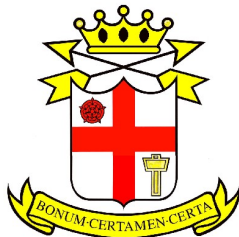

**ST. GEORGE'S R.C.
HIGH SCHOOL**

“A Specialist Technology College”



Charging Policy

Issued: December 2009

Review date: December 2010

ST. GEORGE'S R. C. HIGH SCHOOL CHARGING POLICY

PRINCIPLES

We are committed to a free school education for all.

We Aim To:

- Ensure that education in school is free.
- Ensure that activities offered wholly or mainly during normal school teaching time should be available to all pupils regardless of their parents' ability or willingness to help meet the cost.
- Ensure that that there is no statutory requirement to charge for any form of education but the school has the discretion to charge for optional activities provided wholly or mainly out of school hours.
- Ensure that the school has the right to invite voluntary contributions for the benefit of the school or in support of activities organised by the school, whether during or outside school hours.

PRACTICES

With the aforementioned aims in mind, it is the Policy of this school:

- To continue to request voluntary contributions from parents towards activities organised by the school during school hours.
- The Governors of St. George's R. C. High School are willing to support the funding of certain activities. Subsidies may be available for children whose parents are unwilling or unable to make a voluntary contribution.
- If insufficient voluntary contributions are forthcoming for an activity and insufficient subsidies are available, then that activity will be cancelled.
- Optional trips wholly or mainly outside school hours will be charged at full cost. These visits will not proceed where full costs are not met by all those who wish to partake in the activity.
- Board / lodging and travel costs on residential trips will be discounted to those parents in receipt of Family Credit, Job Seekers Allowance or Income Support. These families will be expected to pay a contribution. Parents can make a Welfare Grant Application through the Party Leader

who will liaise with the Key Stage Managers for confirmation. School records of current students entitled to Free School Meals acts as a source of confirmation of entitlement; approval is ascertained by the nominated member of the Senior Leadership Team.

- The school may invite voluntary contributions towards the cost of ingredients, materials and equipment where parents have expressed the wish to have the finished product.
- This school may make charges for breakages and damage to property including window breakage and cost for graffiti removal.
- Reimbursement of External Examination fees for which a pupil is entered but fails to attend.
- Instrumental lessons are supplied by MAPAS (Music and Performing Arts Service) and are undertaken in small groups on a weekly rotational basis so that pupils should not miss the same academic lesson every week. Individual Instrumental Tuition is charged at £150 per academic year. This breaks down to £50 per term for which pupils will receive a minimum of ten lessons. A written contract will be signed by the parents at the beginning of the school year stating that they agree to making the £150 contribution towards the music lesson.

ST. GEORGE'S R. C. HIGH SCHOOL LETTINGS POLICY

PRINCIPLES

We are committed to letting various parts of the school premises (e.g. hall, classrooms, gym, etc.) and to maximise the income received from these lettings for the benefit of the school and its students.

We aim to:

- Generate additional income to St. George's R. C. High School for the benefit of its students
- Allow lettings to three main categories (1) Extended school use (2) Community Use (3) Commercial Use
- Ensure there are clear 'Conditions of Hire' and 'Scale of Charges'
- Ensure insurance and Health & Safety requirements of lettings are met in full

PRACTICES

With the aforementioned aims in mind, it is the Policy of this school:

- That use of the premises for school functions will take priority over lettings.
- The Governing Body will set charges for lettings guided by these principles:
- Lettings to bona fide community groups will be charged at discounted rates to cover caretaking, energy, wear & tear, administration.
- Where the school is used as a polling station the relevant authority will be charged the actual additional costs incurred by the school.
- Lettings to all other hirers will be charged at cost, plus a profit margin determined by the Governing Body.
- The school will retain income derived from lettings, and costs to the school of lettings will be met from this income.
- The school premises will not be let to individuals or organisations if there is reason to believe that the name of the school will be brought into disrepute.
- The school premises will not be let for functions where a Public Entertainment Licence is required.
- Decisions whether to permit lettings will be made by the Governing Body. If the Business Manager believes a letting should not be permitted he/she will report the reasons to the Governing Body.
- All persons hiring the school premises will be expected to conform to the relevant Health & Safety regulations.
- There will be an annual review of lettings charges in November.

Conditions of Hire

ST. GEORGE'S R C HIGH SCHOOL

Name of Applicant:

Address :.....

.....

Telephone:

If applying on behalf of an organisation state:

Name of organisation:

Position of hirer:

Object/Aims of Organisation:

Purpose for which premises is required:

I wish to apply to hire the premises as detailed in the Schedule below for the purpose shown above and in consideration of the hiring being granted I undertake on behalf of both myself and of the organisation I represent to indemnify Salford City Council and the Governors in the manner overleaf and to observe the conditions of hire contained therein.

Signed: Date:

Schedule of Accommodation required										For School Use
Date	Gym	Hall	Anticipated number attending hiring	Classrooms	Playground	All weather pitch	Time of Letting From To			Amount Payable

RECEIPT OF PAYMENT

NAME OF HIRER:.....

DATE OF LETTING.....

COST OF LETTING.....

PAYMENT RECEIVED..... DATE:

SIGNED:.....

THE GOVERNORS OF ST. GEORGE'S R. C. HIGH SCHOOL INDEMNITY AND CONDITIONS OF HIRE FOR SCHOOL PREMISES

1. To indemnify Salford City Council and the Governors against the consequences of any unauthorised performance of a copyright work during the period of hire of the School premises and to complete the returns required by the Performing Rights Society, *Phonographic Performance Limited, The Copyright Licensing Agency Limited and all other similar bodies.*
2. To pay a *non-refundable deposit of 10% of the hiring fee on making the booking. On receipt of the deposit confirmation of the booking will be sent by the Governors. (delete if not required)*
3. To *pay the hiring fee or any balance not less than 28 days* before the hiring is to take place. Cheques or Postal Orders should be made payable to St. George's R. C. High School and crossed. If payment is not made by the due date *or if any of the conditions in Clause 5 b) below is not complied with* then the Governors reserve the right to cancel the hiring.
4. During the period of hiring, the *Hirer* shall be held responsible for all damages, losses, claims and costs arising out of the use of the premises and shall indemnify Salford City Council and the Governors *from and against any expense liability loss claim or proceedings including claims for personal injury to or the death of any person whatsoever whether arising under any Statute or Common Law or out of the course of or caused as a result of the hiring, except where due to the negligence of Salford City Council or the Governors or their respective servants or agents.*
5. To *comply in full with the Special Conditions:*
 - a) No preparation to be applied to the floors;
 - b) Intoxicants shall not be brought onto the premises *without the prior written approval of the Governors which may be given subject to the following conditions:*
 - i. *Consumption of alcohol without sale will be permitted subject to the Governors being satisfied that excessive quantities of alcohol will not be made available and that an excessive number of persons will not be attending the function for the purpose of consuming alcohol;*

- ii. *If the sale of alcohol is proposed this will only be permitted under the authority of an Occasional Licence or an Occasional Permission granted by the appropriate Magistrates Court for the area;*
- iii. The Hirer will be required to produce the Occasional Licence or an Occasional Permission to the Governors not less than 14 days before the hiring;

c) *The Hirer will comply with the terms of the Public Entertainment Licence conditions applicable to the premises or hiring/function where there is to be any dancing, music or entertainment of a like kind;*

d) There must be no interference with school equipment;

e) Fires and stoves *must* be left safe with the minimum of fire burning and no interference with *any* central heating system is allowed;

f) The premises shall be vacated at the *end of the hiring time* specified *overleaf* or at *such later time as may be permitted by the Governors.*

6. If the Hirer cancels the hiring of the premises for any of the dates agreed, then the Governors will be entitled to retain the whole of the hiring fee paid in respect of the cancelled hiring provided always that if notice of the cancellation of a hiring is received by the Governors at least 14 days before the hiring was to take place then the Governors may at their absolute discretion repay *to the* Hirer an amount not exceeding 90% of the hiring fee.