



A Specialist in Business & Enterprise
Making dreams a reality

Charging Policy

Date ratified:	08.03.16
Governors/Committee Meeting:	Finance, Premises and General Purposes Committee
Signature of Chair:	
SLT Lead:	R Sidebottom

Charges and Remission Policy

Introduction

This charging policy has been compiled in line with DfE requirements and in accordance with S449-462 of the Education Act 1996. It applies to all students on roll.

School Educational Visits

1 Day Educational Visits

No charge will be made for non residential visits which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations and take place during school hours or are an essential part of the curriculum.

2 Residential Visits – Essential

For residential visits which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a contribution will be requested for board and lodging.

3 Residential Visits – Non Essential

For residential visits which are not essential to the National Curriculum, statutory RE, or in preparation for prescribed examinations, a charge will be made to cover all costs associated with the visit unless separate funding is identified.

Examination Entries

A charge will be made where a student fails without good reason to complete the requirements of any public examination and where the school has paid the entry fee.

Materials and Textbooks

Where a student or parent wishes to retain items produced as a result of creative studies, a charge may be made for the cost of the materials used. Essential textbooks are provided free of charge but in some subjects additional revision material and books are available for which a charge may be made.

Music Tuition

In the past the school has funded the entire cost of instrumental lessons, however due to budget limitations the school will now fund 50% of the cost of music lessons. For eligible families the remaining 50% will be funded by bursaries from the Sheffield Music Hub.

In order to qualify families must be in receipt of one of the following:

- Free school meal eligibility
- Income support
- Income based Job Seekers Allowance
- Working tax credit, where annual income is below £15,000

If families do not meet any of the eligibility criteria, then the cost of lessons will need to be met by the parent. This will be £35 per term (as at 20/09/16). If this cost is not met, then lessons will be stopped and the place given to another student.

Students who display exceptional musical talent and / or take an active part in the school music activities or are taking music at Key Stage 4 as an option subject (GCSE or RSL) will be funded by the school. Further bursaries are also available for students with Special Educational Needs.

Activities Outside School Hours

- 1 No charge will be made for activities outside school hours that are part of the National Curriculum or religious education or that form an essential part of the syllabus for an approved examination.
- 2 For all other activities outside school hours, a charge may be made up to the cost of the activity.

Damage/Loss to Property

- 1 A charge will be made in respect of willful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials). The charge to be the cost of replacement or repair or such lower cost as the Headteacher may decide.
- 2 A charge will be made in respect of willful damage, neglect or loss of property (including premises, furniture, equipment, books or materials), belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair or such lower cost as the Headteacher may decide.

Voluntary Contributions

Where the school cannot make charges and it is not possible to provide these additional activities within the resources usually available to the school, the school may request or invite parents to make a contribution towards the cost of the activity. However, where there are insufficient voluntary contributions or other funding to make the activity possible, then it will be cancelled.

Consideration for Financial Assistance

For residential activities, which are a statutory requirement for the curriculum, consideration for financial assistance will be given to a parent/carer of a student who is in receipt of any of the following:

- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (Financial Year 2012/13);

- the guarantee element of State Pension Credit; and
- an income related employment and support allowance that was introduced on 27 October 2008.

In these circumstances there will be no charge for board and lodgings.

Remission Policy

The Headteacher or Finance, Premises and General Purposes Committee of the Governing Body may refund, in full or in part, charges in respect of a student or particular activity if it feels it is reasonable in the circumstances.

Use of Premises – Lettings Policy

- 1 The Headteacher will be responsible for all matters concerning lettings of premises within the 'operating hours' as defined in the PFI contract. Facilities will only be let when they are not needed for school purposes.

- 2 The aim of the lettings policy is twofold: to generate income for the education of students; and to enable the provision of community facilities, which benefit students and their families.

- 3 No facility will be let to any person or organisation for a purpose, which in the opinion of the Headteacher is inconsistent with the aims and values of the school.
- 4 No letting will be subsidised from the resources provided for the education of the students. All hirers will be required to demonstrate to the satisfaction of the Headteacher that they have adequate insurance to compensate the school for any damage they may cause; the Headteacher should consult the Council's Insurance Officer as to the adequacy of the insurance.
- 5 Requests for lettings must be notified to the Headteacher with details of
 - Hirer's name;
 - Facilities required;
 - Activity for which letting is required;
 - Date(s), duration and frequency;
 - Evidence of adequate Public Liability Insurance
- 6 Lettings will be charged against two categories;
 - a) 50% of the full rate when the event demonstrates community benefit.
 - b) Full rate in respect of commercial activities.
- 7 The terms and conditions for the use of the Enterprise Centre are appended to this policy and reviewed annually by the Finance, Premises and General Purposes Committee of the Governing Body.

Fir Vale Enterprise Centre

Terms and Conditions for Use

Definitions

The terms in this document shall have the following meanings:

- Enterprise Centre shall mean the Fir Vale Business Enterprise Centre
- Premises shall mean the Enterprise Centre
- Headteacher shall mean the Headteacher of Fir Vale School
- Hirer shall mean the person or body of persons making application for use of the whole or part of the Enterprise Centre
- Period of hire shall mean the period the Hirer is entitled to use any part of the Enterprise Centre
- Date(s) of Hire shall mean the day(s) on which the Hirer is entitled to use the premises

Application to Hire

- Request to use the Enterprise Centre shall be made by completion of a booking form, obtainable from and returnable to the Enterprise Centre Administrator.
- The Enterprise Centre reserves the right to refuse a booking which in their opinion is inconsistent with the aims and values of the environment, without the need to provide a reason.
- The Enterprise Centre reserves the right to terminate a booking at short notice if deemed necessary or due to unforeseen circumstances.
- We will not be liable for any losses direct or otherwise if we have to cancel a booking. We will offer alternative date(s) subject to availability or refund in full the fee of the cancelled booking (on a daily basis). Our Liability will not exceed refunding the paid room hire fee on a daily basis under any circumstances.
- The Hirer shall not transfer the booking or any part thereof to a third party.
- No event shall be advertised until the booking request has been accepted and notified in writing to the hirer.
- The room that is booked is the only room that can be used.
- Requests for audio visual and electrical equipment should be made at the time of the room booking
- All audio visual and electrical equipment brought into our premises must comply with current Health and Safety regulations, which includes Portable Appliance Testing under the Electricity at Work Regulations 1989.
- Please include set up and breakdown time in the original booking.

Charges and Payments

- The charges for use of any part of the Enterprise Centre shall be agreed prior to the use in accordance with the Pricing Policy document
- The schedule of charges is subject to periodic review and we reserve the right to increase rates giving one months notice.
- Cancellation fees are applicable as follows:
 - Less than 48 hours - 100%

- Between 48 hours and 5 working days - 50%
 - Between 5 and 10 working days – 25%
- The Hirer agrees to ensure that full payment is made within 14 days of receipt of the final invoice.
- The Hirer agrees to leave the room in a tidy and clean state. The cost of any additional cleaning required will be added to the final invoice at a rate of £18 per hour.
- Cheques should be made payable to Fir Vale School.

State of Premises

- The Enterprise Centre shall be left in a clean and orderly condition at the end of the period of hire.
- The Hirer is held responsible for the effective supervision of activities in the Enterprise Centre during the period of hire and for the prevention of disorderly behaviour.
- The Hirer will be liable for all losses or damage incurred during the hire period. The Hirer will be liable for additional charges if cables and connections are disturbed; and/or if the hirer exceeds the room vacation time booked.
- The Hirer is responsible for any damage or loss (howsoever caused) to any property or equipment at the Premises and for any personal injury attributable to the Hirer.
- Access to the Enterprise Centre is restricted to the time of booking.

Insurance

- All hirers are required to demonstrate to the satisfaction of the Enterprise Centre that they have adequate insurance to compensate the school for any damage they may cause and have cover for their own public liability.
- Fir Vale School is only covered by 'Public Liability Insurance' for claims as a result of Sheffield City Council negligence. This does not cover accidental personal injury, accidental damage to property or similar incidents caused by willful, malicious or deliberate actions or omissions.
- The Enterprise Centre, school and Headteacher are not responsible for damage or loss (howsoever caused) to any property belonging to or under the control of the Hirer or for any injury (except that caused by the negligence of the Centre) to the Hirer or any other person or persons using the premises.

Obligations of the Hirer

- The hirer must comply in all respects with the requirements of statutes applicable to use of the Premises.
- Emergency access to the hired rooms by the Headteacher or Centre staff must be permitted.
- In accordance with Sheffield City Council policy:
 - No Smoking should take place in any part of the premises or school grounds.
 - No dogs or other animals are allowed inside the Enterprise Centre (guide dogs accepted).
 - Gambling or the consumption of alcohol or recreational drugs is not permitted within the Enterprise Centre.

- Clients loading their own software do so on the condition that they own adequate licences for this purpose and will indemnify the Centre against all losses caused through breaches of copyright. Software may not be loaded without our prior agreement and should be tested on Centre equipment prior to the period of hire to ensure compatibility.
- The Hirer is responsible for ensuring all users of the Centre rooms are aware that child protection issues prevent them from entering any part of the school buildings or grounds outside of the car park and Enterprise Centre.

Please note:

The Centre is on school premises and therefore all visitors are requested to comply with Child Protection procedures in place. All visitors into the building should sign in on entering the building, collecting their relevant visitor's/delegate's badge and return this badge to Reception whenever they leave the building. When they are not returning they should sign out of the visitor's book/delegates list completing the time of departure.

Access to the Centre will not be permitted through the school.