



Drax Community Primary School

E-SAFETY POLICY

September 2014

Date of ratification by Governing Body: 29/09/15

Signed: S. Pagliaro (Chair of Governors)

Signed: CM Habbishaw (Headteacher)

Date for next review: September 2015

NORTH YORKSHIRE COUNTY COUNCIL
DRAX COMMUNITY PRIMARY SCHOOL

CHARGING POLICY

Charging for school activities

There are a variety of situations where charging for school activities may be appropriate. The Governing Body recognises the very valuable contributions that parents make towards the wide range of activities, including visits, Clubs, visits and residential experiences that can add so substantially to the pupil's personal and social development. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

Responsibility

No charge can be made for admitting pupils to Drax Community Primary School.

Education provided during school hours (the time when school is in session) are free at the point of need by statute supported by NYCC. (with the exception of none curricular activities, such as musical instrument tuition)

The governing body will agree the fundamental structure of any arrangement made reference to charging for any activity that becomes introduced as: requiring charging, prior to its offer to the Parents or Guardians of those pupils affected.

Our Key Responsibilities/Facts are recognised to include:

- charges may be made for teaching an individual or groups of up to four, to play a musical instrument, if the teaching is not part of the National Curriculum or a public examination syllabus being followed by the pupil. (please note: Parents may also be expected to purchase instruments and music or arrange insurance for school instruments on loan).
- the full cost of optional activities which take place wholly or partly outside school hours.
- schools can ask for voluntary contributions to make school funds go further ie possible board and lodging elements of residential visits. (At this time this does not include the opportunity for the residential visit scheduled every two years). Requests made will make it quite clear that contributions are voluntary.
- The full cost of entering a pupil for a public examination not prescribed in regulations.
- For materials for baking and some practical lessons where parents wish to own the finished products.
- For full or part payment to cover the cost of damage to the school building and/or resources if they are caused by a child's misbehaviour
- For the use of school premises or facilities

- Reproduction items as listed in the freedom of information policy.
- Voluntary contributions will be requested applicable to a range of situations including but not limited to:
 - activities not run by the school or LEA
 - education outside school hours
 - education partly during school hours
 - residential activities

The rules applying to the above will be accessed as and when necessary should a charge for an event or occasion occur requiring clarity by the Head and the Chair of Governors.

All charges will be reviewed when the initial assessment of the activity to potentially take place is made, along with potential alternative sources of funding including part or full payment of the charge for the activity. The resulting level of the charges to be requested of Parents (individual activity charge) will form part of the original activity assessment and will be in line with the recommendations outlined in the Local Authority School Finance Manual Ref: Chapter 11.

Remission of Charges

- If parents receive free school meals for their children then a reduced charge will be made for the Board and Lodging element for any pupil attending a residential visit.
- There may be cases of family hardship which makes it difficult for pupils to take part in particular activities for which a charge is made. In such cases the governing body invites parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission of charges will be made by the Head Teacher, if necessary in consultation with the Chair of Governors/ In such cases it would normally be expected that evidence of hardship be provided. (eg Parents in receipt of income support, Family Credit etc). In addition the School through the Head will attempt to provide possible payments plans to assist parents in spreading the costs of contributions.

In General

Nothing in this policy statement precludes the Governing Body from inviting parents to make voluntary contributions towards the cost of providing education for pupils. Letters will be provided where a voluntary contribution has been agreed and will be applied to the provision of an out of school activity, or activity outside of the school curriculum.

Photo copying: The Office will charge for Printouts, rate specified by the Office on the day of the request.

Guidance

The Guide to the Law for School Governors, Chapter 16 provides guidance for all schools on charging for School Activities and will be accessed as and when necessary.

Guidance on how best to check the eligibility for remission of charges of children whose families receive tax credits can be accessed via the Teachernet site, and will be should an event occur requiring such clarity.

The Law

Aspects of charging for school activities are recognized to be covered by the following statutes:

- Education Act, 1996
- Immigration and Asylum Act 1999 (part VI)
- Education (Residential Trips)(Prescribed Tax Credits)(England)Regulations 2003 (SI 2003/381)

This Policy describes how we will, if and when an event occurs requiring action under “charging” comply with the Acts by.

- ♦ following the Codes of Practice under DPA, EIR & FOIA.
- ♦ following the best practice recommended by the Information Commissioner.
- ♦ incorporate the recommendations of the Public Records Office on record management.
- ♦ make provision for adopting the NYCC School Record Retention and Destruction schedule.

Lettings

The letting of the School premises is under the control of the Governing Body.

Invoicing and Payment

1. The hire of the premises shall be in accordance with the School’s scale of charges and a deposit must be made prior to the letting. If a deposit has not been received one week prior to the date or to the first date of a series, then the letting will be deemed to be cancelled. The balance is due within 7 days of the letting date. Any deposit will not be refunded.
2. For lettings on a regular basis, payment must be made half termly (during the term of the let). “Term” refers to School term dates.
3. In all cases, the hire shall be conditional upon the completion of an application form by which the Hirer undertakes:
 - a. to abide by the regulations.
 - b. to make good any damage to premises, furniture or equipment arising from any act for which the Hirer is responsible.
 - c. to accept the decision of the School and its Governing body should questions arise on any point.
4. When the facilities are to be used by a group of people or members of a club a nominated contact person, and contact details must be notified to the school. This person will be responsible for settling, on behalf of the group or club, all invoices related to the hire of the premises.

5. The charge for hire is:
 - For activities that take place during normal school opening hours (i.e. ending before 6:00pm) and for children with an admission charge of no more than £3.00, £15 per hour.
 - For hire outside of normal school hours (i.e. starting/ending after 6:00pm) or hire that does not involve activities for children/an admission charge of more than £3.00, £25 per hour
 - Please make any cheques payable to **DRAX COMMUNITY PRIMARY SCHOOL.**
6. One off lettings will be considered via application to the Governing Body.
7. Invoices will be raised and sent to the nominated individual who is responsible for the hiring of the facility.
8. The charges for the use of the facilities are set and reviewed annually by the Governing Body. In special circumstances, and dependant on the extent of the partnership the outside body has with the School, these may be revised.

General

9. When the school is hired for public entertainment or meetings the hirer shall ensure that sufficient stewards are available at exits and entrances. The maintenance of order shall be the entire responsibility of the Hirer. The number of persons attending a function should be in line with the current Fire Regulations which state :
 - a. For meeting in classrooms, a maximum of 30 persons is allowed.
 - b. For meetings and activities in other rooms' maximum occupancy will be agreed following negotiation with the School.
 - c. Compliance with these regulations will be the responsibility of the Hirer.
10. No alcohol is allowed to be sold or consumed on school premises.
11. The Hirer must assume responsibility for providing any chairs or seats additional to those in the rooms hired and must undertake the removal of such chairs or seats before the commencement of school the following day. No responsibility for the acceptance or removal of any property can be taken by the school or the Governing Body. A fee will be charged for storage of any property not removed at the end of a hire period.
12. If the position of any moveable furniture is altered during the course of a letting, the Hirer shall be responsible for replacing any items ready for the commencement of school on the following morning.
13. The liability of the school is limited to loss or damage to property or injury to persons arising out of the negligence of the Schools, its servants or agents.

14. The school shall not be liable for any loss or damage to property or injury to persons arising out of the negligence of the Hirer.
15. Should the school require use of the classroom the school event will take priority and an alternative day will be offered to the hirer. At least one weeks' notice shall be given by the school should the hall be needed.
16. The Hirer must arrange suitable insurance to cover personal liability and to protect any equipment/property brought on to the premises, plus arrange for third party liability.
17. The Hirer must provide their own First Aid Kit and qualified First Aid personnel. In the event of an emergency a telephone is available in the reception of the School.
18. The Hirer must agree to comply with the school's Child protection Policy or demonstrate that they have their own.
19. Items of school equipment such as lighting, projectors and musical instruments may be used only by prior arrangement with the head teacher. An appropriate additional charge will be levied. No alterations or additions shall be made to lighting or electrical installations.
20. No chalk polishes or other preparations shall be used on school floors. Shoes likely to damage the floor (e.g. stiletto heels) must not be worn.
21. No activity is to be permitted that is potentially dangerous to participants or third parties (e.g. hang gliding, parachute jumping and skate-boarding). Under no circumstances can the school's PE equipment can be used unless it is included as part of the hire agreement.
22. The proper car parks, including at the Village Hall, must be used and vehicles must not be driven onto the grassed areas. Any damage caused in this way will be the responsibility of the Hirer as in Paragraph 3.
23. The Hirer shall not sub-let any part of this accommodation.
24. The accommodation shall be open to inspection at all times by the School's staff or the Governing body.
25. Drax Community Primary School has a strict NO Smoking Policy and this must be adhered to in all of the buildings and surrounding areas.
26. The Hirer is responsible for any damage caused to the premises during the period of hire.
27. Hirers may be asked for a returnable bond to cover any damage/extra cleaning caused by the letting.

28. Hirers expecting to use their own electrical equipment, powered by school's supply must ensure that such equipment is covered by an appropriate safety certificate. All such certificates should be made available for inspection. Electrical items must not exceed a 1kw (one kilowatt) rating.

Sporting Facilities

29. Groups using the school or field are respectfully requested not to arrive earlier than ten minutes before the allotted start time and end their session with sufficient time to clear the venue for the next Hirer's start time if they are on the same day.

30. The Hirer is requested to ensure that participants refrain from smoking, chewing gum and spitting when using the facilities. In addition no food, animals or bicycles must be taken into these areas.

31. Due consideration must be shown to other persons using the facility simultaneously.

For and On Behalf of the Governing Body

School Representative

Chair of Governors
Date: 30th November 2010

Head Teacher