

Reddish Vale Nursery School

Charges, Remissions and Lettings Policy

Introduction

As legislated by the Education Reform Act 1988 (as amended), the Governing Board is required to determine and publish a Charging, Remissions and Lettings Policy. 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.

Education

All education (including the supply of any materials, books or other equipment) during Nursery hours is free. There is no charge for any activity undertaken during Nursery hours as part of the Curriculum with the exception of off site visits (see below).

Nursery Hours

School hours are those when the Nursery is actually in session.

Nursery hours for 3 and 4 year olds are:

Beginning of the Week

08.45 – 2.50/3.00pm Monday & Tuesday

08.45 -11.15am Wednesday

End of the Week

12.30 – 2.50/3.00pm Wednesday and

08.45 – 2.50/3.00pm Thursday & Friday

Extended entitlement (30 hours)

08.45 – 2.50/3.00pm Monday to Friday

Nursery hours for 2 year olds are:

Mornings

8.30am – 11.30 am Monday to Friday

Afternoons

12.30pm – 3.30pm Monday to Friday

Outside Nursery Hours

Education provided outside normal Nursery hours, if it is part of the Curriculum, will not be charged for although "top up" sessions will be charged at an agreed rate (see below).

Nursery trips and visits and activities

This policy confirms the right of the Nursery to invite voluntary contributions for the benefit of the Nursery or in support of any activity organised by the Nursery whether during or outside Nursery hours.

When organising Nursery activities, trips or visits which enrich the curriculum and educational experience of the children, the Nursery will invite parents / carers to contribute to the cost. All contributions are voluntary. If sufficient voluntary contributions are not made a proposed event would be cancelled unless Nursery is able to cover the shortfall arising from parents / carers unwilling or unable to make a voluntary contribution. If the event does proceed each child would be allowed to participate fully without discrimination irrespective of contribution circumstance

Parents / Carers have a right to know how each individual activity is funded. The Nursery will provide this information on request.

Transport

No charge can be made for:

- transporting registered children to or from the Nursery premises, where the Local Authority has a statutory obligation to provide transport;
- transporting registered children to other premises where the governing board or local education authority has arranged for children to be educated;

Optional Extras

Charges may be made for some activities that are known as "optional extras". Where an optional extra is being provided, a charge can be made for providing materials, books or equipment.

In calculating the cost of optional extras an amount may be included in relation to:

- any materials, books or equipment provided in connection with the optional extra;
- non-teaching 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.

Any charge made in respect of individual children must not exceed the actual cost of providing the optional extra activity, divided equally by the number of children participating. It must not therefore, include an element of subsidy for any other children wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours the charge cannot include the cost of alternative provision for those children who do not wish to participate.

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 prerequisite for the provision of an optional extra where charges will be made.

Damages and Losses.

Charges may be made for the cost of repairing or replacing any damaged property or item resulting from a child's inappropriate behaviour.

Charges may be made for the cost of replacing any property or item which has been loaned or hired to a child and not returned.

Remissions.

The discretion to remit in whole or in part any charge, which may be made by the Nursery, has been vested in the Headteacher.

Remission may be made on the grounds of educational considerations with regard to both the pupil and the Nursery needs.

Remissions may be made on a group or an individual pupil basis.

Paid-for regular sessions (“top up” sessions)

Parents can pay for additional sessions (over and above their child’s 15 hours of funding) if we have places available. If families require sessions regularly they need to commit to a regular paid-for place for an entire half term, whether it is used or not, as our staffing will have to be arranged in advance.

Please note that there will be no refunds for sessions or parts of sessions missed due to illness.

Parents will be invoiced at the start of each half term (or when their child starts if it is mid-term) for their child’s place. Payment can be by lump sum or instalments. We ask that the first payment is made within two weeks of the invoice date please, and that each payment is made before the session is attended.

If this does not happen the paid for place will be removed and may be allocated to another family

Prices for these sessions are:

08.45am – 11.45am = £15.00

12.00pm - 3.00pm = £15.00

or

8.45am-3.00pm = £30.00

The charge is reviewed annually by the Governing Board.

Late collection will be charged at a higher rate of **£5 up to half an hour late** whether this is part of a funded session, or a top up session.

One-off extra bookings

We understand that parents will sometimes need to book their child into nursery for a one-off extra session, for example because of family illness or a school event for a sibling. In this case, parents can book a place for their child (subject to availability) at the same rates as the paid-for sessions and at the discretion of the Headteacher. Full payment is due at the time of booking and refunds will only be given if we receive at least a week’s notice of a cancellation of a booking.

Criteria for allocating paid-for places

Some of our additional sessions are especially popular – for example, Wednesdays are always in demand as families often want to top up their 2 ½ day free entitlement places to 3 full days.

We want the places to be available for all but are also aware that some families depend on the sessions to support their regular commitments. To ensure that all families are treated fairly we have devised a priority criteria list for allocating places for the popular sessions.

The criteria used to allocate paid-for places (in order) are :

- a) Children who are accessing their 15 hours free entitlement and
 - 1) have fully settled into the place.
 - 2) are in their Nursery academic year

- 3) their family need them to have the place so they can access work or training
- 4) their family is experiencing significant extra pressures (after discussion with the Headteacher)
- 5) their family would like them to access the additional sessions

Lettings

The **Nursery** has some areas which can be hired out to generate income. These areas include:

- Nursery Rooms 1,2,3 and the Nursery Grounds
- The Family/Staff Room
- Dining room/ 2 year old provision

Charges relating to the hire of the Nursery Areas are detailed on Page 9.

Any lettings are subject to the Hirer complying with the 'Conditions of Hire'

Lettings are subject to the following principles.

The facilities available for letting will be at the discretion of the Governing Board. The Governing Board has responsibility to agree the terms and conditions regarding lettings of all or part of the establishment.

It is intended that lettings should operate on a non-commercially viable basis. The Governing Board reserves the right to not let the premises or cease letting if there is any reason to believe that an individual or organisation involved in the letting may cause disrepute to the name of the Nursery School.

The Governing Board reserves the right to change or amend the conditions of hire at any time giving reasonable notice.

The Nursery facilities will be let at a cost determined by the Governing Board set out in the *Conditions of Hire*. Further charges may be levied if additional costs are incurred.

The Governing Board will only let rooms / facilities to groups or individuals who practice and have a commitment to Equal Rights.

Smoking is not allowed anywhere on the site.

Food and drink may only be consumed in prescribed area by arrangement. No excisable liquor is permitted on the site.

The Hirer is responsible for health and safety of all persons using the premises as set out in the 'Conditions of Hire'.

The Governing Board may request the hirer to take out extra insurance when deemed necessary.

The Hirer will have due regard to any licences required to cover activities held on the premises.

The aims of the policy will be reviewed regularly.

Full details of Conditions of Hire will be reviewed regularly.

Procedure

All bookings must be made in writing using the Booking Form. If the booking is approved by the Headteacher the hirer will receive written confirmation. Any such lettings will be in accordance with lettings procedures set out in this policy.

A Hire Agreement and 2 copies of the Conditions of Hire and a Scale of Charges will be given to the Hirer. The Hire agreement and one signed copy of the Conditions of Hire must be returned to the Nursery to be kept on file. The other copy should be retained by the Hirer.

The agreement will be renewed on a 6 monthly basis. Any new charges will be detailed in the new contract.

Invoices issued carry a 30 days payment requirement.

Debts will be referred to the Local Authority Legal Department for recovery of any outstanding debts.

NOTES

1. It is essential that the Conditions of Hire be read carefully before the Application form is signed.
2. The total time must include the entire period for which the accommodation is in use in connection with the letting i.e. the entire period for which the accommodation cannot be used for other purpose.
3. Refunds are not normally made but the Nursery may consider particular cases.

Links to other Policies, Procedures & Guidance : <ul style="list-style-type: none">• Financial Procedures Manual	
Version / Status	Reviewed
Date Reviewed	Summer 2020
Where Agreed	Governing Board
Review Date	Summer 2021

Reddish Vale Nursery School

Room Hire Booking Procedure

Reddish Vale Nursery School is committed to Greater Manchester Local Safeguarding Children's Board Policies and requirements. (Please see Appendix A for further information)

Reddish Vale Nursery School is committed to ensuring a safe environment for parents / carers and children, staff and visitors.

Reddish Vale Nursery School is committed to provision of inclusive services. Please let us know if you or your service users have any particular requirements. e.g. Wheelchair access

The Nursery School has three rooms for hire: Monday – Friday 08.00 – 18.00.

Room hire out of these stated hours may be available subject to negotiation.

Please contact the Nursery School on 0161 480 6713 to check availability.

Entry to the Building

All visitors (visitor, person(s) entering the building other than the Nursery staff) must report to the reception area, sign in the visitor book and obtain a visitors pass.

- Facilitators **must** sign in at reception before commencement of their session, and sign out when leaving. They will be responsible for signing in the attendees of their session on the Activity / Meeting attendance sheet provided. Upon leaving the building, all visitors must sign out at reception and return their visitors badges.

Reddish Vale Nursery School has a No Smoking policy throughout the site.

No dogs will be allowed on the site with the exception of Assistance Dogs.

Procedure

- A provisional booking can be taken by telephone. A booking **must** be completed for all rooms hire, within five working days. Booking forms can be requested to be sent via mail or electronically.
- Prior to booking please ensure the room required is adequate for your service delivery or meeting.

Room Layout

Room layout will be arranged in line with what is stated on the booking form. Any furniture moved during your session not specified on room booking form must be

returned to original position. It is the responsibility of the facilitator to ensure the room is left tidy ensuring all items are replaced after use.

Equipment

Reddish Vale Nursery School can provide the following equipment on request:

- Flip Chart and Pens
- TV / DVD
- Crockery / Cutlery

Refreshments

Sessions where children will be attending, the **No Hot Drinks** policy will apply see Appendix B. For more information contact the Nursery School reception at least five working days before the hire date to confirm details.

Parking

Due to the restrictive parking at the Nursery School and the surrounding area, we would ask that as many people as possible travel together to and from the venue. When the car park is full there are some available spaces on Reddish Vale Road and Abingdon Road. When parking off site please give consideration to our neighbours and please do not block driveways.

Invoicing

Please ensure you give sufficient details for invoicing on your booking form. You will be invoiced for room hire and any refreshments provided by Reddish Vale Nursery School as agreed.

Damage to property

Any damage to Reddish Vale Nursery School property must be reported immediately to a member of staff and the hirer will be invoiced for the cost of repair or replacement of the damaged item(s).

Please contact the Nursery School Headteacher to discuss any requirements relating to displaying information / storage etc.

Room Usage

Service / Meeting providers are responsible for taking names and times in and out of all attendees at their session / meeting.

The register must be used in the event of a fire evacuation by the facilitator / lead person.

Before commencement of each session the following information must be disseminated to all attendees:

- Location of fire exits.
- Details of evacuation in the event of a fire alarm (There is information in all rooms, it is important that you familiarise yourself with this information at the start of each session).

- Location of Toilets.
- When signing in any person parking on the car park must provide their registration number.
- Reddish Vale Nursery School is a No Smoking Site.
- Telephones situated in the rooms are not for public use. In the event of an Emergency (9)999 calls can be made from all telephones.
- Furniture that is moved during your session must be returned to its former position unless room layout is requested in advance.
- Consideration of neighbours e.g. noise levels / parking.

Fees

- Any charges we be levied in line with charges outlined in the Room Hire policy and Charges and Remission document.
- For details of current charges please contact the Nursery School.

Additional Charges

- Charges may be incurred for additional services provided by the Nursery, for example the use of cutlery and crockery.

Amendments / Cancellations

- If changes to an original booking are required please notify us in writing or email within five days in advance of the specified date.
- If you wish to cancel the booking please provide written notification at least five days in advance, without this notice period a standard cancelation fee may be charged.

Health & Safety / Risk Assessment

- It is the responsibility of the Hirer provider to undertake their own risk assessment of their service delivery in relation to the room they have booked and any equipment they use within their session in order to ensure that risk to service users is kept to a minimum. A copy of the risk assessment (Appendix C) must be attached with the booking form. A copy of the relevant risk assessment for the room being hired will be made available.
- Providers should ensure they have adequate arrangements in place for First Aid and Emergency situations. Signs with the building indicate the location of First Aid boxes. Any Accident/Incident should be recorded on an Accident / Incident form the hirer must inform Reddish Vale Nursery School as soon as possible after the incident.
- All accidents / incidents are to be brought to the attention of the Nursery School Headteacher or School Business Manager as soon as is possible.

- Should you need to contact the emergency services, details of the location of the building (postcode, full address, telephone number etc.) are clearly displayed next to telephones.

Complaints / Compliments Process

Should a Hirer wish to make a complaint / compliment, please contact the Nursery for further information about the procedures to do so.

What do I need to do next?

Complete the attached Booking Form (Appendix A) and sign the *Conditions of Hire* document (Appendix B) and return it together with your completed Risk Assessment (Appendix C) to:

Headteacher

Reddish Vale Nursery School

Reddish Vale Road

Reddish

Stockport

SK5 7EU

Tel 0161 480 6713
Email:headteacher@reddishvalenursery.stockport.sch.uk
ROOM BOOKING FORM

Booked by:
Contact telephone no:
Email Address:
Booked for (company/group):
Contact address:
Name of course:
Tutor: Contact Telephone no:
Email Address:
Date Room Booked for Time:from to
Expected number of people attending

Caretaker requirements (Opening /Locking up of Nursery)
Please note a charge will be made after hours
Payment method if requiring caretaker (or coding)

Room requirements: (e.g. TV, VIDEO, FLIPCHART, TABLES, CHAIRS ETC) also please indicate how you would like the room to be set out.
E.g. Horseshoe, Theatre style table plan etc.

Method of payment (please indicate) Cheque BACS
(Please state)
Room Hire Charge:

A Provisional booking has been made for the event shown above. This must be confirmed within 2 weeks of request or it will be cancelled. You can do this by post, fax or e-mail. Please sign below and return ASAP. If you wish to cancel this booking or amend it in any way. Please notify us ASAP .

Signature: Date:
Name Printed:

Conditions of Hire of Reddish Vale Nursery School Premises

It is important that you read the Conditions of Hire detailed below and confirm your agreement by completing the 'read and accept' confirmation at the end of this document

Definitions:

'Governing Board' means the Governing Board, the managing board of the Nursery School or its authorised representative.

'Premises' means the Nursery School premises named in the application to hirer described in the application to hire form.

'Hired area' means that part of the premises to be used by the hirer described in the application to hire form.

The hirer means the person who has signed the application to hire form.

Applications for the hire of the premises must be made in writing on the prescribed form. Where a promoting organisation is named in the application for hire, that organisation and its members shall jointly and severally be liable with the hirer. IT SHALL BE THE RESPONSIBILITY OF THE HIRER TO ENSURE THAT THE CONDITIONS HEREUNDER ARE ADHERED TO BY ALL PERSONS MAKING USE OF THE PREMISES UNDER THE TERMS OF HIRE.

The Governing Board reserves the right to refuse any application to hire premises without stating reasons for doing so.

Fees for hiring the premises shall be in accordance with the scale of charges determined by the Governing Board, subject to revision from time to time as the Governing Board see fit. Further charges may be levied if additional personnel costs are incurred by the hiring of the premises.

An invoice shall be prepared for the final balance, being payable within 30 days after invoice date. In the event of a revision of the charges for the hire after the date of application and before hiring is confirmed by the Governors the hirer shall pay the revised charge.

The hirer may cancel a booking upon giving seven days notice in writing. If a hiring is cancelled within seven days of the date of the hiring the hirer will pay to the Nursery School the balance of the charges due.

The Governors reserve the right by notice to the hirer to terminate the hiring at any time for reasons outside the control of the Governing Board and to return to the hirer any monies paid by the way of deposit but the Governors shall not be under any liability to the hirer for any loss or damage they may sustain arising out of such termination. Notice of at least two weeks shall normally be given, except under exceptional

circumstances. The hirer shall not assign the benefit or burden of the hiring or sublet the premises or any part thereof.

The hire fee shall be paid full in upon signing the application form, except where prior to signing, alternative arrangements are made for the payment of fees.

Where the hired area is only part of the premises, access is strictly restricted to those rooms forming the hired area. The hirer shall be liable to pay such additional fees as the Governing Board may prescribe if a different area is used.

Access to and use of hired premises shall be strictly restricted to the hired area and to the hours stated in the Hire Agreement. (i.e. the hirer should not have access prior to or after the stated time) and the hirer shall be liable to pay such additional fees as the Governing Board may prescribe if the hired premises are used by the hirer outside the agreed times.

There shall be no variation of these conditions of hire without the prior agreement of the Governing Board.

No copyright work shall be performed without the licence of the owner of the copyright and the payment of any appropriate fee.

The hirer shall indemnify the Governing Board against any infringement of copyright, which may occur during the hiring.

The hirer shall not use the hired premises for any purpose for which a licence is necessary unless such licences are in force in respect of the premises.

The hirer shall strictly observe the conditions of any licence granted in respect of the hired premises and the hirer shall be deemed to have notice of any conditions attached thereto.

The hired premises shall not be used for the sale or display of goods or services, or for any public entertainment, without the prior written approval of the Governing Board.

Sporting activities will not take place inside the hired premises without the written approval of the Governing Board. In the event of the hirer breaching this condition, the hire agreement shall be cancelled and the fees paid shall be forfeited.

No smoking will take place inside the hire premises and grounds.

No film (unless issued for training purposes or part of the curriculum for children and young people) shall be shown on the hired premises unless at least seven days notice in writing, stating the title and subject matter of the film, has been given to the Headteacher, who acting on behalf of the Governing Board may require the hirer to give a preview of the film to such persons as directed.

The hirer is responsible for the Health and Safety of all persons using the hired premises. The hirer must therefore ensure, prior to the hiring, that the hired area and all access is suitable for the proposed use by the hirer and is safe for persons using the premises. The hirer must, prior to hiring be fully aware of the fire precaution

procedures in existence for the hired area, including identifying fire doors and emergency means of escape from the premises.

No bolts, nails, tracks, pins or other like objects shall be driven into any part of the hired premises, nor shall any placards or other articles be affixed thereto. There must be no notices or display in windows unless the content has been approved by the Headteacher. Any posters, pictures etc. must only be placed on notice boards, not directly onto painted surfaces.

The hirer shall be liable for all damage howsoever and by whomever caused to the premises arising out of hiring and shall indemnify the Governing Board against all loss, damage and expense, whether direct or indirect, arising there from unless due solely and directly to the negligence of the Governing Board.

The hirer shall be liable for and shall indemnify the Governing Board against any expenses, liability, loss, claim or proceedings whatsoever arising under statute or of common law in respect of personal injury to or death of any person whomsoever or damage to any property real or personal arising directly or indirectly from the hire of the premises unless due solely to the negligence of the Governing Board.

The Governing Board accepts no liability for damage or loss of the possessions of the hirer or any person resorting to the hired premises howsoever arising.

The hirer shall not allow any animals to enter or remain in the hired premises without the written approval of the Headteacher.

The hirer, during the period of the hire, shall take all responsible steps to ensure that no noise nuisance is created.

The hirer shall ensure that any vehicles connected with the hire, in any capacity, which are parked on the site shall be arranged to allow entry for emergency vehicles at all times. Parking on the site is to be agreed with the Headteacher, as the Car Park is strictly staff and visitors only.

There shall be no variation in the conditions of a regular Hire Agreement without approval of the Headteacher. Failure to comply with these conditions may incur additional charges.

The Headteacher on behalf of the Governing Board reserves the right of entry to the hired premises to any authorised officer of the Council discharging his official duties.

The hirer shall at the expiration of the hiring leave the premises in a clean and orderly style.

The use of shoes with stiletto heels is prohibited and the hirer shall ensure that the users are not permitted to wear this type of footwear in the premises.

The hire of the premises does not include the use of any equipment within the premises. No such equipment shall be hired out without the written approval of the Headteacher who may specify conditions and charge such fees in respect of such use as she/he sees fit.

The use of the Nursery crockery and cutlery is not permitted, unless agreed by the Headteacher, a charge may be payable.

Any notice, demand or request by the Governing Board to the hirer shall be sent by ordinary prepaid post, addressed to the hirer at the address given on the application form and shall be deemed to have received when the letter containing the same would be delivered in the ordinary course of the post.

The hirer shall not sub-let or assign the hired premises or any part thereof. Should they do or attempt to do so, the Hire Agreement shall be cancelled and all fees paid forfeited.

This agreement may be terminated at any time by either party giving to the other notice, which is in all circumstances of a reasonable length of time. There is no need for either party to give reason for terminating the agreement and in the event of terminating the agreement fees paid shall be forfeited.

The Governing Board reserves the right to not let the premises or cease letting if there is any reason to believe that an individual or organisation involved in the letting may cause disrepute to the name of the Nursery School.

To The Chair of Reddish Vale Nursery School

I have read the above conditions of hire and accept that they control the hire by me of the Premises described in my application.

SignedPrint Name.....

Address

Email.....Telephone Number.....

On behalf of Organisation

(BLOCK LETTERS)

Date

Reddish Vale Nursery School

Scale of Charges

2018-2019

Rates apply from April 1st 2018 – March 31st 2019

The Governing Board is responsible for costs arising from lettings.

Scale of Charges:

Standard Charge £ 10 per Hour

Premium Charge after 6pm £ 15 per Hour

An additional £ 5.00 per hour will be added during the month of October through to April to cover heating costs.

Value Added Tax will be charged as applicable (Currently 20%)

- The use of flip charts, TV, Video & DVD is included

The above costs would normally be incurred associated with the everyday operation of the Nursery irrespective of letting and fixed costs. The following are factors which may contribute to the additional costs being incurred by the Nursery in consequences of any particular letting and are taken into account when charges are set.

- Caretaker and security costs, incurred in addition to the normal duties of staff.
- Heating and lighting costs particularly associated with winter evening usage.
- Additional maintenance and cleaning cost due to extra usage.
- Additional costs because of extra consumption of materials and energy.

Other considerations:

- Whether the letting is for commercial, private or charitable purpose.
- Whether or not an entrance fee is to be charged by the hirer.
- If the hiring is for weekend, weekly, evening or daytime.
- If it is one off occasion or part of a regular series of hiring.

Reddish Vale Nursery School

Reddish Vale Road

Reddish

Stockport SK5 7EU

Tel: 0161 480 6713

Email: headteacher@reddishvalenursery.stockport.sch.uk

**LETTING OF REDDISH VALE NURSERY SCHOOL PREMISES
TO BE COMPLETED ON THE FIRST DAY OF HIRE**

NAME OF PERSON WHO WILL BE RESPONSIBLE

ADDRESS
.....

DATE(S) OF LETTING
.....

TIME(S) OF LETTING
.....

BRIEF DESCRIPTION OF GROUP

RESPONSIBILITIES TO BE AWARE OF:

- FIRE EVACUATION PROCEDURES —
- SECURITY ARRANGEMENTS —
- ENSURE PREMISES ARE SECURE —
- CARETAKER CONTACT DETAILS —

INSURANCE CERTIFICATE COVER – COVER OF CERTIFICATE SEEN

SIGNED ON BEHALF OF THE NURSERY SCHOOL

PERSON TAKING RESPONSIBILITY FOR HIRE OF PREMISES

SIGNED.....

DATE

RISK ASSESSMENT NUMBER:

Appendix C

ASSESSORS NAME: (Please PRINT)	DATE:	REVIEW DATE:	PERSONS AT RISK:	SIGNATURE:

HAZARDS/ REFERENCE NO.	PRECAUTIONS/PREVENTATIVE MEASURES ALREADY IN PLACE	RESIDUAL RISK	WHAT FURTHER ACTION IS REQUIRED?	BY WHOM	BY WHEN	DONE ✓

