

Charging Policy – Bookings, lettings and other services

Rationale:

Consistent with its objectives, the school wishes to encourage use of its facilities by parents, voluntary community groups and the wider public. The school building and grounds are a valuable resource, which can be made available to the community to hire when that use matches the aims, objectives and ethos of the school.

This approach enables a wide range of services and amenities to be made available for the benefit of the local community. In addition, such activity enables the school to retain the income less all relevant expenses incurred from the operation of lettings to be re-invested into the school for the benefit of its students.

The school also actively seeks to provide out of school learning opportunities, which may be for students, for the community, or for both groups simultaneously.

Promotion of the school is encouraged within the local community, developing good relationships both with organisations and individuals.

Subject to the matching of its aims, the school will seek to maximise income from the letting of the premises.

The school reserves the right to refuse access to an organisation or individual that does not have the same vision, ethos and values of the school.

Booking & Letting Times

Times normally available for regular hire are as follows: -

Monday to Thursday 18.00 – 21.00

Friday evening, Saturday and Sunday by agreement

The premises may be hired later in the evening on an occasional basis.

1. Nature of charges

- 1.1 **Hiring of the school facilities** is an important income stream for the school. As a general guide the school will make reference to the charging structures of similar facilities in the local area. The school will delegate authority to the Director of Finance to establish a schedule of charges and where required, to negotiate actual lettings charges.
- 1.2 **Day Trips:** a voluntary contribution will be requested to cover the cost of the trip without a profit being made. Disadvantaged students will be actively encouraged to participate. No child will be excluded because of financial hardship.
- 1.3 **Residential Visits:** a charge will be made to cover the cost of the trip without a profit being made. Disadvantaged students will be actively encouraged to participate. Financial support will be given to a reasonable amount to cover some of the cost to assist cases of financial hardship.
- 1.4 **Music Tuition:** If the teaching is not an essential part of the National Curriculum, music tuition fees will be charged. Discounted fees will be offered to disadvantaged students. However, all exam fees will be charged at cost. All instruments will be charged at the same rate.

The school will budget to make no profit from peripatetic music lessons. In the event that a surplus balance is achieved this will be used to purchase items to support music provision for the whole school.

- 1.5 **Sports Bookings:** a detailed schedule of charges will be prepared and published annually. This schedule will be established by the Director of Finance in conjunction with the Sports Centre Manager.
- 1.6 **Other Charges:** The school may levy charges for miscellaneous services up to the cost of providing such a service. There is a separate policy 'Information requests – fees and charging' which covers these in more detail.

2 Administration

2.1 Invoicing Procedures

- 2.1.1 Invoices will be administered in accordance with the Financial Regulations relating to Accounts Receivable.
- 2.1.2 Invoices will be prepared by the Finance Department apart from Sports Centre invoices which will be raised via the integrated Sports Centre Booking programme.
- 2.1.3 Invoices will be raised as soon as practicable.
- 2.1.4 Block Bookings: Invoices will be raised in full for a minimum of 10 sessions. Payment will generally be required in full at the commencement of the block booking.
- 2.1.5 Payments in Advance: Where payments in advance are requested, these are to be paid to the school's Finance Office no later than 24hrs before bookings commence.

2.2 Income Processing Procedures

- 2.2.1 All income received will be passed to the Finance Office who will keep a record of income received.
- 2.2.2 The receipt of income in respect of debtors invoices and non-invoice income, will be recorded promptly on the school's local accounting system.
- 2.2.3 VAT will be accounted for in accordance with the guidance given by HMRC.
- 2.2.4 Cash received not banked will be held in a locked cabinet/ safe pending banking. The Finance Office and Headteacher will hold keys to the cabinet/ safe.
- 2.1.5 Income will be banked promptly and intact at least twice a week using the services of G4S.
- 2.1.6 A monthly check will be carried out by the Director of Finance to ensure that all income received has been banked and correctly accounted for.
- 2.1.7 A weekly reconciliation will be performed by the Finance Office to ensure that all income banked appears on the bank statement. This will be signed off by the Director of Finance.

3. Credit Control

- 3.1 The credit terms for bookings, lettings and other charges may vary according to the nature of the debt.
- 3.2 A reminder letter will be sent to debtors who have not paid their invoices on the due date.
- 3.3 If the debt remains unpaid a further reminder letter will be sent within 14 days from the date of the first reminder letter. In addition where possible, the debtor will be contacted by telephone.
- 3.4 At this stage the debtor will be refused any further access to the school facilities until the debt is paid.
- 3.5 If the debt remains unpaid for a further 14 days a third letter will be sent informing the debtor that the debt will be referred to the school's legal representative.
- 3.6 At each Finance committee meeting a report will be presented to the detailing outstanding debts by age and value.

4. Write off of debt

- 4.1 Write off of debt will only be considered when the credit control procedures have been exhausted.
- 4.2 Before closure of the financial year a list of debts greater than £500 proposed for write off will be prepared by the Director of Finance and will be submitted to the Resources Committee for consideration. The submitted list will be supported by details of the debt.
- 4.3 The decision of the Resources Committee will be clearly documented in the minutes of the relevant meeting.

5. Charges to hirers

The published schedule of charges and concessions may be applied to any external hirer, e.g. commercial organisations, clubs etc. The school may agree to charge reduced prices in special circumstances, e.g. charities, feeder schools etc. from time to time.

6. Policy review

This policy and schedule of charges will be reviewed annually.

SCHEDULE OF CHARGES

The Sports Centre and Rossett Community Partnership will publish price lists each year following an annual review process in accordance with this policy document.