

Charging and Remissions Policy

Mission Statement

We will be uncompromisingly focused on ensuring every individual is successful.

1. **Excellence** – We will provide students with opportunities in which to excel, to empower them to make free choices as a foundation for the best possible future; with outcomes in line with or better than their peers nationally.
2. **Equality** – We will provide high quality teaching and learning, delivering a broad, knowledge rich curriculum, where high aspirations are the norm and success is celebrated, to all students regardless of their background, ethnicity, religion, gender, educational need.
3. **Truth** – We will pursue truth open-mindedly, seeking to help students to enquire, question and challenge, helping them to be well-rounded, resilient, confident, independent learners with a love for learning.
4. **Respect** – We will create a safe community that has at its core an understanding of deep respect for self, for others and for the environment; strong relationships are key.

Executive Head teacher:	Jen Veal
Chair of Governors:	Dominic Course
SDCC & the Atrium Local Governing board approved this policy at its meeting on: 10 March 2022	
This policy will be reviewed annually.	

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INTRODUCTION

The school recognises that its premises are a valuable resource within the community and as such welcomes the opportunity to enable other users to benefit from them when they are able to do so. Equally, enabling a multi-purpose use of the school building can reduce the number of incidents of vandalism and increase the income to the school through lettings. Parents and community groups benefit from the facilities available and it can break down some of the barriers that can make a school appear to be a prohibitive environment to enter.

This policy aims to clarify the procedure for letting part of the school building so that all agreements entered into clarify expectations and confirm how to address any issues that might arise.

OUR AIMS

By letting our premises we intend to:

- maximise the use of the school for the benefit of the community;
- ensure that the educational use of the building is prioritised without prohibiting other users;
- raise money to support the activities of the school;
- pursue the extended schools' agenda.

PROCEDURE

All lettings enquiries should be referred to the Ashmoor Sports & Fitness Centre who control all school's premises bookings. The Ashmoor Centre should then follow the booking procedures detailed as follows.

Stage 1

To be completed by the Ashmoor Centre Manager/Assistant Manager.

1. Take details about the request in writing/email with contact numbers and further information as available.
2. Check in the lettings diary to ensure that the building/grounds are not already in use, and enter a provisional booking.
3. If the letting request is outside of usual rooms, times for hire consult with the Operations Manager to confirm the appropriateness of the letting.

Stage 2

Processing the application.

1. Where the application for a let is accepted, the applicant will be sent a provisional confirmation of the let complete with a booking form (APPENDIX 2) for completion and return and the guidance relating to KCSIE.
2. Once the booking form is completed the Ashmoor Manager will check for proper completion and ensure that copies of all safeguarding documentation relevant to the hirer have been provided.
3. When the Ashmoor Manager is satisfied that a proper application had been provided they will, confirm the booking on the system and provide the hirer with firm confirmation of the booking.
4. Payments can be made by card, cash or invoice.
5. Where an invoice is required to be raised, Ashmoor will notify the school finance team.

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6. Payments made by card or cash will be processed through the virtual terminal and the nature of booking recorded.

Stage 3

Guidelines.

1. The school has priority use over the premises.
2. They are a valuable community resource and as such every reasonable effort should be made to enable them to be used as much as possible.
3. Profit margins will be welcome when derived from private or commercial usage but is not the objective when facilitating educational activity. All charges must at least cover costs.
4. The schools delegated budget (which is provided for the education of its pupils) should not be used to subsidise lettings by community or commercial organisations.
5. The school will treat its hirers fairly.
6. The person signing the booking form is responsible for all aspects of the let and must abide by the Terms & Conditions of the Contract and Conditions document.
7. The school will only allow hiring if the premises for purposes considered appropriate and suitable, the Executive Head teacher will be consulted in cases of uncertainty.

CATEGORY OF LETTING

1. Educational/statutory user (of direct benefit to the school).
2. Community user.
3. Commercial/private user.

Categories are decided by the Ashmoor Manager who will confirm the hire charge appropriate.

CONDITIONS OF HIRE

The following are conditions of hire.

- Hirers must have left the premises by the end of the booked period.
- Sufficient time must be included to allow for clearing away and for all participants to leave the premises by the end of the booked period.
- Availability of premises is negotiable.
- The school is a no-smoking environment.
- The school accepts no responsibility for the loss of personal property brought into or left in the premises during the let.
- The hirer accepts full responsibility for any damage to or theft of the school's property during the period for which the premises are hired.
- The hirer must ensure that a responsible person will be present on the premises at all times during the period of the letting.
- Any additional cleaning undertaken by the school will be charged to the hirer at the appropriate rate.
- The hirer accepts that they should familiarise themselves with relevant health and safety information and Keeping Children Safe In Education.

This list is not exhaustive and full conditions are set out in the Contract and Conditions Booklet (Appendix 3).

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LETTINGS DOCUMENTATION

The following lettings documents are available:

- booking form for hire of premises and sports facilities;
- lettings of premises and sports facilities – conditions of contract;
- complaints procedure;
- Keeping children safe in education;
- public liability insurance documentation.

SCALE OF CHARGES

In arriving at their scale of charges, the governors have followed the following principles:

- that statutory users will be charged an amount commensurate with cost recovery;
- that designated users will be charged no more than cost;
- that private users will be charged on a cost plus an income margin for the school;
- that there will be parity of treatment for similar users;
- the cost of letting school facilities will be recovered from users;
- football hire charges and in particular, the 3G pitch charges are set by the Devon FA;
- the school is unable to deviate from the scale charges and can only increase hire rates within the scale rate upon agreement with the Devon FA and consultation with user groups.

The basis of charging is determined by the purpose for which a letting is arranged.
The scale of charges forms Appendix 1 to this policy statement.

DISCOUNTS

These form part of the scale of charges (Appendix 1) and are the only permitted variations to the standard charges.

VALUE ADDED TAX

The school are constrained by law to apply value added tax to all transactions where this is appropriate.

INSURANCE

The school must ensure that the Hirer has appropriate public liability insurance to cover all its legal liabilities for accidents resulting in injuries to persons (including all participants in the activity for which the premises are being hired), and/or loss of or damage to property, including the hired premises, arising out of the letting. The minimum limit for this insurance cover is £5 million. The hirer must produce the appropriate certificate of insurance cover before the letting can be confirmed.

MINIMUM CHARGES AND DEPOSITS

The minimum hire period will be one hour. The governors reserve the right to require a deposit over and above the hiring charge as a surety against damage to the premises (including any equipment) or the premises being left in an unacceptable condition necessitating their incurring additional cost for cleaning, caretaking or other expenses.

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CANCELLATIONS

Governors will seek to recover any cost incurred by the school which are unavoidable and result directly from the cancellation of a letting. Details of the charges are shown in the scale of charges in Appendix 1.

PAYMENT METHODS

The governors are mindful of their responsibilities in safeguarding the school from bad debt. Therefore payment at the time of booking is the norm for one-off hirers. For regular weekly hirers the school will issue an invoice each term in arrears, and for hirers using the premises for multiple evenings per week, a monthly invoice will be issued. In all cases where cash or cheques are paid over then an official receipt must be issued.

EXTENSION OF CREDIT

The governors will allow the extension of credit to bone fide local organisations and individuals where they are satisfied that these are credit worthy. In all the cases the governors reserve the right to withdraw credit facilities where prompt payment is not received. The schools will not normally extend credit for lettings where the invoice value is less than fifty pounds (£50). In all cases where credit is advanced the invoice is to be raised at the time of booking.

COMPLAINTS PROCEDURES

The following comprises the complaints procedure for lets.

1. If the school has a concern about a let, the Ashmoor Centre Manager or Operations Manager will raise the concern with the hirer.
2. If the matter remains unresolved the hirer will receive written notice of termination of the booking agreement.
3. If the hirer has a concern they should talk to the Ashmoor Centre Manager.
4. If this concern is still unresolved, they should follow the school's complaints procedure (complain in writing to the Head)
5. If a third party complains, the Operations Manager will at first deal with the complaint and attempt to resolve the situation.
6. If this is not successful, the concern will be taken to the school governors

HEALTH AND SAFETY

The school is responsible for ensuring that the means of access or egress are safe for the use of the hirer and that the plant or equipment used by the hirer is safe. If the hirer discovers a hazard, they should take action to make the site supervisor on duty aware of it.

Hirers should familiarise people using the premises with fire and health and safety arrangements.

APPROVAL AND REVIEW

Approved by Governors 10 March 2022

Next review: March 2023

The governors will review the policy on an annual basis with a view to determining whether the policy has been successful. Measuring the success of the school lettings policy will be achieved by establishing the following:

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- Are hirers satisfied with the service provided? (Evaluations to be issued to hirers.)
- Are lettings consistent with supporting the extended schools agenda? (Information about number and type of lettings to be supplied to the governing body).
- Does the budget benefit from lettings? Are they cost effective for the school? (Budget information to be provided by the School Business Accountant to the governing body).
- Are the prices adequate or in need of review? (taking into account the schools net earnings from lettings and the maintenance cost).