

**SOUTH STREET PRIMARY SCHOOL**



## **Charging & Remissions**

Reviewed September 2016

**POLICY DOCUMENTATION**

# CHARGING & REMISSIONS POLICY AND PROCEDURES

This policy is made up of two parts:

1. charging & remissions for curriculum and recreational school journeys.
2. lettings procedures and charges.

Parts of this document are re-printed in the school prospectus which is given to all parents with children in the school.

## 1. CHARGING AND REMISSIONS

### a) Local visits (i.e. those which do not require transport)

At the beginning of each academic year, all parents are given letters requesting parental consent for local visits. When the completed form is returned they are kept and monitored by the class teacher (Appendix A - sample local visits letter).

Class teachers are under instruction to plan local visits carefully giving the Head Teacher adequate notice of intention. Sufficient preparation must be undertaken before the visit to make it a meaningful and worthwhile experience for the children. A risk assessment must also be undertaken at least one week before the visit. In the light of that risk assessment adult supervision should be adjusted to make sure the visit is safe for all children attending.

The school kitchen must have at least two weeks notice of any outing which may significantly deplete dinner numbers or require packed lunches.

### b) School journeys involving transport

All such journeys must be carefully planned with an expectation that staff will visit the site or venue prior to their visit whenever possible and in particular if it's previously unknown to the school.

The Head Teacher requires at least one months notice of these visits to ensure buses or coaches are booked at the most competitive price.

A risk assessment must be undertaken at the time of planning the journey and adequate adult supervision secured.

The school kitchen must be notified at least two weeks before the journey if dinner numbers are to be significantly depleted or packed lunches required.

No charge can be made for school journeys which are organised to enrich the curriculum. However parents may be asked for a voluntary contribution towards the cost of the journey.

Voluntary contributions will be calculated according to the following scale:

- a) When an educational visit is arranged we use public transport where possible and practical and we ask parents to voluntarily contribute the children's bus fare.
- b) If a coach is needed we pay half the cost and parents volunteer to pay half the cost.
- c) If an entrance fee is required we pay a proportion of the cost and parents voluntarily contribute.
- d) If a recreational visit is organised, we ask parents to voluntarily contribute to the cost.

Where a voluntary contribution is large we will give plenty of warning and allow children to save weekly towards the cost.

No distinction will be made between pupils on the basis of whether or not parents have contributed towards the cost of educational visits.

Where transport is required, parents will be sent specific details about the visit and the school journey insurance arranged to cover it. A consent form will also be sent and must be completed by someone with parental responsibility for the child. If this form is not returned, even if a voluntary contribution has been made, the child will NOT be allowed to leave the school premises.

The LEA Educational Visits Guidelines will be followed at all times and can be found in the Risk Assessment File.

## **2. LETTINGS PROCEDURES**

The Governors are keen for the school to be used by the local community outside of school hours. This includes halls and rooms within the school and the school playing field. Internal changing and shower facilities are also available.

The school benefits from a spacious hall and a community hall with an adjoining kitchen. The kitchen is fully fitted with a cooker and a fridge freezer.

Requests to use any part of the school should be made in the first instance to the Head Teacher who will consider the suitability of the activity and give an initial estimate of cost. (See Appendix 1).

Once there is verbal agreement the following procedures should be followed:

- a) the hirer should be issued with the "LEA Conditions for Letting of School Premises" and should complete the initial request for a letting (SCH/LET4).
- b) after consultation with the caretaker a "Let 2" form should be completed by the Head Teacher and this with the "Local Conditions for a Letting" (See Appendix 2) should be sent to the hirer.
- c) when the "Let 2" is returned signed by the hirer the Head Teacher issues a "Let 3" along with a permit number to the hirer.
- d) the Head Teacher then raises a "debtors invoice" which gives details of the letting and the charges and sends this to the Establishment Support section at the Civic Centre. They will send an invoice to the hirer to request payment.

The Finance and General Purposes Committee agree on an annual basis the scale of letting charges. The procedures to be followed are taken from and outlined in the LEA's document "Hiring of County School Premises Procedures."

Reviewed September 2016

**FIRE WARNING**

Continuous sounding of fire alarm

**FIRE ALARM ACTIVATORS**

Red box with glass insert situated:  
Entrance, community Room, Hall, outside Room 12,  
Junior Entrance, opposite Library, Infant  
Entrance, outside Room 3, Nursery outside store and  
entrance and in each outside classroom next to fire door.

**FIRE EQUIPMENT**

Fire blanket in Nursery and Community Kitchen.

Fire Extinguisher - Entrance (2), Infant Entrance (2),  
Infant Corridor (1), Junior Entrance (2), Junior  
Corridor (1), Main Hall (1).

**FIRE PROCEDURE**

On discovery of fire:

Push glass in nearest fire alarm activator. Priority is  
to clear school **NOT** to fight the fire or ring the  
Fire Brigade.

**EXIT FROM:**

**Classrooms:**

Teachers to take children out of nearest exit - may  
be classroom Fire Exit if it is on the outside of the  
building - and assemble on school yard, furthest point  
from the building.

**Nursery:**

Leave through fire doors and assemble on school yard,  
furthest point from the building.

**Community Room:**

Leave through fire doors and assemble on the school  
yard, furthest point from the building.

**Hall:**

Leave through front fire exit, walk through car park  
and assemble on the school yard, furthest point from  
the building

**OR**

Leave through rear fire exit and assemble on the  
school yard, furthest point from the building.

**Admin Block:**

Leave through main entrance.

**Special Duties**

Mrs McLeod/Mrs Toytekin

Proceed straight to infants boys, girls and disabled  
toilet to check

Mrs Moody

Proceed straight to junior boys, girls and staff toilet  
to check

Mrs Bolt

Check staff and community toilets.

# AGREED LETTING COSTS FROM September 2016

## For non-commercial organisations

Weekday Evening Lettings between 18.00hrs & 22.30hrs

Use of community hall, main hall, toilets and kitchen:

Letting payment	20.00
Cleaning after letting	14.00
Energy	6.00
	<u>£40.00</u>

Saturday & Sunday Lettings between:

09.00hrs & 12.50hrs	}	These each count as 1 letting period
or	}	
13.00hrs & 17.50hrs	}	
or	}	
18.00hrs & 22.30hrs	}	

Letting payment	30.00
Cleaning after letting	14.00
Energy	6.00
	<u>£50.00</u>

Costs covering more than one letting period are calculated by multiplying the letting payment by the number of periods then addition the cleaning after letting payment and an energy charge.