £15.00 per hour exclusive of other charges.

PLEASE NOTE:

Approval for the proposed letting will only be given when this form along with the H&S schedule attached have been signed and returned by the hirer.

In the event of an evening let, hirers must vacate the premises by 23:30.

Unless already requested, hirers who have paid ahead will be invoiced separately if heating is subsequently required on the day of the event.

The Hirer **must** obtain the necessary licences for the sale of alcohol and/or gaming if applicable.

Conditions for hire agreed: YES/NO (Delete as appropriate)

Hirer's signature: Designation Date

Approval for letting.....

(Head of School/School Business Manager)

REQUEST FOR REGULAR HIRE OF HERNE INFANT SCHOOL HALL/ROOM

NAME OF ORGANISATION:

.....

CONTACT NAME & ADDRESS:

.....

.....

TELEPHONE NOS:PURPOSE OF HIRE:.....

DAY REQUIRED FOR HIRE:

Day Required

Frequency (eg: weekly)

Time (From – To)

.....

.....

ACCOMMODATION REQUIRED:

INSURANCE:

It is a KCC condition of let that KCC Insurance must be provided at a cost of 3.15% of the hire charge unless the hirer provides proof of their own insurance cover, which must be for a minimum of £5 million. Hirers without their own insurance cover may be required to pay ahead in order to activate the KCC insurance cover.

HIRE FEES:

Charitable and Community Group hall lettings £10.00 per hour

Discounts of up to 10% may be applied at the discretion of the Bursar/Head of School.

PLEASE NOTE:

Approval for the proposed letting will only be given when this form along with the H&S schedule attached have been signed and returned by the hirer.

In the event of an evening let, hirers must vacate the premises by 23:30.

Sports Clubs/Youth Groups who have their own insurance and meet the conditions attached will be invoiced termly and the letting will be treated as exempt from VAT.

The Hirer **must** obtain the necessary licences for the sale of alcohol and/or gaming if applicable.

Conditions for hire agreed: YES/NO (Delete as appropriate)

Hirer's signature: Designation

Date

Approval for letting:.....

(Head of School)