

# Mount Pleasant Junior School

## Policy Document



<b>Policy for:</b>	Charging Remissions and Lettings
<b>Overarching Area:</b>	School organisation
<b>Other policy links:</b>	Off-site visits
<b>Governors' Ratification Date:</b>	
<b>Revisions and Amendments:</b>	Reviewed to ensure compliance with DfE Guidance and the School Governance Handbook
Reviewed March 2021. Links amended to reflect up to date government guidance. RW, SBM	

## 1 **Statement**

The purpose of this policy is to explain the school position in respect of charging for school activities and visits (defined as “optional extras”) which we believe will enrich the curriculum and learning of our pupils.

In writing this policy the governing body is compliant with the following legislation and guidance:

- [DfE Charging for school activities.](#)
- Sections 48 of the Education Act 2011.
- [Section 6.7 of the Governance Handbook. October 2020.](#)

## 2. **What schools can charge for**

Primary schools and local authorities can charge for:

- Any materials, books, instruments, or equipment, where the child’s parent wishes him/her to own them, cookery ingredients or materials to use in technology.
- Music and vocal tuition, where it is an additional curriculum activity and not part of the National Curriculum, including examinations, or other extra-curricular activities.
- Community facilities.
- Optional extras.

Optional extras are defined as:

- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education) such as for swimming lessons.
- Board and lodging for a pupil on a residential visit, as long as parents are not in receipt of benefits that qualify their child to receive free school meals.
- Extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions).
- Education provided outside of school time that is not:

Part of the national curriculum;

Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or

Part of religious education.

In calculating the cost of optional extras schools may take into account the following expenditure:

- Any materials, books, instruments, or equipment provided in connection with the optional extra.

- The cost of buildings and accommodation.
- Teaching and non-teaching staff.
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

The following is a list of examples of optional extra activities organised by the school, for which we will invite voluntary contributions from parents and carers.

Visits to museums.  
 Sporting activities which require transport expenses.  
 Outdoor adventure activities.  
 Visits to or by a theatre company.  
 School trips.  
 Musical events.

### 3. **Requests for voluntary financial contributions from parents**

The school reserves the right to invite voluntary contributions for activities/trips organised by the school and we will make clear to parents, from the onset, whether the activity is dependent upon parental contributions to go ahead. There may be cases where, if we do not receive sufficient voluntary contributions, it is possible that we may cancel a trip.

If, however, we decide that a trip can go ahead, every child who would like to attend will be allowed to do so and information relating to which parents have contributed and which have not will remain confidential. Parental contributions will not subsidise children whose parents have not made a contribution, these costs will be met from school funds.

When we contact parents about an optional extra activity we will ensure that parents on low incomes and in receipt of qualifying benefits are clear about what steps to take if they require support with the invited financial contribution.

As a school, we are committed to:

- Giving parents as much advance warning as possible for any activities when we will be inviting a voluntary contribution towards the cost.
- Offering, wherever possible, a payment plan so that parents can pay their contribution by instalments which should also support parents with more than one child so that they can then spread the cost.
- Providing the best value for money possible.
- Providing transparent information to parents about costs.

### 4. **Community Facilities**

The school can let facilities in compliance with our safeguarding duties towards our pupils and appropriate insurance arrangements being in place. The governing body will be notified of any lettings.

Lettings will be subject to appropriate checks and agreement to conditions of hiring (Appendix C). In instances where the letting involves children (anyone under 18 years of age) additional checks will be required.

Checks for community hire include:

- Contact details for lead hirer
- Agreement with MPJS and SCC Conditions of Hire

Checks for hirers providing a service to adults:

- Contact details for service lead
- Agreement with MPJS and SCC Conditions of Hire
- Public liability insurance details

Checks for hirers providing a service including children:

- Contact details for service lead
- DBS reference number for service lead
- Agreement with MPJS and SCC Conditions of Hire
- Public liability insurance details
- Safeguarding & Child Protection Policy

MUGA (Multi Use Games Area)

In order to meet the Sports England agreement for community use of the MUGA, the governors have a two-tiered charging policy to enable community groups to access the community facility that is the MPJS MUGA. Appendix B includes the current charges and forms for hirers.

## **5. Damage to School Property**

The school will cover accidental breakages of school property.

Deliberate or willful acts, which result in breakage or damage to school property, may be charged for at a rate appropriate to replacement costs.

## **6. Music**

Music and singing tuition is currently taught within school curriculum therefore there are no charges. In the future if music is taught through a 3<sup>rd</sup> party, for example Southampton Music Services, charges may be appropriate, for example to hire musical instruments. Parents will be informed beforehand in all circumstances.

## **7. Dinner Money**

Dinners are charged for at the rate set by City Catering and the full cost passed on to parents. For children eligible for Free School Meals, no charge is made.

## **8. Breakfast Club and After School Clubs**

Breakfast club is charged at £1.50 per session. This is from 8:00am to 8:45am, providing a healthy and nutritious breakfast. After School Clubs are charged at a £1.50 per session, which includes subsidy by the school. These run from 3:15pm to 4:25pm.

## **9. Other Charges to Parents**

The Headteacher or Governing Body may levy charges for miscellaneous services up to the cost of providing such services, e.g. for providing a copy of an OFSTED report.

The school charging policy will be subject to change if there are new Local Authority or Department for Education policy changes, or changes in the law.

## **9. Debt Recovery**

Parents

- Parents owing money will be informed by the school office of their debt
- The school will follow the debt recovery procedure, developed with the LA Finance department (Appendix A)

## Appendix A – Debt Recovery Procedure

<b>1</b>	<b>Initial Reminder</b>	Initial reminders may be informal and made either in person (when a parent comes to collect/drop off the child) or by phone or text.
<b>2</b>	<b>First Reminder</b>	A formal reminder letter should be issued after two weeks from any informal reminder and/or from the date of the event.
<b>3</b>	<b>Second Reminder</b>	A second reminder letter will be issued within two weeks of the date of the first reminder letter.
Phone calls can be made, the date and outcome of the call will be recorded and kept with any letters.		

### Using reminder letters

If a debt is taken past two reminder letters formal written evidence may have to be produced. It is therefore important that the reminder letters are sent and retained. Details of all reminders, whether verbal or in writing, should be maintained. Where a letter is issued a copy should be kept.

### Failure to respond

If no response is received a letter will be sent to the debtor advising them that the matter will be referred to the Local Authority.

At the discretion of the Headteacher the debtor may be advised that they will be required to pay in advance for future events. Regarding a dinner debt, the debtor may be requested to provide a packed lunch for their child.

### Negotiation of Repayment Terms

Debtors are expected to settle the amount owed as soon as possible after receiving the first reminder.

If a debtor asks for repayments terms these may be negotiated at the discretion of the Headteacher. A record of all such agreement shall be kept. A letter will be issued to the debtor confirming the agreed terms. The settlement period should be the shortest that is judged reasonable.

## Appendix B – Charges and Forms for MUGA Hire

Dear Hirer,

**Re: Hire of School Facilities – MUGA**

I am writing to inform you about revisions to our lettings procedures and policy, including charges.

### IMPORTANT INFORMATION

#### Checks & Documentation

To comply with legislation (Keeping Children Safe in Education 2018) where a service is provided by another organisation, not under the supervision or management of the school, the School Governing Body expect to seek assurances from the organisation concerned that they have the appropriate policies and procedures in place, to protect and safeguard young persons under 18. Assurances required are:

- DBS checks for the organisation leaders
- Risk Assessments completed for the type of use
- Child Protection Policy
- Liability Insurance

#### Charges

The Governing Body have reviewed the Letting policy and from January 2019 new charges will be in place that are fair and equitable. These differentiate between organisations that are businesses and community groups which are non-profit making or do not have employees;

- Community Use - £10 per hour
- Business use - £20 per hour

The Governing Body and I believe that the changes ensure that safeguarding and fairness are paramount. The school is very proud to have a community facility and is working hard to ensure fair access at very reasonable prices which are driven by cost covering, not profit making. I am sure you recognise these changes as necessary and important measures to safeguard not only children but those working with them.

In order to continue your letting with Mount Pleasant Junior School, please complete and return the attached booking form. The form and **ALL** related documentation, needs to be registered with Mount Pleasant Junior School **BEFORE** sessions begin.

Yours sincerely  
E Kerrigan-Draper  
Headteacher

# Request for Hire of Premises

Must be returned to MPJS before hire commences.

<b>Name of Hirer or Organisation</b>

<b>Is this a community hire or a business hire, circle one</b>	
Community	Business
<b>If Community please state below in what way this benefits the local school community:</b>	

<b>Coordinators name</b>
<b>Telephone number</b>
<b>Email address</b>
<b>Full Address of Hirer</b>
<b>Signed</b>
<b>Dated</b>

<b>Office use only</b>			
<b>Check</b>	<b>Documents Provided</b>	<b>Checked by</b>	<b>Date checked</b>
<b>DBS checks</b>			
<b>Risk Assessments</b>			
<b>Child Protection Policy</b>			
<b>Liability Insurance</b>			

## Appendix C

# Conditions of Hire

### Acceptance of conditions

The hiring of accommodation is permitted only on the conditions outlined in the following regulations. Acceptance of the hire agreement, by signing the enclosed booking form, is deemed to be acceptance of these conditions.

### Compliance with conditions

The hirer shall be responsible for compliance with these conditions.

### Applications

Applications for hire of premises, other than the MUGA, should normally be made at least 3 weeks in advance. In general, reservations will not be accepted for dates more than 12 months in advance.

### MUGA / Sports Hall

Only suitable footwear should be worn in the gymnasium and flat soled trainers in the MUGA no studs or football boots permitted. No School games equipment may be used without permission and gymnastic equipment can only be used when for safety reasons an adult with recognised qualifications for the proposed activity must personally supervising at all times. This condition also applies to all activities with young people.

### School Equipment

No use may be made of school apparatus or equipment without specific permission.

Fabric and Fittings – The fabric and fittings and contents of the premises shall not be interfered with in any way. No treatment shall be given to prepare a floor for dancing and the wearing of stiletto heels is prohibited. The hirer shall, at the end of the hire period, leave the accommodation in a reasonable tidy condition, all equipment being returned to the correct place of storage.

### Storage

Storage facilities cannot be provided. When hirers are permitted to leave equipment on the premises, they do so entirely at their own risk.

### Hirer's Property

Furniture and apparatus required may be brought on to the premises at the hirer's own risk. Hirers shall not bring on to the premises, without the prior consent of the Governors, any article of an inflammable or explosive nature, nor any article producing an offensive smell, nor any other substance apparatus, or article of a dangerous nature.

### Refusal of Hire

The Governors may refuse an application to hire the premises if the School requires the premises, there has been any previous damage to property or breach of conditions by the hirer or the Governors decide not to allow the hire for any other reason.

### Cancellation by the Governors

Apart from exceptional circumstances, the Governors will give at least 4 weeks notice to the hirer, should it become necessary to cancel or postpone a letting. Notice of cancellation may not be given if any of the conditions within this document are breached.

### Cancellation by the Hirer

The hirer must give at least 4 weeks notice of cancellation by email to [info@mpjs.org.uk](mailto:info@mpjs.org.uk). If any shorter period is given, the Governors reserve the right to pass on to the hirer any costs unavoidably incurred.

### Payment of Charges

All hire charges must be paid within 1 month of the invoice being issued. This invoice will be issued at the end of each term for all the hires that have taken place in the term. The Governors reserve the right to invoice the hirer for

excessive cleaning time incurred as a result of the hirer failing to leave the accommodation in a reasonable condition or for repair of the premises or equipment damaged by the hirer.

### **Statutory Requirements**

All statutory requirements, including those relating to health and safety and public entertainments, must be strictly fulfilled by the hirer. Film, music, dancing and stage events must be considered to be public entertainment unless entrance is restricted to those who are bona fide members of the organisation hiring the accommodation. For all public entertainment, it is the hirer's responsibility to inform the local Council's Licensing Officer and obtain the appropriate licence. No musical works in the repertoire of the Performing Rights Society may be performed in public on the premises unless the hirer has obtained permission of the Society.

### **Insurance**

It is the responsibility of the hirer to insure the activity in respect of third party claims.

### **Attendance and Behaviour**

The hirer shall ensure that the number of persons using the premises does not exceed that for which the application was made and approved. The hirer shall be responsible for ensuring the preservation of good for the full duration of the letting and until the premises are vacated. The hirer shall be liable for damage caused by unruly or inappropriate behaviour. It is the hirer's responsibility to ensure that all those attending are made aware of their responsibilities.

### **Gambling**

The premises may not be used for games of chance, other than bingo, unless specific permission has been granted by the Governors.

### **Alcohol**

No alcohol is permitted on the school site.

### **Fire Precautions**

Hirers shall familiarise themselves with the fire precautions in force on the premises and with the means of escape in the event of a fire. Fire and other exits must be kept clear at all times.

### **Site Manager**

The Site Manager is instructed by the Governors to ensure that the conditions of the hire are fully complied with. All reasonable instructions given by the Site Manager on duty must therefore be followed.

### **Rights of Access**

The Governing body and its agent's reserve the right of access to the premises during the letting.