



## **CHARGING POLICY (Not lettings)**

**Responsible: L Dandy / FPP Committee**

**Status: Non-Statutory**

**Date reviewed June 2021**

**Next review Date: Spring 2023**

## **COVERING:**

- A Training Services (Currently MOOT events)**
- B Trips/Activities outside curriculum (Parental charges – voluntary)**
- C Minibus Loan/Hire arrangements**

## **A - Training Service**

**Malden Oaks Outreach & Training Service** provides a range of support and advice opportunities to Schools and individuals.

From 1<sup>st</sup> April 2021 the following charges will apply to all schools, academies and individuals.

### **1. Core Offer**

Selected Training and support events will be delivered free of charge to Kingston & Richmond Schools by the MOOT team at the Training Suite, Dukes Centre, Dukes Avenue.

The Training team delivers advice and support to Kingston & Richmond Schools through a range of termly networks and events for teachers and teaching assistants. We ensure that the agenda for each group reflects the needs and interests of participants. We focus on problem solving and sharing good practice, and topics include social and emotional aspects of well-being, barriers to learning and effective interventions.

### **2. Additional Services**

#### **2.1 Bespoke and Tailored Training in your setting**

We can provide training on a wide range of topics, from training pupil mentors to building staff teams. We offer de-escalation training and we can promote understanding around barriers to learning and participation in school and in the voluntary sector. Please contact us to discuss your needs.

Charges below apply to all schools:

- £600 for one day training
- £400 for half- day or twilight training
- £300 Staff meeting

These charges include preparation, delivery and travel up to 30 miles and up to London Zone 2. Travel and accommodation costs outside of these areas will be charged in addition to training/consultancy costs.

#### **2.2 Behaviour and Inclusion Consultancy**

Schools can request an individualised support package. This might be especially beneficial to SENCOS or Inclusion managers who are new in post. Examples include of support with:

- Preventing School exclusions of CYP and SEND
- Managing Challenging Behaviour- Evidenced Approaches
- Planning

The charges for Behaviour and Inclusion Consultancy:

- £400 for half-day consultancy
- £600 for whole day consultancy

For schools/settings inside London Zone 2 or outside 30-mile radius there will be an additional charge for travel time and transport fee.

### **3. Cancellation Policy – 14 days or less.**

It is our policy not to postpone or cancel unless there are unavoidable circumstances such as extreme weather conditions or unavoidable closure of the school.

In the unfortunate event that we have to cancel training we will offer an alternative date for training and the following reduction:-

- Over 14 days notice - no reduction will be made
- 14 days notice - 50% reduction of course fee
- Less than 48 hours notice -75% reduction of course fee

If you cancel:

- Over 14 days notice - no charge will be made
- Giving 14 days notice - 50% of the course fee will be chargeable
- Less than 48hours notice - 75% of the course fee will be chargeable

## **B – SCHOOL TRIPS AND ACTIVITIES (outside curriculum)**

Malden Oaks aims to value each student as an individual and enable them to achieve their full potential through a wide variety of opportunities and experiences.

This document sets out the school's policy for charging for the provision of this wide variety of opportunities and experiences.

The school does not seek to recover the full costs of any of the following activities we offer and only request voluntary contributions in most cases.

- Where the trip occurs during the school day, parents may be asked for a voluntary contribution to cover the cost of their child's participation.
- Every effort will be made to ensure that the voluntary contributions are made but, if insufficient funding is received, the school reserves the right to cancel the trip.
- Where a child may be prevented from participating in an outing because of financial hardship the school may decide not to seek any voluntary contribution from the parent/carer.
- Students will be treated equally regardless of the amount of voluntary contribution made by their parents.
- Once a voluntary contribution has been made, there will be no reimbursement for absentees on the day.

Where we make a may request for a contribution to take part this will be restricted to:

- Activities provided wholly or mainly outside school hours, which are not:
  - Part of the National Curriculum.
  - Part of a syllabus for prescribed public examination, which the student is being prepared for at school.
  - Contribution towards board and lodgings on residential visits (there will be no charge for board and lodgings for students who are entitled to Free School Meals).

# C – HIRE/LOAN OF SCHOOL VEHICLES

## TERMS AND CONDITIONS

Malden Oaks agree to provide our minibus on loan to charitable organisations on a not-for-profit basis and in these circumstances the following terms and conditions would be applied.

**Driver of the Minibus:** The organisation that wishes to loan the minibus must provide us with ORIGINAL certification to show competence/entitlement of the named driver to drive a 14 seat minibus (MIDAS certificate or D1 entitlement on licence).

**Insurance:** This is provided through our insurance policy but any accidents/incidents must be reported immediately to us to enable us to ensure appropriate cover.

**Breakdown:** This is provided through our policy and details of the telephone numbers to call in this circumstance will be provided with the minibus to the driver.

We agree to provide the minibus on a not-for-profit basis however we would require that the following items be observed in return for this service.

**Diesel:** Please return the minibus ~~is returned~~ with at least the same amount of fuel.

**Cleaning:** Please arrange for the minibus to be thoroughly cleaned before return.

**Wear & Tear:** We will invoice you for a small payment against our insurance/wear & tear/administration costs at a £15.00 per day charge.

We will carry out an inspection of the vehicle prior / after loan and a signing out/back form will be provided for this purpose.

