



The Danesgate Community

School Charging and Remissions Policy

Aims and Objectives

Through application of this policy the Management Committee aims to ensure a consistent and fair approach to charges made by the school to parents/carers.

This policy makes provision to ensure: (i) that all children will be able to participate in the activities of the school and in activities arranged by the school irrespective of financial circumstances and (ii) that full access to the curriculum is not prejudiced by expense.

1. Charges

All education during normal school hours is free. No charge is made for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition.

The costs of certain activities arranged by the school will largely be met by 'voluntary contributions' from parent/guardians. The Headteacher, or their representative, is empowered by the Management Committee to use discretion in the use of school funds to assist individual pupils who might otherwise be unable to participate in activities for which a voluntary contribution is requested. Where transport is required, safety considerations will be given priority over cost.

School Trips

The costs of visits arranged in support of the curriculum will largely be met by 'voluntary contributions' from parent/guardians. The contribution requested will be calculated on a *per head* basis. Should insufficient funds be received through this mechanism the head teacher will have the authority to either approve payment of the shortfall from the school or cancel the trip. Letters detailing the level of contribution that is requested will be sent in advance of the trip. The letters will acknowledge that *'in the event that insufficient voluntary contributions are received, the trip may be cancelled'* and will advise contact with the Headteacher or organiser of the trip should there be difficulty in making the contribution.

Swimming

The costs of providing swimming tuition to primary pupils who are educated at Danesgate Community including transport, hire of the pool and provision of instructors, will be reviewed on an annual basis. Currently the full cost for swimming activities is met by the school but it may be necessary to request voluntary contributions to offset the balance of transport costs in future. The Management Committee has delegated to the Headteacher the authority to subsidise swimming in order to ensure all pupils have fair access to any swimming programme that is part of the school timetable.



Music tuition

Music tuition is generally provided by organisations that are external to the school. The school cannot influence the level of charges that are levied. It will, however, ensure that teaching is carried out effectively and professionally.

Playing Field

Hire of the playing field has to be made 1 week in advance and due to the nature of the booking the Management Committee has delegate to the Headteacher the authority to subsidise or waiver the charges if for a “Community event”. Should you hire this facility for a “Community event” this require supporting paperwork which would then be considered by the Headteacher. (Please see additional booking form)



2. Remissions

Where the parents of a pupil are in receipt of income support or family credit, the Management Committee may offer to remit in full the cost of full board and lodging for any residential activity which is deemed to take place in school hours.

The Management Committee may wish to remit in full or in part the cost of other activities for particular groups of parents, for example, in the case of family hardship. Authorisation for such remission will be made by the Head Teacher in consultation with the Chair of the Management Committee.

3 Letting

Responsibilities of organisations who wish to use the premises

1. All bookings must have had an application form submitted at least seven days in advance. See booking form in Appendix.
Block booking may be submitted on a monthly or termly or annual basis.

2. Charges are as follows:-
Weekdays before 7.00pm @ £10.00 per hour
Weekdays after 7.00pm @ £15.00 per hour
Weekends (Saturday Only) @ £15.00 per (minimum 2.5 hrs rental)

There is also an additional fee to cover caretaker callouts and cleaning costs. This will depend on the start and finish times of the let, but under normal circumstances would not be more than £56.00. Payment should accompany the application, or an invoice can be raised on request. Should the event be cancelled, the fee will be charged if the cancellation procedure has not been followed.

3. Any organisation (other than school affiliated) using the premises must have adequate insurance cover. They should produce evidence of such cover at the time of booking.
4. The premises will normally be opened and closed by caretaking staff.
5. The time the premises are booked from should be the time access required. Likewise, the finishing time should be when the premises are vacated. Preparation and clearing up should be within these times.
6. If activities involving running, jumping, etc. are conducted in the hall suitable footwear must be worn (e.g. gym shoes).
7. Use of school equipment is not included in the hire charge. Tables and chairs may be used but must be left in the condition and place where they were found.
8. Toilet facilities are included in the hire charge. Where bookings are for youth activities, children must be supervised in the use of the toilets. In any case toilets must be left ready for use by the school.
9. Hirers accept responsibility for all actions of all persons on site during the booking period. They are also responsible for making sure unauthorised persons are not admitted to the premises. Any breakages or damages must be reported immediately and hirers are liable to pay for damage caused whilst on the premises.



10. Children must not come onto the school grounds or buildings prior to the start of a booking and must be supervised by a responsible adult, throughout the booking period.
11. The kitchen is not normally available to hire.
12. The Management Committee reserves the right to decline or cancel any letting agreement.
13. Hirers must adhere to the Fire Safety Procedures of the school. These will be made available before the lettings starts.
14. There would normally be no charge for School Managed Lettings, i.e. any activity developed by the school for broadly educational purposes including:
 - Homework clubs
 - Sports
 - Music
 - Meetings of the Management Committee
 - Activities deemed to be of educational value to pupils or parents

*Charges maybe waived by the discretion of the Management Committee should these be a Community event or by mutual agreement.

This policy will be reviewed by the Staffing & Finance Committee every 3 years.
Sept 2018



Danesgate Community

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 Fulford
 York
 YO10 4PB
 Tel: 01904 642611

APPLICATION FOR HIRE FORM

Please see the Rules of Hire above

Please complete all details clearly
 in block capitals, black or blue ink.
 Hirer's details

Name of person or organisation:	Please specify the age group for your activity and state whether male / female / mixed:
Type of activity:	

Details for invoice			
Title	Surname	Forename	Address
Home Phone	Mobile Phone	Email address	Post Code

Details of 2 nd contact			
Title	Surname	Forename	Address
Home Phone	Mobile Phone	Email address	Post Code

Facility to be Hired – please tick

Weekdays before 7.00pm @ £10.00 per hour	Weekdays after 7pm @ £15.00 per hour	Weekends (Saturday ONLY) @ £15.00 per hour
Yes I have £5 m public liability insurance. Copy of current policy attached	No liability ins'. Please include in council scheme @11% extra. Applies single booking only	Please note a minimum of 2.5 hrs rental at weekends for Skills Centre Please name below nominated fire marshal

Times & Dates – Please complete both options in case your first choice is not available

	Start Time	Finish Time	Day of Week	Start Date	End Date	Total sessions
1 st choice						
2 nd choice						

Please note that unless you can provide the school with a copy of your current public liability certificate, the school will include you in the York council scheme and charge an additional 11%.
 Vat is due on less than 10 consecutive bookings and by those groups who do not achieve VAT exemption status.
 I understand this is a request form and the booking is not confirmed until I have received confirmation from the School. I understand under City of York Council insurance rules that all hirers using the facilities are required to have public liability insurance to at least £5m (see Rule 22). I accept and understand all the general Rules of Hire of the School supplied with this form.

Name	Signature	Date



Danesgate Community – Rules of Hire (Letting)

GENERAL

1. Anyone using the facilities without prior booking arrangements with the School is trespassing.
2. The Hirer (s) shall:
 - 2.1 comply with all reasonable instructions and requests of the School;
 - 2.2 ensure that the part of the premises and any equipment used is left in a clean, tidy and orderly condition at the end of use;
 - 2.3 refrain from any conduct which is unseemly or which might cause annoyance, offence or danger to other users of the premises. The School will not tolerate abuse to its staff or other customers. In the event of any in your party causing offence, that person will be asked to leave the premises and your booking may be cancelled without refund;
 - 2.4 ensure all children under 16 are fully supervised at all times by responsible adults;
 - 2.5 park all vehicles, including bicycles and mopeds, in the designated parking areas and are left at the owners' risk. Under no circumstances should any vehicle, including bicycles or mopeds, be taken onto the School grounds beyond the designated parking areas;
 - 2.6 ensure all refreshments are consumed in areas designated by the School;
 - 2.7 provide First Aid equipment appropriate to their activity and ensure a suitably trained First Aider is on duty during the let.
3. The Hirer (s) shall NOT:
 - 3.1 Sub-let the facility.
 - 3.2 Permit smoking in any part of the School. The entire School is a non-smoking site including the grounds
 - 3.3 Move equipment or furniture without prior permission.
 - 3.4 Leave the premises unattended. A named person on the Booking Form will therefore be expected to be on the School premises at all times throughout the duration of the letting.
 - 3.5 Use the facility for any other purpose than that specified on the booking form
 - 3.6 Bring onto the premises or consume any dangerous, obnoxious, illegal or alcoholic substances.
 - 3.7 Bring any animals, except dogs supporting those with disabilities, into the School or its grounds.
 - 3.8 Sell or supply to other users any goods of any description whatsoever without the School's prior permission.
 - 3.9 Put up any posters, flags, emblems or other interior decorations without the School's prior permission.

SAFEGUARDING

4. All hirers must ensure that those adults in charge of children and/or vulnerable adults have undergone an enhanced CRB check and have appropriate qualifications and experience relevant to their roles. CRB disclosure numbers and dates must be made available to the School on request.
5. The responsibility for permitting photography at an event is entirely at the hirer's discretion. As a result of current concerns about child protection issues, the Institute of Sport and Recreational Management have issued guidelines on 'Photographing of Children in sports centres/swimming pools'. A copy of this is available on request and it is our recommendation that these guidelines are followed. The City of York Council and the School take no responsibility for the misuse of any photographs taken at your event.

ADMISSION

6. The School may refuse the admission of any person without giving a reason for so doing and may similarly require any person to leave the facility.



FEES & CHARGES

7. Details of fees and charges may be obtained from the School Office.
8. The School reserves the right to alter charges and availability of the facility.
9. Any casual bookings must be paid for in full before using the facilities.
10. Invoices for regular bookings must be paid according to the Terms stated on the invoice, except in circumstances approved by the School in advance of using the facilities.

BOOKINGS & CANCELLATIONS

11. The School reserves the right to cancel bookings, when possible, with appropriate notice.
12. In exceptional circumstances the School reserves the right to cancel a booking without prior notice; for example if a sports pitch is unfit for use or the Hall is required for external examinations. The hirer may not claim compensation.
13. A period of 7 full days notice in writing is required from the hirer to cancel any regular booking. For casual bookings, at least 24 hours notice is required. If less notice is given, the school reserves the right to retain/charge up to 50% of the hire fee.

LICENCES

14. The hirer will observe all regulations applicable to any on-licence music, dancing and entertainment in operation at the School.
15. If copyright work is to be performed, the hirer must obtain a licence from the owner of the copyright and submit a copy with the booking form. The hirer shall indemnify the City of York Council against any infringement of copyright occurring during the letting.

HEALTH & SAFETY

16. The hirer should ensure that all members of their party are fully aware of the School's fire regulations and evacuation procedure. Information is available from the School Office. The hirer is required to nominate one of the contacts given on the Application form to be the fire marshal who will, in the event of an emergency take full responsibility for their party.
17. Use of the facilities and any equipment provided is entirely at the hirer's own risk and hirers must ensure full supervision is provided throughout the letting. Hirers are advised to check facilities and equipment before use and report any defects to a member of the School staff.
18. All electrical equipment brought onto the site by hirers must be PAT tested and within testing expiry date.
19. Clothing suitable for the activity being undertaken must be worn at all times. Casual clothing, such as jeans, will not be permitted for sporting activities.
20. Users are required to change into appropriate non marking footwear before their activity commences. No studded or bladed footwear is permitted indoors and on artificial pitches.
21. City of York Council or the School will not be held liable for any accident or injury arising due to the actions of customers using the facilities and the hirer shall indemnify the City of York Council or the School against all actions, claims, demands, losses and liability in respect of any breaches of its obligations under this hire agreement.
22. All accidents should be reported immediately to a member of the School staff, if available, and a written report of the incident must be submitted within 24 hours to the School office. In the event of an injury requiring First Aid treatment, the First Aider on duty has the authority to stop the activity while the casualty is dealt with. In these circumstances no refunds or extra time will be given.

INSURANCE

23. City of York Council insurance rules state that individual clubs or groups using the facilities should have their own liability insurance to at least £5m. Third party insurance cover is readily available through most insurance brokers, or may be available through affiliation to a recognised governing body. A copy of the insurance certificate must be given to the School office. Private individuals wishing to hire school premises may be able to purchase insurance cover through the City of York Council. Please contact at the School office for further information.

PERSONAL PROPERTY

24. The City of York Council or the School does not accept responsibility or liability for any damage to or loss of any articles of personal property placed or left in any part of the School.



DAMAGE & BREAKAGES

25. Hirers are responsible for reimbursing the School for the cost of repairing any damage to premises and/or equipment caused during or as a result of their letting.

The above general rules should be read in conjunction with the school's regulations and/or conditions of hire relating to specific facilities and/or equipment. If applicable, these are available from the School office.



Danesgate Playing Field Booking form

Name of Organisation :

Dates	Times From	Time To	Time from	Time To

Any additional information

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Please also complete the "Hire Room Form" if this is for a Community Event please attach your Public Liability Certificate.