

QUEEN ELIZABETH GRAMMAR SCHOOL
CHARGING POLICY
Policy Statement by Governors

Charges to Pupils

Charges For School Activities

1. The admission of a child to Queen Elizabeth Grammar School and the formal curriculum offered to a registered pupil are not subject to charge or the parents' willingness to make a voluntary contribution.

2. The Governors wish to see the curriculum enriched as far as possible for the benefit of all pupils. They recognise that whatever public funds are made available they will never be sufficient to fund all desirable activities at the required level. They, therefore, reserve the right to:

- (a) Charge parents for activities offered as an optional extra wholly or mainly outside school hours.
- (b) Reclaim from parents the cost of wasted examination fees, willful breakages and damage.
- (c) Draw to the attention of parents activities organized by a third party, thereby giving parents the opportunity to request leave of absence for their children during the school day to join those activities. In those circumstances, a charge may well be levied by the third party.
- (d) Seek voluntary contributions from parents to fund activities either within or outside school hours and to provide incidentals, eg transport.
- (e) Request parents to provide voluntarily incidental equipment eg pens, pencils, rulers.
- (f) Charge parents at cost, or in kind, for materials if parents have agreed in advance to own a finished product.
- (g) Charge parents for board and lodging on residential trips whether they are part of the curriculum or optional extras.

3. At the time when any such activity is organised, all parents should be advised that anyone in receipt of family credit or income support is entitled to claim remission of charges for board and lodging on residential trips that are not optional extras.

Charges for Hire of Premises

The following conditions are to be observed by persons hiring the premises:

- (a) Application forms must be received at least fourteen days before commencement of the letting.
- (b) Clubs, associations and organisations making a booking for a minimum of ten lets qualify for VAT exemption, otherwise VAT is chargeable in addition to the hourly rate for sporting activities.
- (c) The school in its absolute discretion reserves the right at all times to cancel, close or prohibit the use of its facilities. All monies paid in respect of a booking cancelled in accordance with this condition will be refunded but the school will not be liable for any other expenditure incurred or loss sustained either directly or indirectly by the hirer arising from the cancellation.
- (d) In the case of cancellation by the hirer within seven days of the date of the hire the school reserves the right to retain all of the letting fee. However, should the school be able to find a replacement booking, part or all of the fee may, at the discretion of the school, be refunded.
- (e) The right to use the premises is not transferable and no hirer may sub-let or make available any area or part thereof to a third party without the prior consent in writing of the school.

- (f) The school carries public liability insurance but hirers must arrange their own public liability insurance cover to £5m and produce evidence of this.
- (g) The school shall not be responsible for any loss or damage to any property of the hirer or of any third party arising out of the hiring nor for any loss, damage or injury which may be incurred by, or be done, or happen, to any person or persons, resorting to the school during the hiring arising from any cause whatsoever including cancellation of the hiring. The hirer shall indemnify the Governors of the school against all actions proceedings, claims and demands whatsoever which may arise as a result of the use of the premises by the hirer.
- (h) Intoxicating liquors are not to be consumed on the premises, unless the Governors have given prior permission in writing.
- (i) Equipment: personal items such as racquets, balls, footwear, etc are not available. Other items, such as mats, boxes, nets, etc are included in the hire.
- (j) If using their own equipment, it must be safety tested. It is a Health & Safety requirement that any equipment being used has passed relevant safety tests.
- (k) The hirer must undertake a risk assessment in connection with the proposed use of the premises and provide the school with a copy.
- (l) The hirer is responsible for the preservation of good order during the period of use and for any damage done to the premises.
- (m) Alterations or amendments to the premises or furniture are strictly forbidden and the hirer shall not fix or make any fixing for any apparatus, equipment or decorations without prior permission in writing from the school.
- (n) The Governors of the school or their officials/representatives reserve the right to enter the premises at all times for their own use on giving reasonable notice and it is hereby agreed that no tenancy shall exist and that the use of the premises is by way of licence only.
- (o) It is the responsibility of the hirer to inform all participants of the fire evacuation procedures on commencement of the letting.
- (p) The school reserves the right to impose other conditions which are appropriate to any particular hire.

LETTING CHARGES with effect from 1 September 2016

	Rate per hour
Sports Hall (more than 10 sessions)	£30
Sports Hall (less than 10 sessions)	£30 + VAT = £36.00
Gym	£18 (or £21.60 including VAT)
School Hall	£25 (or £30.00 including VAT)
Classroom	£20 (or £24.00 including VAT)
Netball/tennis courts (3)	£6 per hour per court (or £7.20 including VAT)
Use of pavilion	£15 per session (or £18.00 including VAT)

Charge for other areas of the school by negotiation.

Discounts and concessions will be agreed by the Headteacher or the Head of Finance & Facilities.

RECEIPT OF INCOME

All cheques must be made payable to Queen Elizabeth Grammar School.

Receipts will be given for all cash payments over £20.

Invoices will be submitted within 30 days.

Statements will be sent at the end of each month for unpaid invoices.