

# INCOME GENERATION POLICY

Greenacre School





<b>VERSION CONTROL BOX</b>
<b>DATE OF REVIEW</b>
March 2018
<b>OVERVIEW OF CHANGES</b>
Changes to lettings charges in line with inflation and updated to reflect current invoicing procedures. Additional requirement for appropriate risk assessment for specialist activities
<b>DATE OF NEXT REVIEW (Annually)</b>
March 2019
<b>REVIEWER</b>
Annie Palmer – Administration & Operations Manager Sue Taylor – Trust Accountant



## **Greenacre School Income Generation Policy**

**Greenacre School Income Generation Policy is an umbrella policy which brings together all the policies which cover the income money (other than the school's budget share from the DFE) into the school.**

### **General Principle**

**The school will adhere to the following principles:**

- 1. That income from a range of sources should be used to further the educational outcomes for the pupils of the school.**
- 2. That no individual or group of staff or Governors should benefit financially from any income generated through school based activities.**

**The income generation activities covered by these principles are:**

- A. Letting Of School Premises (Page 2 to 4)**
- B. Charging Policy (Page 15 to 16)**
- C. Greenacre Education and Support Services (Page 17)**
- D. The School Shop 'The Makery' (Page 18 )**
- E. School Based Enterprise activities (Page 19 to 20)**
- F. Fund raising activities and Donations (financial or materials/resources) (Page 20)**
- G. Opening Doors Greenacre C.I.C (Community Interest Company) (Page 20)**

**Specific Policies and procedures relating to the actives listed A – G are detailed below.**

**The umbrella policy and specific policies and procedures will be reviewed annually by the Governor Finance and General Purpose Committee.**



## **A) GREENACRE SCHOOL POLICY/PROCEDURE FOR THE LETTING OF SCHOOL PREMISES, LETTINGS COST SHEET AND APPENDIX SM11**

### **1. Applications to use School Premises**

- 1.1** Individuals and groups wishing to use the school premises (including playing fields, hydrotherapy pool etc) should complete form SM11, Application for use of School Premises (see annex A) which will be available on request from school.
- 1.2** Completed SM11 forms should be submitted to school in advance of the requested letting date(s).

### **2. School Responsibility**

- 2.1** To keep a stock of form SM11 to be used as described in paragraph 1.1 above.
- 2.2** Upon receipt of a completed application form (SM11) for the use of school premises, the person responsible for lettings should check that the required room(s) are available on the dates requested and that the FM Team will be available.
- 2.3** The Administration Clerk should then:
  - (i) confirm the details of the letting by sending a Confirmation of Booking Form (see annex B) to the individual/group concerned, and retain a copy in the lettings file. The letting also requires entering in the lettings diary (contact numbers should also be entered.)
  - (ii) Generate an invoice via finance to the individual/group concerned requesting payment within 30 days of invoice date.
- 2.4** The Administration Clerk should then:
  - (i) confirm the letting with the FM and ICT Teams, logging any required work.
  - (ii) A school lettings completion form (see annex C) needs to be completed and filed with the booking form, confirmation of booking sheet and invoice, in the lettings file.



- 2.5** It is the school's responsibility to account for VAT on lettings where applicable. Any penalties imposed by Customs and Excise due to the incorrect treatment of VAT will be charged against the school budget.

VAT is exempt if premises are booked for ten sessions within a period of one to fourteen days between each session. BMBC bookings are also exempt from VAT.

- 2.6** The payment should be recorded on the PSF system and paid into the Wellspring Academy Trust bank account. The relevant income ledger code and VAT code needs to be used. Cheques should be stamped with the Greenacre School stamp and the account number written on the back.

- 2.7** It will also be the school's responsibility to pursue debtors.

### **3. Charges for Use of Premises**

- 3.1** The charge for lettings is to be determined by the Governing Body.
- 3.2** Charges to be reviewed on a yearly basis at the beginning of the academic year.
- 3.3** Charges for use of premises relating to 'Opening Doors Greenacre C.I.C' are discussed at section **G**.

### **4. Third-Party Hirers Insurance**

It is the responsibility of the school to ensure that when the premises are hired out that adequate public liability insurance is arranged. This insurance is required to cover the legal liability of the hirer of the premises against claims made by a third party for death, injury, disease or damage to property arising out of accidental negligence. This may be arranged by:

- (i) the school arranging third-party public liability insurance on behalf of the hirers and adding the cost of the premium to the hire charge for using the premises.
- (ii) require the hirer to arrange their own insurance with a limit of indemnity of not less than £5 million. The school requires the hirer to produce appropriate evidence of insurance

### **5. Hire of Hydrotherapy Pool**

It is the responsibility of the school to check that the hirer or other person using the hydrotherapy pool has a relevant up-to-date Life Guard qualification and proof of lifeguard qualification should be attached to the booking form.



### Lettings Costs Period 1 September 2018 to 31<sup>st</sup> August 2019

The Governing body of Greenacre School has approved the following price for lettings as from the 1 September 2018.

	Standard Rate	Non Profit / Parent Rate
Hire of Hydrotherapy Pool	£41.00 per hour	£33.00 per hour
Hire of the all-weather pitch / tennis court	£38.00 per hour	£31.00 per hour
Hire of the Hall / Trampoline	£36.00 per hour	£29.00 per hour
Hire of the Dining Room	£29.00 per hour	£23.00 per hour
Hire of a Classroom	£29.00 per hour	£23.00 per hour
Hire of Reception / Post 16 café areas	£26.00 per hour	£21.00 per hour
Hire of the Drama Room	£29.00 per hour	£23.00 per hour
Hire of Football Pitch (3 hours)	£380.00 per season (alternate Saturday or Sunday) £732.00 per season (every Saturday or Sunday) £38.00 per 3 hours	£304.00 per season (alternate Saturday or Sunday) £586.00 per season (every Saturday or Sunday) £31.00 per 3 hours
Small Meeting Room	£11.00 per hour	£9.00 per hour

**20% discount for all none profit organisations / parents**



# GREENACRE SCHOOL APPLICATION FOR USE OF SCHOOL PREMISES

Annex A

- Please note that this application will not be a valid document until all parties have completed the relevant sections at which time all parties will receive a copy
- The guidance contained within this document should be read and forms part of this agreement
- Requests for changes from either party must be notified in writing
- All application and requests for changes should be sent to: The Administration Clerk, Greenacre School, Keresforth Hill Road, Barnsley, S70 6RG. Telephone 01226 287165

<b>1. CONTACT DETAILS OF HIRING PARTY</b>
<b>NAME OF GROUP</b>
<b>MAIN CONTACT NAME</b>
<b>MAIN ACTIVITIES OF GROUP – Please provide Risk Assessment where appropriate</b>
<b>ADDRESS</b>



TELEPHONE				
2. FACILITIES REQUIRED FOR HIRING				
Room / Space Required	Purpose	Day / Date	Time Required	Regular / One off Booking
EQUIPMENT/RESOURCES REQUIRED (Please state e.g. OHP, Flipchart etc.)				

<b>I hereby agree to abide by the regulations as stated in Greenacre School's Guidance.</b>
<b>Name:</b>
<b>Signature:</b>
<b>Date:</b>





<b>Approved on behalf of Greenacre School by:</b>
<b>Name:</b>
<b>Signature:</b>
<b>Date:</b>

**FOR SCHOOL USE ONLY**

**Copies to:**

Premises Manager:

Admin support:

The Hiring Party:

Calendar:





**Greenacre School Lettings Completion Form**

**Annex C**

**Name of Organisation:**

**Contact Name:**

**Facilities required:**

**Purpose for which required:**

**Dates/Days Required:**

**Number sessions:**

**On-going/ one off booking:**

**Hours/Times per day:**

**Total Hours:**

**Total Hourly Rate:**

**PAYMENT**

**Hire Charge (excluding VAT):**

**VAT Charge:**

**Insurance details**

**Total hire charge (Including VAT):**

**Payment collected by:**

**Date collected:**

**Date paid in:**

**Receipt number:**

**Notes:**



# GREENACRE SCHOOL

## CONDITIONS FOR USE OF SCHOOL PREMISES BY EXTERNAL PARTIES

Please read this document carefully and familiarise yourself with the terms and conditions concerning the use of Greenacre School for lettings to external parties.

The Senior Leadership Team/Governors control the use and hire of the school premises beyond the statutory school day in conjunction with any directions issued by the Local Authority and other statutory requirements.

Any queries surrounding the hire of facilities at Greenacre School should be directed to:

**The Administration Clerk  
Greenacre School  
Keresforth Hill Road  
Barnsley  
S70 6RG**



### **Conditions for Letting:**

- No booking is confirmed until both the school and the hirer have completed the booking form and agreed to the conditions.
- Any changes in the booking requested by the hirer and agreed by the school must be confirmed in writing by the hirer at least five working days prior to the booking taking place.
- The school reserves the right to cancel any booking at short notice due to unforeseen circumstances. Where the facilities are required for school purposes, the school will give a minimum of five days' notice of the cancellation. In reserving the right to cancel the booking due to unforeseen circumstances or because the facilities are otherwise required for school purpose, the school will not be held liable for any losses whatsoever incurred by the hirers as a result of the loss of use of the facilities.

### **Payment:**

- Annual reviews of payment scales will take place before the start of the September term.
- Full payment of the booking is due on receipt of the invoice and failure to do so will result in cancellation of any further bookings.
- Bookings cancelled by the hirer with less than five days' notice will be charged at standard rate.

### **Additional Costs:**

- Bookings do not include certain direct costs. These include excess cleaning and use of specialist equipment. All these services can be arranged in addition to normal booking requirements.

### **Behaviour:**

- Damage to any of the school's property or facilities as provided by the school will be charged to the user group and is payable on demand.
- Smoking is against the law and therefore is strictly forbidden in all areas of the site (both internal and external).
- Alcohol is not permitted on the premises unless approval from the School Governors is given and appropriate legislation adhered to.
- Soft drinks and food consumption must be made on the application form as these tend to cause excess debris and cleaning. Food and drink must only be consumed in the agreed areas.
- Please use the bins provided, otherwise the hirer must remove any excess litter.
- Any area hired must be left as it is found. Please return any equipment to its original place.



- No open fires, candles or unauthorised electrical equipment shall be used on the school premises.
- No indecent or immoral activity is permitted.
- Noise levels must be contained to a reasonable level at all times and after 10.30pm no noise shall be audible in any of the neighbouring households.
- No betting, gambling or gaming is permitted on the school premises without the Governors' prior consent.
- If the hirer wishes to provide public music, dancing or other public entertainment, the hirer must first obtain any necessary public entertainment licence and show it to the school on demand.

#### **Access:**

- All groups **MUST** complete the signing in and out sheet held at Reception.
- The Premises Team will open the booked space 5 minutes before the booked time and lock up 5 minutes after the booked time. Any abuse of this will incur additional costs to the hirer.
- Only the areas / rooms as stated on the booking form are to be used by the hirer.
- It is the group's responsibility to ensure that its members do not stray into the areas other than those booked.
- Unless pre-booked, the groups may not use the school equipment which is in the room.
- Entry and exit routes will be nominated when the booking is made, user groups must not use other routes as they may be alarmed.

#### **Supervision:**

- For the purposes of the hired activity, a named responsible adult must accept responsibility for the supervision of all persons invited to enter the facility for the period of the letting.

#### **Health and Safety:**

- Greenacre School does not accept responsibility or liability for the damage or loss of any property left in or lost on school premises.
- The hirer shall have public liability insurance with a minimum indemnity of £5,000,000 for each and every claim and shall agree to indemnify the school against any claim other than that arising out of the negligence of the school. The Hirer shall produce evidence of insurance prior to the event.
- Access into areas and use of equipment not booked is in contravention of the school's Health and Safety Policy, and will lead to withdrawal of facilities.
- Any equipment, electrical or otherwise, brought into the premises by the hirer must be restricted to those items referred to on the booking form and agreed by the school. All electrical equipment must be portable appliance tested (PAT) and the school will require evidence of this.



- Specialist areas will only be let to groups who can provide evidence of suitable qualifications.
- Where specialist activities are taking place an appropriate risk assessment should be provided.
- The named responsible adult will be responsible for any required First Aid for the group – First Aid Kits are available in and around the school however a qualified first aider will not be on site out of core hours

### **Fire Procedures:**

- In the unlikely event of a fire, the school evacuation procedure must be followed.
- All groups must keep a register of who is on the premises at all times.
- Please ensure that a nominated adult is the group's Fire Marshal and is aware of all fire exits and the fire procedure.

### **Anti-Social Behaviour:**

Whilst on school premises, should any incidents of anti-social behaviour from non-group members occur, the Premises Team will be available to deal with any situation as they are responsible for site security.

### **Responsibilities of the FM Premises Team**

The FM Premises Team will be responsible for:

- The unlocking of the building.
- Whilst the group is on site the FM Premises Team is available and will ensure that all areas are correctly used and left as they have been found.
- The FM Premises Team do not have the authority to make any changes to bookings, all enquiries should be directed in the first instance to the Administration Clerk.

### **Problems**

- Please report any problems to the Administration Clerk, Greenacre School as soon as possible. Contact telephone number 01226 287165

In instances of rule breaking from any user group the following procedure will come into effect:

- A meeting with the FM Premises Team / Operations Manager to determine the problem.
- Should the problem persist, a formal written warning will be issued. This process will be fast tracked for any issues that are deemed serious, as determined by the Operations Manager.
- If the problem cannot be resolved and continues, the school reserves the right to cancel any future bookings with the user group.



### **Hirer's Commitment**

- To treat the premises with respect;
- Pay any invoices on time;
- Request any changes to the agreement in writing, minimum of 5 working days' notice and work in partnership with the school ;
- Report any problems.

### **School 's Commitment**

- To help local groups and work in partnership with the local community;
- Treat each group fairly and equally;
- Provide the facilities booked;
- Provide at least five days' notice in respect of any changes to the booking unless due to unforeseen circumstances this isn't possible.

**For further advice and information concerning lettings please contact the  
Administration Clerk on 01226 287165**

**Please contact Greenacre School to arrange a visit prior to any bookings being  
made.**





## **B) Charging Policy**

This policy must be read in conjunction with the school's [Vision Statement](#).

### **Purpose**

To ensure that the principle of free of charge education during school hours is understood and enacted.

### **Voluntary Contributions**

Although we do not charge for most of our school time activities, we may invite parents to make a voluntary contribution to enable school funds to go further. If an activity or visit cannot take place without voluntary help from parents, this is explained to the parents at the planning stages. The essential point is that no pupil is left out of an activity because their parents cannot or will not make a contribution. It may be necessary to state that the activity will not take place if parents are reluctant to support it. Contributions must however be genuinely voluntary. The terms of the contribution must be made clear:

- a) that there is no obligation to contribute; and
- b) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request

There is no limit on the level of voluntary contribution, which parents or others can make to school activities, nor is there any restriction placed upon the use, which can be made of such contributions. A request for a contribution towards the cost of a particular activity could include the cost of travel for accompanying adults.

Parents are asked for weekly voluntary contributions for snacks and food provided in the school day. It is stressed to parents that this is voluntary. Pupils whose parents do not send in voluntary contributions participate fully in the activities. A member of the class team (Teaching Assistant) will be responsible for maintaining the class accounts records - this records the money received and money spent from the pupils' voluntary contributions. These will be audited annually by the Administration Clerk the results of which will be reported to the Executive Principal.

### **Education Partly During School Hours**

Sometimes an activity may happen partly during and partly outside school hours. If most of the time spent on a non-residential activity occurs during school hours, that activity counts as taking place entirely in school hours and no charge (other than voluntary contributions) can be made.



Example – a long distance trip might involve much travel before and after normal school hours, the trip would count as happening in school time and be free of charge or a request for a voluntary contribution made.

A trip which involved leaving school an hour or so earlier but that went on until late in the evening, would be classified as taking place outside school time. Charges would then be allowed.

### **Residential Activities**

A trip counts as falling within school time if the number of school sessions missed by the pupils, amounts to half or more of the number of days taken up by the activity.

For a residential activity taking place largely during school time or essential to the education provided by the school, no charge can be made for the education or the cost of the travel (other than the request of a voluntary contribution). However, charges can be made for board and lodging in these circumstances. If pupils are in receipt of the Pupil Premium the Executive Principal/ SLT Member will advise the family on support with costs.

### **Remission**

Parents who have contributed voluntarily may have a refund if their child is unable to take part in the trip through illness.

### **Exceptional Circumstances**

The Governors agreed to place a nominal sum in the budget to cover any circumstances considered exceptional by the Headteacher.

### **C) Greenacre Education and Support Services (GESS)**

Greenacre School provides consultancy, training and tailored support to other schools. The school charges for the provision of such activities in order to ensure that the pupils at Greenacre do not experience any reduction in the quality of service they receive and to enhance the outcomes the pupils achieve.

Charges for specific training courses will be predetermined and included within the GESS brochure. Charges for tailored packages of support will be calculated on a case by case basis based on the actual costs of delivery. These will as a minimum cover any actual cost of delivery plus an allowance as a contribution to the school overheads. Income generated by GESS work will be identified on a separate income line in the school's budget reporting processes.

The annual Staff Structure Review will consider the impact of GESS work and responsibility on individual members of staffs' pay and grading.



Income in excess of the cost of staffing described above will enhance:

1. The staff training budget
2. Specific specialist equipment indicated through the School Improvement Plan.

#### **D) The School Shop - “The Makery”**

The Makery provides a real work place for students attending Greenacre and other schools/providers who may wish to purchase a work based programme.

The shop will generate income from sales and from commissioned work based programmes for students from other settings.

##### 1. Income from sales

The procedures for managing income from sales are detailed in the operating procedures for the shop. The income is managed through the school’s Finance team in accordance with the School Financial Management Policy and Procedures.

The accounts for the shop will be subject to annual audit.

Any profit from sales will be spent on maintaining the shop in an appropriate manner and on additional resources for the students to use whilst working at the shop.

The Governors do not anticipate any significant profit from sales as this is not the aim of the shop.

Staffing costs associated with the shop will form part of the school’s staffing budget as the staffs’ role is to support the students work based learning. The staffing for the shop will be reviewed annually as part of the annual staffing review.

##### 2. Income from work based programmes commissioned from other settings.

The income generated from commissioned places will be for the most part attributed to the cost of staffing the commissioned places and to meet the annual running costs of the shop.

Any surpluses will be spent on increasing the range of work based programmes Greenacre students can access.

The cost per commissioned place will be dependent on the needs of the student being placed and the agreed outcomes (there are different costs associated with different qualifications) and will therefore be negotiated on an individual basis.



## **E) School Based Enterprise Projects**

In order to encourage the development of an enterprising spirit within the pupils and wider school community staff are encouraged to plan for enterprise activities over the course of the year.

### **1. Social Enterprise Activities**

Social Enterprise Activities raising money for local and national charities ensure many positive outcomes for the pupils in terms of their understanding of the wider world and their responsibilities as individuals.

All monies raised in the name of other charities will be given in full to the named charity and the amount published on the school newsletter. The member of staff leading the activity will be responsible for accounting for the money raised. All cash should be stored overnight until banked.

In order to avoid clusters of social enterprise activities and other funding raising events all proposed ideas should be shared with the Leadership Team.

### **2. Business Enterprise.**

From Y9 onwards Enterprise is a timetabled option. The educational benefits of the programme are outlined in the Work Related Learning Policy. This document focusses on the management of the monies raised.

Start-up costs can be made available from the school budget or school fund and should be repaid from any sales. This ensures the pupils understand the business element of the project.

Money taken from sales should be accounted for after any session and cash held in the school safe (admin office).

End of project profits will be spent on a shared resource or activity determined by the students involved in the project and the monies accounted for in the project accounts.

Greenacre College Enterprise Activities – including the Café, Car Washing, Horticulture and Hair and Beauty options charge for goods and services. All income and expenditure should be accounted for at the end of each session.



Profits from these activities should be spent to support the sustainability and development of that particular area of the Vocational Options Programme in Post 16.

The Leadership team will consider, on an annual basis, if the profits can contribute to the cost of the Annual Leavers Prom and Annual Leavers Celebration event.

All Business Enterprise Activities accounts will be subject to an annual audit by the Administration Clerk and the results reported to the Governors Finance and General Purposes Committee.

### **F) Fund Raising Activities and Donations**

The school is very fortunate in that staff, parents and the wider community are keen to support the school and provide additional non statutory resources for the benefit of the pupils' education.

All proposed fund raising activities should be discussed with a member of the Leadership team to ensure that the public are not overwhelmed by requests for money for the school and to make sure that the publicity surrounding the activities do not undermine the key principles of the school or the self-respect and dignity of the pupils.

Funds raised and donated should be banked in the School Fund account through the School's Finance Manager. This account is subject to annual external audit which is reported to the Governors.

All monies raised should be spent in accordance with the intention of the fund raisers.

The pupils will be encouraged to produce a range of thank you letters and cards to ensure fund raisers are certain of the gratitude of the school.

Thanks are extended to the benefactors of donations by the pupils.

If benefactors want publicity for their donations this will be arranged through the local press and media.



**G) Opening Doors Greenacre C.I.C (Community Interest Company)**

Opening Doors Greenacre C.I.C supports young people with a previous statement of educational needs or EHCP, between the age of 19 and 25 to engage in bespoke programmes consisting of positive and meaningful activities linked to health and well-being, independent living and employability skills.

Greenacre School invoices the C.I.C for any costs incurred within the school that are related to delivering CIC activity. Any costs that are passed to the CIC are done at cost to the school.

Both the Governing Body of Greenacre School and the Directors of the C.I.C will work in tandem to agree costs that are reasonably chargeable from the school to the CIC.

All income generated from the C.I.C will be positively reinvested in to the running and operation of Greenacre School , in a manner to be determined by Senior Leaders and ratified by the Governing Body.

**Equality Monitoring**

This statement demonstrates our commitment to ensure we give due regard to:

**Eliminate discrimination and other conduct that is prohibited by the act**

**Advance equality of opportunity between people who share a protected characteristic and people who do not share it**

**Foster good relations across all characteristics between people who share a protected characteristic and people who do not share it**