

Caedmon College Whitby – Charging & Lettings Policy

CHARGING FOR COLLEGE ACTIVITIES

College Governance Status

This policy was re-issued in June 2014 and adopted by Governors on 26 June 2014. It will be reviewed annually by College Governors.

Review dates	By Whom	Approval date
March 2015	Staff and Governors	23.03.15
March 2017	Staff and Governors	27.03.17
January 2018	Staff and Governors	23.01.18
April 2019	Staff and Governors	11.4.19
April 2020		

Signed by the Chair:

Introduction

This policy takes guidance from the DCSF Policy – ‘Charging for School Activities’ and Local Authority guidance on school lettings. Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by local authorities in England. This guidance complements the information given in “A Guide to the Law for School Governors” (Chapter 23) and reflects the terms of the Education Act 1996. **This Policy will be reviewed on an annual basis by the College’s Resources Committee and will be adjusted in line with new Government or Local Authority recommendations. It sets out the College’s position on charges and lettings.**

NB: Please also refer to the Sixth Form Travel Charging Policy and the Sixth Form Bursary Policy in relation to charges to students/parents.

Voluntary Contributions and Responsibilities of Staff

Nothing in legislation prevents a Governing Body or Local Authority from asking for voluntary contributions that would benefit the College or any College activities and the College will invite parents and others from time to time to make voluntary contributions to enable the provision of activities and visits which may not otherwise be possible. If the activity cannot be funded without voluntary contributions, this will be made clear to parents at the outset. The Governing Body or Principal will make it clear to parents that there is no obligation to make any contribution. No student will be excluded from an activity because his or her parents are unwilling or unable to pay. However, if insufficient voluntary contributions are raised to fund a visit, it may not go ahead. Staff organising visits should make this clear to parents. Staff organising a trip will make it clear to parents at the outset what their policy for allocating places on the visit will be.

Activities outside of normal lesson times and not within the National Curriculum (ranging from visits abroad to school matches) are classed as ‘optional extras’. Parents may be asked to meet the full cost of these activities. In the case of residential experiences, every effort will be made to offer value for money but the cost might be quite high. It is intended that College-based extra curricular

activities should be free or very low cost where possible. The College will do its best to offer assistance in any cases where there is hardship and parents should discuss such circumstances with the trip leader or Principal to request financial assistance where necessary.

For activities during normal College hours and/or within the National Curriculum, parents may be asked to make a voluntary contribution to cover the cost of the activity to enable it to go ahead. Each year, such visits are likely to include trips to Rievaulx Abbey and Mount Grace Priory for History at Key Stage 4, fieldwork visits for Geography students, visits to museums and galleries for Art, and theatre trips in English and Drama. The costs of visits will vary according to the student's subject choices. When making requests for voluntary contributions to College funds, parents will not be made to feel pressurised into paying as it is not compulsory. The College will ensure that direct debit or standing order mandates are not sent to parents when requesting for contributions (as opposed to with a charge where this is allowed by law).

Charges and contributions should cover the anticipated costs. If contributions from an activity exceed the actual cost, the College will refund surpluses of £5 or more, per student, where the charge for the activity is £100 or more. Any surplus falling below this amount per student will be retained in the Private Fund for use with other student enrichment activities and trips. A charge may include an allowance for the cost of staff from the College who supervise optional, additional activities if those staff have been specifically asked to cover the activity as an 'optional extra'.

Parents may be asked to meet the costs of private music tuition in full, where tuition is given either to an individual student or to students in small groups. General fundraising and sponsorship may be used to facilitate additional activities.

Charging Structure

For residential courses during the time of normal College hours, parents can be asked to meet the full cost of board and lodging, and to make a voluntary contribution towards any travel expenses. The College will meet the costs for students whose parents receive the income support benefits, where it is still possible for the visit to go ahead in such cases. The College will do its best to offer assistance in any case where there is hardship (a separate policy exists regarding the Sixth Form Bursary Fund).

The College currently organises foreign exchange visits and voluntary contributions will be requested from parents to cover travel, board and optional activities during this trip.

Parents may be charged for some or all of the cost of damage to College property where this has been intentional, and for exam entries where a student has failed without good reason to complete the requirements of any public examination where the Governing Body or LA originally paid or agreed to pay the entry fee, according to the procedures given in the College's Examinations Policy. Parents will be expected to meet some or all of the cost for replacing lost or damaged books or equipment.

The College sells a variety of materials to students through departments and the College Office, ranging from stationery and calculators to commercially produced revision guides. The prices set will be based on their cost to the College of supplying such items.

Activities and Visits

If the number of College sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during normal College hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the day, regulations require that a school day be divided into two sessions: a 'half day' means any period of 12 hours ending with noon or midnight on any day. Time spent on travel counts in this calculation if the travel itself occurs during College hours. Activities during normal College hours may only involve a request for a voluntary contribution; parents may be charged an amount to cover the costs incurred to the College for activities that mainly take place outside of College hours.

Parents should be informed of the decision to ask for contributions at the planning stage of activities. Planned activities may be cancelled if financial support is not forthcoming. Parents may be asked to make a voluntary contribution towards activities taking place during College time, or towards activities which are a necessary part of the National Curriculum, or towards activities that form part of the College's basic curriculum for Religious Education. Parents will be asked to meet the full cost of optional extra activities that occur outside of normal College hours, where these activities are not a necessary part of the National Curriculum. Parents will be asked to meet the full cost of board and lodging, and to make a voluntary contribution towards travel expenses for residential visits which fall, in the main, during normal College sessions. Students whose parents are receiving the following benefits should not be prevented from taking part in any College activity or trip that is open to other students:

- Income Support (IS);
- Income Based Jobseekers' Allowance (IBJSA);
- support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed the limit set by HMR&C
- the guarantee element of State Pension Credit
- any similar or replacement income related employment and support allowances introduced by the Government.

Where this applies, parents should contact the College Principal or trip leader to request financial support towards a trip as necessary.

Any charge made in respect of individual students will not exceed the actual cost of providing the optional extra activity, divided equally by the number of students participating in the activity. It will not include an element of subsidy for any other students wishing to participate in the activity whose parents are unwilling or unable to pay the full charge. In calculating the cost of optional extras, an amount may be included in relation to:

- any materials, books, instruments, or equipment provided in connection with the optional extra;
- support staff;
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

In cases where a small proportion of the activity takes place during College hours, the charge will include the cost of alternative provision for those students who do not wish to participate. No charge will be made for supply teachers to cover for those teachers who are absent from College accompanying students on a residential visit. Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

When the College informs parents about a forthcoming visit, the member of staff leading the trip should make it clear that parents who can prove they are in receipt of income support benefits will be exempt from paying the cost of board and lodging. However, where voluntary contributions would not cover the cost of a visit, it would be likely that the visit would be cancelled where the trip was not an essential element of the curriculum.

Before a trip is confirmed, cheque payment will be requested from parents as this is more easily returned should the trip be cancelled for any reason, such as insufficient interest or if a student no longer wishes to go.

Music Tuition

The law states that all education provided during school hours must be free, but music lessons are an exception to this rule. The Education and Inspections Act 2006 introduced a regulation-making power which allowed the Department for Education to specify circumstances where charging can be made for music tuition. The new Regulations, which came into force in September 2007, provide students with greater access to vocal and instrumental tuition. Charges may now be made for teaching either an individual student or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. Charges may only be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the student(s).

Lockers

The details of the locker agreement between students and the College is set out in a form that each student will sign when collecting and paying for their key. A contribution of £5 is requested to enable students to have their own locker from the start of their time at the College until they leave. At the end of the student's time at the College, £2.50 will be refunded under normal circumstances, upon return of the locker key to the main office. If the student loses their locker key, the first time this occurs, the key will be replaced with no further money requested from the student, but the original deposit will be retained by the College to cover the cost of cutting and providing a new key. The second and subsequent times a student loses a key, a further £2.50 will be required from the student, on each occasion, to cover the cost of cutting and providing another key. If there is a surplus in the locker key fund following the return of student deposits, this will be used to fund new lockers for students. Students are advised not to bring personal valuables into College, even if they are to be kept in their locker, as the College cannot be responsible for the safe-keeping or insurance of such items. The College's insurance policy does not include personal loss or damage and, as such, these claims must be made through students' home insurance policies.

Miscellaneous Charges (other than for students)

LETTINGS

Charges for lettings will be reviewed annually by members of the Resources Committee and will be in line with those in the North Yorkshire County Council Schools' Finance Manual. Lettings will be based upon the following principles:

- (i) the College's premises represent a significant capital investment and should be fully utilised
- (ii) the premises are a valuable community resource
- (iii) educational usage constitutes the main priority
- (iv) a profit margin would be welcome when derived from private or commercial usage but is not the objective when facilitating educational activity by designated users.

New applicants wishing to use the College premises will be vetted, as appropriate to their request, before a contract with them is offered. Full contact details will be required and the Local Authority's terms and conditions relating to such contracts will apply for lettings and hire of the premises. The termination notice period for a single event should be 14 days (minimum) and half a term for a regular booking. In the event of breach of contract, termination may be immediate.

All formal hiring of the College's premises, including those for which no charge is made, shall be documented by an appropriately trained member of staff at the College. The Site Manager (Scoresby Site) or Sports Development Officer will also maintain appropriate records of lettings. Hirers must complete an appropriate hire agreement/lettings form and will receive a copy of the conditions of hire. The hire agreement is a contract which Governors may enforce in law.

In arriving at the charges for lettings and hiring of the premises, the College will use the following principles:

- (i) statutory users will be charged an amount commensurate with the costs incurred to the College
- (ii) designated users will be charged no more than the cost incurred
- (iii) private users will be charged on a cost plus income margin to enable income generation that can contribute towards wear and tear incurred and the replacement of furnishings/equipment, enabling the sustainability of lettings and hire
- (iv) there will be parity of treatment for similar users
- (v) overall, the cost of letting College facilities should be recovered from users.

For the purpose of charging, the Governing Body, Principal, or member of staff to which this duty is suitably delegated, will be empowered to determine to which group any particular individual or organisation belongs. The basis of charging will be determined by the purpose for which a letting is arranged as per the Local Authority's guidelines. Charges are available on request from the College will be reviewed each year. The Governing Body reserves the right to require a deposit over and above the hiring charge as provision against damage to the premises (including any equipment) or the premises being left in an unacceptable condition, necessitating additional costs for cleaning, caretaking or other expenses. The College will seek to recover any costs incurred which were unavoidable and resulted directly from a cancelled letting. The College will not always employ a continuous caretaking presence during lettings but the Governing Body reserves the right to insist upon this where the nature of the hiring may leave the College vulnerable to theft or damage.

The Governors will review and update, where appropriate, the lettings and room hire charges each year. Increases will take account of the rise in caretaking staff pay and any other relevant, inflationary rises of which the College is informed by the Local Authority or supplier of a service relevant to the letting.

The College's Governing Body will be mindful of their responsibilities in safeguarding the College from bad debt. Therefore, payment at the time of booking will be the preferred option. Cheques or cash are both acceptable and, in all cases, official receipts will be issued. The College will allow the extension of credit to local organisations and individuals where they are satisfied that these are credit-worthy. The College reserves the right to withdraw credit facilities where prompt payment is not received. In all cases where credit is extended, an official invoice will be issued. The Governors will not normally extend credit for lettings where the invoice value is less than fifty pounds (£50). The Lettings Officer will refer any queries or concerns regarding the creditworthiness of person(s) or groups wishing to hire the premises to the Business Manager or Principal.

Value Added Tax

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

Photocopying Charges

Charges for department photocopying are as follows:

Printing/Copying	A4	A3	A2	A1	Per Sheet	A4	A3	A2	A1
B/W Repro	1p	2p	-	-	Coloured Paper	1p	2p	-	-
B/W Self Service	3p	6p	-	-	White Card	5p	10p	-	-
B/W Laser	8p	12p	-	-	Coloured Card	5p	10p	-	-
Colour	25p	35p	-	-	Printed Acetate	50p	-	-	-
Large Format Matt	-	-	£1.50	£3.00	Write on Acetate	10p	£1.00	-	-
Large Format Gloss	-	-	£2.50	£5.00	White Paper (Ream)	£2.50	£5.00	-	-
Laminating	50p	£1.00	£3.00	£5.00	Card (Ream)	£5.00	-	-	-
Binding	50p	-	-	-	Foam Board	65p	£1.25	£2.50	£5.00

Private photocopying charges are (staff and students only):

Printing/Copying	A4	A3	A2	A1	Per Sheet	A4	A3	A2	A1
B/W Repro	3p	6p	-	-	Coloured Paper	1p	2p	-	-
B/W Self Service	3p	6p	-	-	White Card	5p	10p	-	-
B/W Laser	8p	12p	-	-	Coloured Card	5p	10p	-	-
Colour	25p	35p	-	-	Printed Acetate	50p	-	-	-
Large Format Matt	-	-	£1.50	£3.00	Write on Acetate	10p	£1.00	-	-
Large Format Gloss	-	-	£2.50	£5.00	White Paper (Ream)	£2.50	£5.00	-	-
Laminating	50p	£1.00	£3.00	£5.00	Card (Ream)	£5.00	-	-	-
Binding	50p	-	-	-	Foam Board	65p	£1.25	£2.50	£5.00

External photocopying charges are:

Printing/Copying	A4	A3	A2	A1	Per Sheet	A4	A3	A2	A1
B/W Repro	4p	8p	-	-	Coloured Paper	2p	4p	-	-
B/W Laser	8p	12p	-	-	White Card	6p	12p	-	-
Colour	35p	45p	-	-	Coloured Card	6p	12p	-	-
Large Format Matt	-	-	£2.00	£3.50	Printed Acetate	55p	-	-	-
Large Format Gloss	-	-	£3.00	£5.50	Write on Acetate	15p	£1.10	-	-
Laminating	60p	£1.20	£3.50	£6.00	White Paper (Ream)	£2.75	£5.50	-	-
Binding	60p	-	-	-	Card (Ream)	£5.50	-	-	-
					Foam Board	75p	£1.50	£3.00	£6.00

Private Telephone Calls, Faxes and Use of College Resources for Personal Purposes

Staff and others using a College telephone may do so, with prior agreement from the Finance Manager, at the rate charged by the telephone supplier. Other resources may be permitted for use by individuals where this has been agreed in advance with the Principal and is in keeping with College business and requirements. A contribution to cover the cost of this use will normally be expected and agreed in advance of such use.

Freedom of Information Requests

The standard costs to be used in the calculation of fees for requests under the Freedom of Information Act will follow the charging regime set out in Appendix 1.

Appendix 1

STANDARD COSTS TO BE USED IN THE CALCULATION OF FEES FOR SPECIFIC REQUESTS FOR COPIES UNDER THE FREEDOM OF INFORMATION ACT

Staff time	£25.00 per hour
Photocopying costs	10p per copy
Printing costs	10p per copy
Postage costs	1 st class at cost or original estimate, whichever is lesser
Other items such as relevant translation	

CHARGING REGIME

Fee is less than £5.00	No charge will be made
Cost of fee between £5.00 and £450.00	If the cost to service a request is estimated at between £5.00 and £450.00 (approximately 17 staff hours plus £25 disbursements) then a charge for non-staff costs as above will be made.
Cost of fee is over £450.00 (*)	If the cost to service a request is estimated to cost in excess of £450.00 (more than 17 staff hours plus £25 disbursements) then the full cost, including staff time at the above rate, will need to be charged.
Aggregation of Requests (**)	If two or more requests are received within 60 consecutive working days, for the same or similar information either from the same person or different persons who appear to be acting as part of a campaign, then the charges will be aggregated. Once the cost exceeds £450.00 then the full costs, including staff time, will need to be charged.
Mixed Requests	If a request is received in which the information is covered by more than one access to information regime then, for the purposes of calculating fees, it is necessary to separate out the constituent parts of the request to determine what fee may be charged. The above charging regime is applicable to the FOI element.

*Where the fee is calculated at over £450.00

Section 16(1) requires the County Council to provide advice and assistance, "so far as it would be reasonable to expect the authority to do so, to persons who propose to make, or have made, requests for information"	Stage 1 – If the request is particularly wide-ranging, and therefore likely to be expensive to answer, the County Council must discuss this with the applicant to see if the question could be refined to a more manageable level to bring it below the £450 limit.
	Stage 2 – If after providing advice and assistance, as required under Section 16, the request is still over the appropriate limit the County Council can either turn the request down or answer the request and charge a fee.
	Or where the County Council decides to provide the information and charge a fee, and does not have other powers to do so, the County Council can charge on the basis of the costs outlined above, as well as the cost of informing the applicant whether the

	information is held and communicating the information to the applicant.
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**Further detailed guidance is available on the Data Matters Intranet site.