



CHARGING AND REMISSIONS POLICY

CRAVEN PUPIL REFERRAL SERVICE

THE SNAYGILL CENTRE
Keighley Road, Skipton, North Yorkshire, BD23 2QS

Drafted: March 2019 **Reviewed:** September 2019

MC Ratification Date: October 2019

Review Cycle: 1 Year

Review Date: September 2020

Latest Review Amendments: Charges update to reflect that KS3 group intervention no longer takes place and that KS3 provision is provided only on a 1:1 basis.

CHARGES AND REMISSIONS POLICY

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Introduction

This policy takes guidance from the DFE Policy – ‘Charging for School Activities’ which has been recently revised and Local Authority guidance on school lettings. Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by local authorities in England. This guidance complements the information given in “A Guide to the Law for School Governors” (Chapter 23) and reflects the terms of the Education Act 1996.

This Policy will be reviewed on an annual basis by the School’s Management Committee and will be adjusted in line with new Government or Local Authority recommendations. It sets out the School’s position on charges, remissions and lettings.

Charging for Trips and Visits

The Headteacher may not impose a charge on parents/carers/guardians for any visit that occurs during school hours, nor for an activity that occurs due to National Curriculum requirements. The visit coordinator may, however, ask for a voluntary contribution. Parents/carers/guardians must be aware that payment is not compulsory and that children who do not contribute will not be discriminated against. Where a visit is considered crucial to the development of groups of students the school may decide to subsidise a visit at the discretion of the Headteacher. This might be from a general fund, a fund appointed by the Headteacher or from a department's capitation.

A visit deemed to be an "optional extra" may expect parents/carers/guardians to pay the full cost. An optional extra:

- falls outside school hours
- is not part of the National Curriculum
- is not part of a syllabus for a public exam
- does not compromise requirements relating to religious education.

Arrangements for the collection of monies must be made clear to parents/carers/guardians in advance and their agreement reached. There must be NO subsidy included in the cost to parents/carers/guardians in respect of helping those who do not meet the full charge. In circumstances where there is excess money left over following a trip, parents/carers/guardians will have this remaining money refunded to them.

Music Tuition

The law states that all education provided during school hours must be free, but music lessons are an exception to this rule. Parents may be asked to meet the costs of private music tuition in full, where tuition is given either to an individual student or to students in small groups. General fundraising and sponsorship may be used to permit additional activities.

Miscellaneous

Parents/carers/guardians may be asked to pay for certain activities or materials where the school feels that the students will directly benefit. For example, parents/carers/guardians may be asked to pay for:

- the cost of materials for specific subjects over and above normal stationery requirements, for example materials for Technology or Art
- musical instrument tuition
- revision books for students to use in lessons or at home
- the cost or part of the cost of transport for a sports team
- examination papers that students may require in order to rehearse for public examinations.

The school may NOT REQUIRE students to purchase stationery or texts. No student will be denied any opportunity, or be excluded from any activity on the basis that they have not equipped themselves with stationery or texts.

In ALL circumstances regarding charging, no student may be excluded on the basis of need. The school will set up provision in order to allow full participation.

Parents may be charged for some or all of the cost of damage to School property where this has been intentional. Parents will be expected to meet some or all of the cost for replacing lost or damaged books or equipment.

Charges to Schools

Charges will be applied to schools on the following basis for work that is agreed by the Headteacher:

Service	Cost
Alternative Provision <i>Long or short-term placement, full-time time, and where students are able to fit into existing teaching group.</i>	<i>£80 per day</i>
AP or Preventative for EHCP/exceptional needs where students are dual registered	<i>To be calculated based upon needs and additional resource required</i>
1:1 Isolation	<i>£100</i>
Exam entries where students are on school roll.	<i>Exam entry cost + admin cost Not applied to exams where we have decided to enter and school would not normally do so e.g. Functional Skills</i>
Pupil Premium for Dual registered students	<i>Pro rate PPG for period in which students are dual registered</i>
AWPU for dual registered medical pupils where they have more than 50% timetable (+12.5hrs)	<i>Pro rata AWPU for period in which students are dual registered.</i>

These charges to schools will be reviewed by the Finance Committee on an annual basis.

Lettings

Introduction

The Management Committee of Craven Pupil Referral Service is committed to ensuring the efficient use of the school's premises and making them available for use by the local community.

Conditions

Authority is delegated by the Management Committee to the Headteacher to deal with requests for lettings of a routine nature. Where any prospective letting involves extended use of the premises (over a number of days/nights or after 12 midnight) or where the prospective hirer is not known to the Headteacher the Chair of the Management Committee Body should be consulted.

Hirers must ensure that full supervision is provided during lettings and will be held responsible for any damage to premises, property, equipment or loss, which occurs during or as a result of their use.

Hirers must ensure that premises and grounds are left in a clean and tidy state after their use, that all litter is removed and that where items of furniture have been moved they are put back in position at the end of the letting.

Kitchen – a high standard of hygiene must be adhered to at all times and the kitchen and equipment must be left in as hygienic a condition as after normal use by the school.

No smoking or drinking of alcohol is permitted by individuals on the school premises.

The LA maintains insurance cover for liabilities incurred by Governors with regards to lettings, but insurance for liabilities incurred by hirers is the responsibility of hirers.

A copy of Letting Procedures and Guidance will be issued to all hirers to ensure the health safety and welfare.

A minimum of two weeks notice is required by the school of all lettings. The standard lettings forms should be

completed by the school and signed by the hirer in advance of the letting.

The Authority reserve the right to cancel letting arrangements, without notice if necessary. This will be done only in exceptional circumstances, in the event, for example, of premises being required for a statutory purpose, such as an election.

24 hours' notice to be given for any cancellation or change of time. The full charge will be levied if this is not adhered to.

Failure to comply with the school's conditions may result in the refusal of future requests to hire premises or grounds.

Charges

A scale of charges for the use of accommodation has been produced and is reviewed by the Governing Body in January each year, to be applied April annually. This is to ensure that any expenditure resulting from the use of school premises by external organisations does not fall on the delegated budget.

Letting of rooms / site

Meeting Room	£15.00 per hour
School Hall	£20.00 per hour
Kitchen	£10.00 per hour

Equipment

Laptop Hire	£15.00 per session
Beverages	£1.50 per person

Photocopier charges

	A4	A3
B/W	5p	10p
Colour	50p	70p

Craven Pupil Referral Service

APPLICATION FOR HIRE OF EDUCATIONAL PREMISES (Including Kitchens)

Name of Applicant or Organisation:

Name and address for correspondence

Purpose for which letting is requested

Room

Meeting Room	
Main Hall	
Kitchen	

Day	Date	Month	Year	From am/pm	To am/pm
1.					
2.					
3.					

Additional Requests:

Room Layout Requirements (conference, interview, etc.):

Number of participants:

	Yes	No
Laptop hire		
Beverages (specify number of persons)		

Hiring for a series of dates, not exceeding one school term

Dates and times of proposed letting:

From.....am/pm to

Ondaydate

Until.....daydate(inclusive)

For..... (number of occasions)during the Autumn/Spring/Summer Term

- I /we agree (1) to pay the Management Committee's charge on demand
 (2) That use of accommodation shall be in accordance with the conditions given.

Signed Date

Position in Organisation

Craven Pupil Referral Service Lettings Procedures and Guidance

General

- The school will ensure the provision of appropriate heating and lighting.
- The school will ensure that there is appropriate toilet and sanitary provision located as close as is reasonably practicable to the agreed area to be used.
- User groups must stay within their agreed usage area and not move about the school unless invited to do so by an authorised school employee.
- Events will be assessed to ensure the numbers of visitors is appropriate with regards to the venue's occupancy capacity.
- Smoking/ drinking of alcohol is prohibited on school premises.
- The school will ensure the effective management of waste by providing bins on site. All user groups will be expected to dispose of waste responsibly. This will include planning and monitoring so as not to produce hazards associated with fire, pests (vermin), environmental damage, or dangers associated to trips, slips and falls.
- User groups responsible for unlocking and locking the building must ensure site security during their hours of use by ensuring all external doors are kept closed and locked after use.
- Weather conditions must be assessed by the site user before the event to decide if the event should continue or if safe access and egress can be maintained.
- If the school closes due to adverse weather conditions notice will be given at the earliest available opportunity to the group organiser who will then be responsible for informing their user group.
- Appropriate separation of vehicles and pedestrians must be arranged by each user group. The site supervisor will provide gritting and snow clearing services for user groups.

Emergency

- In the event of an accident – follow First Aid procedures, if **serious** telephone 999 for Ambulance. All accidents must be reported to the school.
- There are First Aid boxes located in the Office, Staff Room, Workshop, Kitchen, Art Room and Science Lab.
- If an accident has occurred whilst utilising the Council's equipment do not touch or move the equipment until a Council representative has examined it.
- Obtain names and addresses of at least two witnesses where possible.
- Organiser of single events must inform site users of the premises of the arranged emergency evacuation procedures.

In the event of fire **immediately** dial 999 for the Fire Brigade. **Evacuate** all your party from the area to a safe place. Check your register, await Fire Brigade. **Immediately** thereafter telephone Site Supervisor.

Facilities and Equipment

- Any school or NYCC equipment used must be used strictly in accordance with standard practice and under supervision of the organiser.
- On identification faulty or damaged equipment must be taken out of use and reported to, either the school site supervisor or headteacher.
- The school will provide effective emergency egress by identifying effective means of escape and signing exits. The school will provide effective emergency lighting for function areas and escape routes.
- The school will ensure that all emergency equipment is maintained and that smoke detection is checked weekly, emergency lighting is checked monthly, fire extinguishers will be maintained on an annual basis.

- The boilers will be subject to an annual service contract certification available on request from the school.
- Failure of services i.e. Gas and electric, water must be reported to the Site Supervisor for investigation and repair and must not be dealt with by user groups or unauthorised individuals.
- The school undertakes weekly water temperature checks to safeguard against legionella contamination. This information is available on request from the schools main office.
- All portable electrical equipment supplied by the school will be subject to an annual appliance test, evidence of the current test date and retest date will be posted on the individual piece of equipment. Any equipment found without the appropriate labels must be taken out of use and reported to the school.
- All portable electrical equipment brought on site must have a current portable appliance test.
- Adequate outside lighting will be provided. Any faulty or damaged lighting must be reported to the school.

Contact Numbers

Reception	01756 630495
Caretaker (Duncan Armstrong)	01756 630495 ext 1010 or 07948153094
Head Teacher (Nick Bell)	01756 630495 ext 1007

Management Committee

	Print name	Signature	Date
Head Teacher			
On behalf of Management Committee			