



### **EDUCATION AND EMPLOYMENT DIRECTORATE**

<b>POLICY TITLE:</b>	<b>EDUCATION AND EMPLOYMENT CHARGING POLICY</b>
<b>LEAD OFFICER:</b>	<b>Director of Education &amp; Employment</b>
<b>DATE PRODUCED:</b>	<del>January 2021</del> <u>March 2021</u>
<b>DATE FOR NEXT REVIEW:</b>	<u>March</u> <del>January</del> 2022
<b>APPROVED BY:</b>	<b>Education and Employment Committee</b>
<b>ADDITIONAL GUIDANCE:</b>	<b>MTEF Guidelines 2020</b>
<b>TEAMS AFFECTED:</b>	
<b>THIS POLICY REPLACES WITH IMMEDIATE EFFECT:</b>	<b>St. Helena Community College Fee Structure 2018, Education and Employment Directorate Charging Policy 10<sup>th</sup> December 2012.</b>

## Introduction

A Directorate Charging Policy was introduced on 1 April 2013 as part of the modernisation of the Education & Employment Directorate and in line with the drive for greater efficiency required by St. Helena Government (SHG) at the time. It was anticipated that the charges would seek to recover at least part of the running costs associated with the range of activities offered by the Directorate and would make a contribution towards the long term objective of recovering full cost.

The Directorate Charging Policy introduced in 2013 was adjusted following the launch of the St. Helena Community College (SHCC) and charges were in line with those of the St. Helena Community College Charging Policy 2018 and publicized as per the Public Notice of 2016.

Changes in the economic climate globally and on St. Helena has initiated a review of the Directorate's ~~fees and~~ charges to support the sustainability of the services currently offered. All ~~fees and~~ charges of the Directorate are now included in this policy.

This ~~P~~policy is for all persons who use the facilities of the Education and Employment Directorate, ~~which includes hire of premises, course costs, licence fees, service charges and other charges.~~ Charges are incurred through use of the following:

- Schools, including Francis Plain ~~Recreational Area~~
- St. Helena Community College including NVQ Centre
- Public Library
- St. Helena Research Institute.

## Aims

This ~~P~~policy aims to:

- Ensure all users are aware of the charges of the Directorate
- Ensure consistency in application of charges
- Support the Directorate in increasing revenue to contribute to the sustainability of the services offered.

## Roles and responsibilities

The Senior Management Team of the Directorate along with the Education and Employment Committee will ensure that all ~~fees and~~ charges are reviewed on an annual basis and adjusted as required.

Relevant Directorate staff with responsibility for the premises, ~~fees and charges~~ will ensure that all ~~fees and~~ charges are ~~made~~charged according to this policy.

## Schools

### Hire of school venues

There are occasions where school rooms are hired by individuals, outside agencies or organisations. The hire of classrooms or school halls is at the discretion of the relevant Head Teacher. At no time will the hire of premises be given priority over the activities and needs of the school.

Any person, agency or organisation hiring a school venue has to complete the relevant School Booking Form and to agree to the terms and conditions thereof (Appendices 1 and 2).

NB: Reference to primary schools include Harford Primary, Pilling Primary and St. Paul's Primary. Prince Andrew School (PAS) is included separately (Appendix 2). The minimum charge for the hire of a premises is for 1 hour.

Charges are set for any hire that occurs during normal working hours which are from 8.30 – 4pm from Monday - Friday. An additional charge could be incurred for hire of premises outside of normal working hours and on the weekends to cover the cost of a staff member being on site to unlock and lock the premises.

Charges ~~Fees~~ for the hire of school venues are ~~is~~ as follows.

Venue	Charges
Classrooms (Meeting rooms)	£2.00 per hour or part thereof <del>thereof or</del> <u>£10 per day (9am – 4pm)</u>
Primary school halls	£5.00 per hour or part thereof or £30.00 per day <u>(9am – 4pm)</u>
Primary school playground/sports field	£5.00 per hour or part thereof or £30.00 per day <u>(9am – 4pm)</u>
PAS Hall with dressing room facilities i.e. use of the Changing Room area.	£5.00 per hour or part thereof or £30.00 per day (7 hours)
PAS Hall with dressing room facilities and use of chairs and stage area for large productions/events. <i>NB These events will require the presence of the caretaker.</i>	Rental fee of £30.00 per day/ evening plus a charge of 10% on overall ticket sales for productions and events or a 10% proportion of donations to contribute towards costs.
Lecture Theatre- Conference venue without facilities	£5.00 per hour or part thereof or £30.00 per day <u>(9am – 4pm)</u>
Lecture Theatre – Conference venue with facilities i.e.	£10.00 per hour or part thereof or £60.00

projector and screen, internet access.	per day <del>-(9am – 4pm)</del>
Francis Plain	<p>£30.00 per day for the sole use of the whole field and facilities for private functions.</p> <p>£15.00 per day for the sole use of half the field and facilities for private functions.</p> <p>£20.00 per day for adult sports</p> <p>£10.00 per day for Under 16's sports</p>
Squash Court	£1.00 per person per hour
Tennis Court	£1.00 per person per session

#### Vendor fees

All vendors are required to apply for permission to trade on the premises of Francis Plain. A rate of £5.00 per day will be charged to all vendors using the premises of Francis Plain recreational area for public events. All vendors are required to complete the Francis Plain Recreational Area Booking Form for Vendors ~~-Booking Form~~ and to adhere to the required terms and conditions (Appendix 3).

#### Francis Plain

All bookings for Francis Plain recreational area will be made through PAS Office using the Francis Plain Recreational Area Booking Form (Appendix 4).

#### PAS Squash Courts

All bookings for the PAS Squash Court will be made through the PAS Office using the Squash Court Booking Form (Appendix 5).

#### Hire of furniture and equipment

The lending of furniture and equipment will be at the discretion of the Head Teacher. Any items that are damaged during lending will incur the full cost of the item/s to be replaced. The Head Teacher will ensure the Hire of Furniture and Equipment Agreement is signed before items are removed from the premises (Appendix 6).

### PAS Examinations Fees

PAS is a registered Examination Centre. All students are required to complete the relevant applications forms, ensure payment of the required charges and to adhere to the terms and conditions thereof when entering for an examination (Appendices 7 and 8).

The following fees will be charged in respect of examinations:

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Description	Fees
<b>Examination Fees</b>	<b>PAS Students</b> – All students of PAS have the first sitting of their examinations free of charge.
	<b>Private Students</b> - The examination entry fees will be charged at full cost to the person/ entity requesting the examination. If the examination fee has been covered through the registration with the examination and/or professional body then it will not be charged. For <b>private examinations</b> an applicable administration fee is set at a minimum of £10.00. If the Centre is not registered with the relevant Examination Board then the administration cost could be higher.
<b>Invigilation &amp; Administration Fees</b>	<b>PAS Students</b> – No invigilation and administration charges for the first sitting of their examination and one resit. NB The re-sit must take place during the year after the student has left school.
	<b>Private Students</b> - Charges for invigilation will be at £25.00 per examination session up to 20 people. This includes both the invigilation and administration fees. An additional charge of £10.00 per hour will be charged for examinations of more than 3 hours. If a candidate is sitting 3 examination papers over three days this would incur a cost of £25.00 x 3. NB Invigilation fees will be waived for private students who are sitting examinations at the same time as PAS students' sittings where there is no additional invigilation requirements. If this invigilation and administration fee is not covered by the examination / professional body it is required to be paid by the person/entity requesting the examination to be held in the Examination Centre. Students sitting paper based examinations are also expected to pay the postage fees for the submission of their exam papers. This will be completed in liaison with the PAS Examinations Officer.
<b>Re-sitting examinations</b>	<b>PAS Students</b> – Examination entry fees for all students re-sitting will be charged at full cost of the course. This is applicable to students who are still at school choosing to re-sit to better their grade.
	<b>Private Students</b> - Examination entry fees for all re-sits will be charged at full cost. Examination entry fees are expected to be paid upon entry for examination. Students sitting paper based examinations are also expected to pay the postage fees for the submission of their

	<p>exam papers. This will be completed in liaison with the PAS Examinations Officer.</p> <p>A request can be made in writing for charges to be waived explaining reasons why. Any such request concerning students should be submitted to the Director of Education &amp; Employment and any requests in relation to adult education will be considered by the Director on a case by case basis. Upon receipt of such a request a decision will be made and response given within 3 working days.</p>
<b>Withdrawals</b>	<p>Withdrawals for students who have been formally entered for examinations, tests or assessments will be charged at the full cost of the examination.</p>
<b>Replacement certificates and Exam Results</b>	<p>Replacement certificates will be charged at full cost of the Certificate (charged by the examining/ professional body) plus an administration fee of £10.00.</p> <p>A fee of £15.00 per hour will be charged for research associated with providing back dated examination results.</p> <p>A statement of results from PAS (if results are available) can be provided at a cost of £10.00</p>
<b>Re-mark or Review Requests</b>	<p>All students requesting a re-mark or review of their examination paper will have to incur the charges as set by the relevant Examination Board plus an administration fee of £10.</p>

### Payment information

~~On receipt of charging details, invoices will be raised by the SHG Finance Team. Payments can be made through either the Customer Care Centre at the Post Office or the Bank of St. Helena.~~

~~The minimum charge for the hire of the premises is for 1 hour.~~

~~Registered charities are charged at half the rates listed. Registered charities will be expected to provide the charity number on the Booking Form.~~

~~The Director reserves the right to agree a Memorandum of Understanding with an organisation where the activities of the organisation is of benefit to the school/community.~~

## The St. Helena Community College (SHCC)

SHCC aims to encourage participation in learning and development opportunities and offers a wide range of courses at varying levels through different methods of delivery which includes, face to face training, class based learning, on-line learning and distance learning.

SHCC also offers a venue for meetings which includes, conference facilities, tele networking and on-line examinations.

Any person, agency or organisation hiring a venue has to complete the relevant Booking Form and to agree to the terms and conditions thereof (Appendix 9).

### SHCC Venue Fees

Charges for private hire of venues are as follows:

VENUE	Cost per hour without facilities*	Cost per hour with facilities*	Cost per day without facilities *	Cost per day with facilities*
IT SUITE (hire for sole use only) 12 computers	£20.00	£25.00	£100.00	£125.00
IT SUITE – individual use of computer	£3.00 per hour	£5.00	£15.00	£25.00
CONFERENCE ROOM (HALL)	£10.00	£15.00	£50.00	£75.00
TRAINING ROOM 1 (MEDIUM)	£5.00	£10.00	£25.00	£50.00
TRAINING ROOM 2 (SMALL) No computers available	£2.00	£4.00	£5.00	£10.00
VC ROOM (SMALL)	£5.00	£10.00	£25.00	£50.00

\*Facilities available as per the table below

Catering equipment	Training/Conference Equipment
<ul style="list-style-type: none"><li>• Urn</li><li>• Cups</li><li>• Plates</li><li>• Cutlery</li><li>• glasses</li></ul>	<ul style="list-style-type: none"><li>• Laptop</li><li>• Projector</li><li>• Smart screen</li><li>• Flip chart and markers</li><li>• Skype VC room only</li></ul>



Please note: sugar, tea bags, coffee or milk will **NOT** be provided. Tap water is available.

## PRINTING/PHOTOCOPYING CHARGES

DESCRIPTION	COST PER SHEET	CONDITIONS
PHOTOCOPYING (Black & White only)	<b>10p per sheet</b>	All requests for photocopying must be paid for upon request to the SHCC Administration Officer or designated person.
DIRECT PRINTING (Black & White)	<b>20p per sheet</b>	All requests for printing must be paid for upon request to the SHCC Administration Officer or designated person.
DIRECT PRINTING (Coloured )	<b>30p per sheet</b>	All requests for coloured printing must be made to the SHCC Administration Officer or designated person and must be paid for upon request.

All users of SHCC who are registered learners will be granted free use of the facilities when involved in a course of study through the College. An administration charge for usage will be incorporated into course costs paid prior to the start of the course. However, prior booking of facilities is required.

## Course Costs

All persons interested in studying through SHCC must complete the Registration Form (Appendix 10) and pay the relevant course costs as itemised below.

### General Education

Course	Full course cost
<b>Cultural and Personal Development</b>	
Miscellaneous courses not otherwise specified	Courses will be charged at £1.00 per hour (There may be additional costs for supplies depending on course resources)
Sporting Fees (badminton, volleyball, indoor football, gym etc.)	Fees will be charged at approximately £1.00 per person per session (There may be additional costs for specific resources)

<b>Charges for these courses are payable upfront and no refunds are granted for withdrawal of learners.</b>	
<b>Short Courses</b>	
Short (local courses)	Courses will be charged at £10.00 per half day/£15.00 per day per person.
<b>Core Skills</b>	
<p>Maths – Functional Skills and GCSE</p> <p>English – Functional Skills and GCSE</p> <p>ICT up to Level 2 – ECDL Functional Skills, Microsoft introduction courses and GCSE,</p> <p><i>This excludes Microsoft Imagine Academy courses and other technical and professional ICT qualifications.</i></p>	No charge.
<p><b>The first exam entry is <del>free of</del> provided at no additional charge, however, learners will be expected to pay for the full cost of exam resits.</b></p> <p><b>Withdrawals for learners who have been formally entered for examinations, tests or assessments will be charged at the full cost of the examination.</b></p>	

<b>Other Level 1/Level 2 Programmes</b>	<b>Classroom Based</b>	<b>Distance Learning</b>
Other accredited courses up to Level 2	£40.00 (which includes the cost of the first examination entry)	Full cost of distance learning package as provided by overseas provider and exam fees.
<p><b><del>The first exam entry is provided at no additional charge; however, learners will be expected to pay for the full cost of exam resits.</del></b></p> <p><b>Withdrawals for learners who have been formally entered for examinations, tests or assessments will be charged at the full cost.</b></p>		

## BKSB Assessment\*

BKSB Assessment	
BKSB full assessment (English/Maths/ICT)	£20.00
BKSB per subject assessment	£10.00
<b>Charges for these courses are payable at registration and no refunds are granted for withdrawal of learners.</b>	

\* In cases of exceptional circumstances and personal hardship, appeals may be made for consideration by the Director of Education and Employment

## Technical/ Vocational Education

NVQ's and VRQ's	Classroom Based	Distance Learning
City & Guilds Courses up to Level 2 and/ or GCSE equivalent courses.	£600.00 <u>(which includes the cost of the first examination entry)</u>	Distance Learning NVQ Full cost of the course + any assessment entry fees as provided by the overseas provider.
City & Guilds Courses Level 3 and above	£800.00 <u>(which includes the cost of the first examination entry)</u>	Distance Learning NVQ Full cost of the course + any assessment entry fees as provided by the overseas provider.
<b>The first attempt at all tests/ exams (including online) are provided at no additional charge; however, learners will be expected to pay for the full cost of resits.</b> <b>Withdrawals for learners who have been formally entered for examinations, tests or assessments will be charged at the full cost.</b>		

## Workforce Development

Employability Skills	Subsidised Charge	Unsubsidised Cost
Basic Employability Skills up to Level 2	No Charge	No Charge
<b>Apprenticeships</b>		
Training and qualifications undertaken as a part of the apprenticeship agreement.	No Charge	No Charge
<b>Careers Advice</b>		
Careers Advice	No Charge	No Charge
<b>The first exam entry is provided at no charge; however, learners will be expected to pay for the full cost of exam resits.</b>		

**Withdrawals for learners who have been formally entered for examinations, tests or assessments will be charged at the full cost.**

## Higher Education

Access to Higher Education	Full Course Cost
A Level and equivalent courses	Full cost of package + Exam Entry Fees.
Access Courses	Full cost of Distance Learning course + Exam Entry Fees.
Degree Level	Full cost of Distance Learning course + Exam Entry Fees.
<p><b>The first exam entry is provided at no charge; however, learners will be expected to pay for the full cost of exam resits.</b></p> <p><b>In the case of A Level or equivalent courses such as access courses, withdrawals for learners who have been formally entered for examinations, tests or assessments will be charged at the full cost.</b></p>	

## Professional and Specialist Studies

Professional Studies
<p>Professional and specialist <del>s</del>Studies will be charged the full course cost, rounded to the nearest £5. There is considerable variation in the actual costs of professional <u>courses</u>. <u>Costs for an examinations pertaining to professional studies will be included in the course charges.</u></p> <p><del>The first exam entry is provided at no charge for subsidised learners; however, L</del>earners will be expected to pay for the full cost of exam resits.</p> <p>Learners will also be expected to pay for <del>charges</del>fees relating to deferral or extensions to the study period <del>or withdrawal from the course.</del></p>

## Examination Charges

SHCC is a registered Examination Centre. All students are required to complete the relevant applications forms, ensure payment of the required ~~charges~~fees and to adhere to the terms and conditions thereof when entering for an examination. Students undertaking paper based examinations at PAS are required to complete the Examination Entry Form (SHCC Entries) (Appendix 7).

The following ~~charges~~fees will be ~~made~~charged in respect of examinations:

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Description	Fees
<b>Examination Fees</b>	The examination entry fees will be charged at full cost to the person/ entity requesting the examination. If the examination fee has been covered through the registration with the examination and/or professional body then it will not be charged.
<b>Invigilation, Postage &amp; Administration Fees</b>	<p>Charges for invigilation will be at £5.00 per person per examination session. If a candidate is sitting 3 examination papers over three days this would incur a cost of £5.00 x 3. NB Invigilation fees will be waived if students are sitting examinations at the same time as PAS students sittings where there is no additional invigilation requirements.</p> <p>If this invigilation and administration fee is not covered by the examination / professional body it is required to be paid by the person/entity requesting the examination to be held in the exam centre.</p> <p>An applicable administration fee is set at a minimum of £10.00. If the Centre is not registered with the relevant Examination Board then the administration cost could be higher.</p> <p>NB: Non-members of SHCC will be required to also pay for the sole use of the venue with facilities as charged above.</p> <p>Students sitting paper based examinations are also expected to pay the postage fees for the submission of their exam papers. This will be completed in liaison with the SHCC Administration Officer.</p>
<b>Re-sitting examinations</b>	<p>Examination entry fees for all re-sits will be charged at full cost plus an administration and invigilation fee. Examination entry fees are expected to be paid upon entry for examination. Students sitting paper based examinations are also expected to pay the postage fees for the submission of their exam papers. This will be completed in liaison with the SHCC Administration Officer.</p> <p>Exemptions will be made for students who are registered as unemployed. These students will be entitled to one free re-sit of their examination.</p> <p>A request can be made in writing for charges to be waived explaining reasons why. Any such request concerning students should be submitted to the Director of Education &amp; Employment and any requests in relation to adult education will be considered by the <b>Director</b> on a case by case basis. Upon receipt of such a request a decision will be made and response given within 3 working days.</p>
<b>Replacement</b>	Replacement certificates will be charged at full cost of the

<b>certificates and Exam Results</b>	<p>Certificate (charged by the examining/ professional body) plus an administration fee of £10.00.</p> <p>A fee of £15.00 per hour will be charged for research associated with providing back dated examination results.</p> <p>A statement of results (if results are available) can be provided at a cost of £10.00</p>
<b>Re-mark or Review Requests</b>	<p>All students requesting a re-mark or review of their examination paper will have to incur the charges as set by the relevant Examination Board plus an administration fee of £10.</p>

### **General Payment information**

On receipt of charging details, invoices will be raised by the SHG Finance Team. Payments can be made through either the Customer Care Centre at the Post Office or the Bank of St. Helena.

~~The minimum charge for the hire of the premises is for 1 hour.~~

Registered charities are charged at half the rates listed. Registered charities will be expected to provide the charity number on the Booking Form.

The Director reserves the right to agree a Memorandum of Understanding with an organisation where the activities of the organisation is of benefit to the school/community.

In SHCC there will be no charge for class-based courses in Maths, English and ICT education and training (up to but not including level 3 ) for students who are on career development. Education and training charges (up to but not including level 3) can also be waived for the registered unemployed.

Learners in SHCC who are registered for Distance Learning / Online Programmes and who withdraw before completing the course will be charged at the actual cost of the course. However, in cases of exceptional circumstances and personal hardship, appeals may be made for consideration by the Director of Education and Employment. All related fees are 'non-refundable'.

## Public Library

### Library ChargesFees

Membership to the Public Library is free.

Visitor membership for persons on island for less than 6 months is charged at £5.00 per person. Visitors will be required to pay a deposit of £20 for borrowing up to 4 books. The deposit will be refunded on return of the books borrowed.

### Overdue Charges

Charges for overdue library books £0.10 per day per item

Charges for overdue Videos and DVD's £0.10 per day per item

### Charges for damages:

Damaged books, videos and DVD's will be charged at the full cost of the damaged item.

Replacement of lost or damaged Library Cards will be charged at £1.00 each.

### Library printing facilities:

The Public Library offers the facility to print when documents are created/accessed on the library computer. Printing charges are as follows:

Black printing £0.20 per A4 sheet

Coloured printing £0.530 per A4 sheet

### Payment information

All payments will be made in cash to the librarian on duty. A receipt will be issued for monies collected.



## St. Helena Research Institute (SHRI)

As required by the St. Helena Research Policy all persons undertaking research on St. Helena have to apply to the [SHRI St Helena Research Council](#) [using the form Application to Conduct Scientific Research on St Helena](#) (Appendix 11). All applications to undertake research on [St Helena and within the Island's territorial waters or about St. Helena](#) will incur a charge. The Research Licencing Scheme fees are as follows:

**Processing fee for each Research Licence Application. £50.00**

NB: applications will only be considered once payment has been received. Details for payment and bank transfer details will be included on the invoice.

**Issue of Research Licence £250.00**

Charged to all successful applications. The licence will cover the period from the start to end date given in section 2.3 'Duration of project' of the [Application to Conduct Scientific Research on St Helena Research Licence Application](#) Form.

Note: if an application is successful, the £50 processing fee is offset against the initial £250 fee for the Research Licence. If your proposed research requires a licence under the Environmental Protection Ordinance, 2016, [there is no additional charge as](#) this is included in the £250 fee.

[SHRI services will be charged out based on the amount of time dedicated to the service provision by respective staff members multiplied by their hourly rate set by their current salary plus 30% to cover administration and office running costs.](#)

Fees received by SHG Government through the Research Licencing Scheme will go to support the Institute and work in the areas of health and social welfare; terrestrial and marine conservation and the cultural and built heritage of St Helena.

~~[SHRI services will be charged out based on the amount of time dedicated to the service provision by respective staff members multiplied by their hourly rate set by their current salary plus 30% to cover administration and office running costs.](#)~~

For further information refer to the St. Helena Research Institute website at <https://sthelenaresearch.edu.sh/>

**Appendix 1 – Primary School Venue Booking Form**

**Appendix 2 – PAS Venue Booking Form**

**Appendix 3 – Francis Plain Vendor Booking Form**

**Appendix 4 - Hire of Francis Plain**

**Appendix 5 – Hire of Squash Court**

**Appendix 6– Hire of Furniture and Equipment Agreement**

**Appendix 7 - PAS Examination Entry Form (SHCC)**

**Appendix 8 – PAS Private Entry Form**

**Appendix 9 - SHCC Venue Booking Form**

**Appendix 10 – SHCC Registration Form**

**Appendix 11 – SHRI Application Form**

## Appendix 1

School Logo	<b>BOOKING FORM FOR USE OF PRIMARY SCHOOL FACILITIES</b>
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Organisation/Name of Hirer \_\_\_\_\_

Registered Charity? (Please provide charity number \_\_\_\_\_)

Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_ Mobile \_\_\_\_\_

Email: \_\_\_\_\_

Date/s of event/s

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

NB: Please allow enough time to set up before and clear up after your event.

Nature of event/s

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Rooms required (Please tick):

☐

Classroom/s (Meeting rooms)

☐

Primary school halls

☐

Primary school playground/sports field

Number of chairs required \_\_\_\_\_

Number of tables required \_\_\_\_\_

Other furniture or equipment required

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### Charges

Please note that registered charities are charged half of the specified rates if a charity number is provided. For additional information please consult the Education and Employment Directorate Charging Policy.

Venue	Charges
Classrooms (Meeting rooms)	£2.00 per hour or part thereof or £10 per day <del>(9am—4pm)</del>
Primary school halls	£5.00 per hour or part thereof or £30.00 per day <del>(9am—4pm)</del>
Primary school playground/sports field	£5.00 per hour or part thereof or £30.00 per day <del>(9am—4pm)</del>

### Terms and Conditions (Please read carefully before signing this agreement)

**Smoking and alcohol** - The entire school building and surrounding school premises that includes the school playground/field is a **No Smoking** zone and consumption of alcohol is **not** permitted in the school building. For all events, the hirer is responsible for ensuring that all relevant legislation is followed.

**Safety** - The safety of your group is your responsibility (including first aid). Please ensure that everyone is aware of the position of fire escapes and fire extinguisher. In the event of a fire or of the fire alarm sounding, please evacuate the building and call the fire services. If it is safe to do so, please try and extinguish the fire.

Some surfaces in the hall and corridors become slippery when wet – be particularly careful if it has been raining outside or if you are handling water.

**Bookings** - Booking dates are only definite when confirmed by the School Office. We will invoice you on the first day of each month for the month's bookings.

**Booking times** - Another group or individual may have booked the room you have been using immediately after you. Please vacate the room promptly. Remember to allow time for tidying up within your booking time. If you overrun we reserve the right to charge you pro rata for this overrun.

For bookings after 4pm or on weekends, the person responsible should ensure the keys are collected from the designated person and returned the next day. Ensure premises are locked and secured and left tidy.:-

**Damage** - Please report any damage immediately to the Head Teacher. We may have to charge you for any damage occurring during your period of ~~room~~ rental.

**Clean and keep clean**- After use, please ensure that the ~~room and other~~ facilities that you have used (including toilets) are left in the condition that you found them. If they are not cleaned an additional charge will be incurred for cleaning.

**Please note that the Head Teacher has the right to refuse further rental to you or your organisation if these Terms and Conditions are not adhered to.**

Please contact us if you'd like to discuss your booking or return form to the School Office; Tel \_\_\_\_\_ or email \_\_\_\_\_

By signing this form you agree to the charges as outlined in our charging policy and our terms and conditions as stated above.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

\_\_\_\_\_

**For office use only**

Booking accepted: \_\_\_\_\_ Date \_\_\_\_\_

Head Teacher

Booking confirmation sent by \_\_\_\_\_ Date \_\_\_\_\_

Invoice raised by Education Finance Officer \_\_\_\_\_ Date \_\_\_\_\_

	<h2 style="text-align: center;">BOOKING FORM FOR USE OF PRINCE ANDREW SCHOOL FACILITIES</h2>
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Organisation/Name of Hirer \_\_\_\_\_

Registered Charity? (Please provide charity number \_\_\_\_\_)

Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_ Mobile \_\_\_\_\_

Email: \_\_\_\_\_

Date/s of event/s

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

NB: Please allow enough time to set up before and clear up after your event.

Nature of event/s

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Rooms required (Please tick):

☐

Classroom

☐

Lecture Theatre Conference venue without facilities

☐

Lecture Theatre – Conference venue with facilities i.e. projector and screen, internet access

☐

PAS Hall with dressing room facilities i.e. use of the Changing Room area.

☐

PAS Hall with dressing room facilities and use of chairs and stage area for large productions/events.

Number of chairs required \_\_\_\_\_

Number of tables required \_\_\_\_\_

Other furniture or equipment required

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## Charges

Please note that registered charities are charged half of the specified rates if a charity number is provided. For additional information please consult the Education and Employment Directorate Charging Policy.

Venue	Charges
Classrooms (Meeting rooms)	£2.00 per hour or part thereof or £10 per day <del>(9am—4pm)</del>
PAS Hall with dressing room facilities i.e. use of the Changing Room area.	£5.00 per hour or part thereof or £30.00 per day (7 hours)
PAS Hall with dressing room facilities and use of chairs and stage area for large productions/events. <i>NB These events will require the presence of the caretaker.</i>	Rental fee of £30.00 per day/ evening plus a charge of 10% on overall ticket sales for productions and events or a 10% proportion of donations to contribute towards costs.
Lecture Theatre- Conference venue without facilities	£5.00 per hour or part thereof or £30.00 per day <del>(9am—4pm)</del>
Lecture Theatre – Conference venue with facilities i.e. projector and screen, internet access.	£10.00 per hour or part thereof or £60.00 per day <del>(9am—4pm)</del>

**Terms and Conditions** (Please read carefully before signing this agreement)

**Smoking and alcohol** - The entire school building and surrounding school premises that includes the school playground/field is a **No Smoking** zone and consumption of alcohol is **not** permitted in the school building. For all events, the hirer is responsible for ensuring that all relevant legislation is followed.

**Safety** - The safety of your group is your responsibility (including first aid). Please ensure that everyone is aware of the position of fire escapes and fire extinguisher. In the event of a fire or of

the fire alarm sounding, please evacuate the building and call the fire services. If it is safe to do so, please try and extinguish the fire.

Some surfaces in the hall and corridors become slippery when wet – be particularly careful if it has been raining outside or if you are handling water.

**Bookings** - Booking dates are only definite when confirmed by the School Office. We will invoice you on the first day of each month for the month's booking/s.

**Booking times** - Another group or individual may have booked the room you have been using immediately after you. Please vacate the room promptly. Remember to allow time for tidying up within your booking time. If you overrun we reserve the right to charge you pro rata for this overrun.

For bookings after 4pm or on weekends, the person responsible should ensure the keys are collected from the designated person and returned the next day. Ensure premises are locked and secured and left tidy.

**Damage** - Please report any damage immediately to the Head Teacher/Caretaker. We may have to charge you for any damage occurring during your period of room rental.

**Clean and keep clean**- After use, please ensure that the ~~room and other~~ facilities that you have used (including toilets) are left in the condition that you found them. If they are not cleaned an additional charge will be incurred for cleaning.

**Please note that the Head Teacher has the right to refuse further rental to you or your organisation if these Terms and Conditions are not adhered to.**

Please contact us if you'd like to discuss your booking or return form to the School Office; Tel 24290 or email [wendy.fuller@princeandrew.edu.sh](mailto:wendy.fuller@princeandrew.edu.sh)

By signing this form you agree to the charges as outlined in our ~~C~~eharging ~~p~~Policy and our terms and conditions as stated above.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

**For office use only**

Booking accepted: \_\_\_\_\_ Date \_\_\_\_\_

Principal Caretaker

\_\_\_\_\_ Date \_\_\_\_\_

Head Teacher



Booking confirmation sent by \_\_\_\_\_

Date \_\_\_\_\_

Invoice raised by PAS Admin Officer

Date \_\_\_\_\_

DRAFT



## FRANCIS PLAIN RECREATION AREA BOOKING FORM for VENDORS

Organisation/Name of Vendor \_\_\_\_\_

Registered Charity? (Please provide charity number \_\_\_\_\_)

Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_ Mobile \_\_\_\_\_

Email: \_\_\_\_\_

Date/s required:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Block bookings:

Day/s required: \_\_\_\_\_

Date commencing: (    /    /    )    until    (    /    /    )

Start Time : \_\_\_\_\_ End Time : \_\_\_\_\_

Facilities required:

Trading space location:

\_\_\_\_\_  
(Please state the identified area you wish to set up)

- Please note that if you are anticipating applying for permission for a bar, Education and Employment Committee have asked for this to be located behind the ~~Pavilion~~/Shed and NOT in the shed or the area in front or to the side of the Shed ~~or~~ /Pavilion.

Type of activity planned:



**Selling Alcohol only**

**Selling Food only**

**Selling BOTH food and alcohol**

Charges : As per the Directorate Charging Policy, all registered vendors are required to pay the fee of £5.00 per day. Please note that registered charities are charged half of the specified rates if a charity number is provided.

**Terms and Conditions** (Please read carefully before signing this agreement)

**General:**

- If Francis Plain is booked by another person/organisation the vendor must ensure they have permission from the hirer to sell during their time of booking if not a part of that organisation.
- The vendor must ensure that everybody making use of the facilities complies within the conditions of use.
- The vendor should ensure he/she or his/her representative is present throughout the period of hire/booking.
- The vendor accepts responsibility for any damage caused to facilities or equipment in his/her designated trading location on Francis Plain -during the period of hire and will be liable for the cost of rectifying the damage. Any such damage shall be reported immediately to the Head Teacher or Principal Caretaker of PAS on tel: 24290.
- The vendor shall leave the area being used in a clean and orderly state.
- The school will make every effort to honour ~~carry out its part of~~ the booking but cancellations may be necessary on some occasions, for example in circumstances beyond the school's control such as ~~bad~~ weather conditions.
- No alterations, additions or fittings for any apparatus, equipment or decoration shall be carried out without prior permission of the Principal Caretaker.
- Smoking is not permitted on any area of the Francis Plain site.
- No vendor should obstruct the passage of vehicles and/or pedestrians.
- Vendors can only apply to the school for a licence for **two months at a time.** Applications can then be made within two weeks of the expiration date of the previous licence for a further two months.
- Vendors must ensure that all vendor equipment is removed from the premises after the event. Vendors must secure the permission of the Head Teacher or Principal Caretaker to leave their equipment on site.

**Food Vendors:**

- When selling food, vendors must ensure that they have the **relevant licence/documents from Environmental Health approving them to be able to sell food.**
- The vendor is responsible for bringing their own equipment – no equipment such as tables, etc can be loaned from the school for such purposes.

### **Selling of Alcohol**

- ~~With immediate effect the~~ Bar area can only be set up ~~behind~~ ~~at the back of~~ the shed ~~or pavilion.~~
- If alcohol is to be sold, a **2m barrier should be erected** around the bar area to define this as such.
- The use of **glass items should be kept to a minimum** and where possible, ~~paper/~~plastic ~~glasses~~~~cups~~ should be used. We encourage the use of canned beer/cider. Bottle tops should be disposed of appropriately.
- Consumption of alcohol should be within the vicinity of the bar area. Only with prior permission will this be permitted on the playing field.
- At any time the bar should close at ~~8.007.30pm~~, allowing for Francis Plain recreational area to be vacated by 9.00pm.
- **A license must be obtained if alcohol is to be sold**; selling alcohol without a license to do so is a criminal offence. The individual responsible for and present at the event must apply for the license.

For further information or advice please contact the Licensing Officer on tel no. 22626 at the Police Directorate.470.

**Please note that the Head Teacher has the right to refuse further rental to you or your organisation if these Terms and Conditions are not adhered to.**

Please contact us if you'd like to discuss your booking:

email [wendy.fuller@princeandrew.edu.sh](mailto:wendy.fuller@princeandrew.edu.sh) or phone 24290

**By signing this form you agree to the charges as outlined in our Charging Policy and our Terms and Conditions as stated above.**

Signed \_\_\_\_\_ Date \_\_\_\_\_

Printed Name: \_\_\_\_\_

*For office use only*

Booking accepted: \_\_\_\_\_ Date \_\_\_\_\_

Principal Caretaker

\_\_\_\_\_ Date \_\_\_\_\_

Headteacher

Booking confirmation sent by \_\_\_\_\_ Date \_\_\_\_\_

Invoice raised by PAS Admin Officer \_\_\_\_\_ Date \_\_\_\_\_

Appendix 4



## FRANCIS PLAIN RECREATION AREA BOOKING FORM

Organisation/Name of person responsible \_\_\_\_\_

Registered Charity? (Please provide charity number \_\_\_\_\_)

Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_ Mobile \_\_\_\_\_

Email: \_\_\_\_\_

**Single booking:**

Date required: \_\_\_\_\_ Time: From \_\_\_\_\_ To \_\_\_\_\_

**Block bookings:**

Day/s required: \_\_\_\_\_

Date commencing: ( / / ) until ( / / )

Start Time : \_\_\_\_\_ End Time : \_\_\_\_\_

**Facilities required**

☐

Sole use of Francis Plain (use of Francis Plain field and facilities)

☐

Sole use of half the field (with facilities)

☐

Francis Plain Adults Sports

☐

Francis Plain Under 16's Sports

**Number of expected participants:**

\_\_\_\_\_ Adults \_\_\_\_\_ Under 16's \_\_\_\_\_

**Detail of equipment requirements:**

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**Any other requirements:**

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No area on Francis Plain is offered for hire during the time that PAS is in operation ie 07:30am to 16:30 from Monday to Friday unless for educational purposes or exceptional circumstances that does not affect the operation of the school.

**Charges**

Please note that registered charities are charged half of the specified rates if a charity number is provided. [For additional information please consult the Education and Employment Directorate Charging Policy.](#)

<b>Venue</b>	<b>Charges</b>
<a href="#">Francis Plain Recreational Area</a>	<a href="#">£30.00 per day for the sole use of the whole field and facilities for private functions.</a>
	<a href="#">£15.00 per day for the sole use of half the field and facilities for private functions.</a>
	<a href="#">£20.00 per day for adult sports</a>
	<a href="#">£10.00 per day for Under 16's sports</a>

~~£30.00 per day for the sole use of the whole field and facilities for private functions.~~

~~£15.00 per day for the sole use of half the field and facilities for private functions.~~

£20.00 per day for adult sports

£10.00 per day for Under 16's sports

#### **Terms and Conditions** (Please read carefully before signing this agreement)

- The hirer must ensure that all users comply within the conditions of use and that a representative is present throughout the duration of the booking.
- It is the responsibility of the hirer to ensure that all users vacate Francis Plain field and surrounding areas by no later than 9pm.
- The hirer accepts responsibility for any damages caused to Francis Plain facilities or equipment during the period of hire and will be liable for the cost of rectifying this damage. All damages must be reported to the Head teacher or Principal Caretaker as a matter of urgency on Tel: 24290.
- The hirer must ensure that Francis Plain field and its surroundings are left in a clean and orderly state.
- No vehicles will be allowed on to the Francis Plain field unless for dropping off or collecting goods or equipment.
- The school will make every effort to ~~honour~~carry out its part of the booking but cancellations may be necessary on some occasions, for example in circumstances beyond the school's control such as ~~bad~~ weather conditions.
- No alterations, additions or fittings for any apparatus, equipment or decoration shall be carried out without prior permission of the Principal Caretaker.
- Smoking is not permitted on any area of the Francis Plain site.
- The hirer should ensure the passage of vehicles and/or pedestrians is not obstructed.
- If food is sold from a stall or if the hirer is organising an event where food will be sold, it is the responsibility of the hirer to ensure that the Environmental Health food safety requirements are applied.
- If alcohol is sold, a designated area behind the pavilion will be the bar area and a barrier must be erected at least 2m surrounding the bar to define this area. At no time, will alcohol be sold on the Francis Plain field. It is the responsibility of the hirer to obtain the appropriate liquor licence. For further information or advice please contact the Licensing Officer on tel no. 226262470. The use of glass items used at a bar should be kept at a minimum i.e. paper/plastic drinking cups to be used and canned drinks/beer sold
- **Please note that it is the responsibility of the hirer to ensure that the area and surroundings are vacated by no later than 9pm. Associations are asked to provide a copy of the fixtures for any season.**

**Please note that the Head Teacher has the right to refuse further rental to you or your organisation if these Terms and Conditions are not adhered to.**

Please contact us if you'd like to discuss your booking:  
email [wendy.fuller@princeandrew.edu.sh](mailto:wendy.fuller@princeandrew.edu.sh) or phone 24290

**By signing this form you agree to the charges as outlined in our charging policy and our terms and conditions as stated above.**

Signed \_\_\_\_\_ Date \_\_\_\_\_

Printed Name: \_\_\_\_\_

*For office use only*

Booking accepted: \_\_\_\_\_ Date \_\_\_\_\_

Principal Caretaker

\_\_\_\_\_ Date \_\_\_\_\_

Headteacher

Booking confirmation sent by PAS Admin Officer \_\_\_\_\_ Date \_\_\_\_\_

Appendix 5



## FRANCIS PLAIN SQUASH COURT BOOKING FORM

Organisation/Name of person responsible \_\_\_\_\_

Registered Charity? (Please provide charity number \_\_\_\_\_)

Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_ Mobile \_\_\_\_\_



Email: \_\_\_\_\_

**Single booking:**

Date required: \_\_\_\_\_ Time: From \_\_\_\_\_ To \_\_\_\_\_

**Block bookings:**

Day/s required: \_\_\_\_\_

Date commencing: (    /    /    ) until (    /    /    )

Start Time : \_\_\_\_\_ End Time : \_\_\_\_\_

Number of expected players: \_\_\_\_\_

**Charges:**

As per the Directorate Charging Policy all players are required to pay the fee of £1.00 per hour in advance of the date of hire. Please note that registered charities are charged half of the specified rates if a charity number is provided.

**Terms and Conditions** (Please read carefully before signing this agreement)

**Opening times:** The Squash Court is available for bookings on week days from 5pm – 10pm and on weekends from 8am – 10pm.

**Bookings:** All bookings must be made through PAS office by calling telephone number 24290 during office hours (8.30am – 4pm Monday to Friday).

Bookings for the weekend must be made by 4pm on Friday.

**Key collection and returns:** The key for the squash court must be collected from PAS office during office hours (8.30am – 4pm Monday to Friday) or from the caretaker between 4pm to 6pm. At the end of the session, users are required to leave the keys in the deposit box at the squash court.

**Security and lights:** The responsible person must ensure the building is secure and the lights are turned off at the end of use.

**Health and Safety:** The safety of your group is your responsibility (including first aid). ~~PrASince Andrew School~~ will not be held responsible for any loss or injury. If you discover a health or safety risk then please vacate the premises and report it to the Principal Caretaker at PAS as soon as possible. Do not continue to use the premises if there is a health or safety risk.

**Maintenance of the court:** PAS caretakers will make a daily check on the squash court to ensure the premises is fit for purpose.

**Please note that the Head Teacher has the right to refuse further rental to you or your organisation if these Terms and Conditions are not adhered to.**

Please contact us if you'd like to discuss your booking:  
email [wendy.fuller@princeandrew.edu.sh](mailto:wendy.fuller@princeandrew.edu.sh) or phone 24290

**By signing this form you agree to the charges as outlined in our charging policy and our Terms and Conditions as stated above.**

Signed \_\_\_\_\_ Date \_\_\_\_\_

Printed Name:

\_\_\_\_\_  
\_\_\_\_\_

*For office use only*

Booking accepted: \_\_\_\_\_ Date \_\_\_\_\_  
Principal Caretaker

\_\_\_\_\_ Date \_\_\_\_\_  
Headteacher

Booking accepted/taken by: \_\_\_\_\_ Date \_\_\_\_\_

Payment received: \_\_\_\_\_ Date \_\_\_\_\_

Key received by user: \_\_\_\_\_ Date \_\_\_\_\_

Key Number: \_\_\_\_\_

## Appendix 6

School Logo	<b>HIRE OF FURNITURE AND EQUIPMENT</b>
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Organisation/Name of person responsible \_\_\_\_\_

Registered Charity? (Please provide charity number \_\_\_\_\_)

Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_ Mobile \_\_\_\_\_

Email: \_\_\_\_\_

Detail of furniture/equipment requirements:

Description of Event \_\_\_\_\_

Description of furniture or equipment required	Amount	Date required
Eg. Red chairs	12	12 <sup>th</sup> February 2021

### Charges:

The lending of furniture and equipment will be at the discretion of the Head Teacher. Whilst there are no set charges any items that are lost or damaged during lending must be replaced by the hirer.

### Terms and Conditions (Please read carefully before signing this agreement)

- The hirer will ensure that all furniture/equipment borrowed is returned promptly to the school the day after the event unless discussed with the Head Teacher.
- The hirer will ensure that all furniture/equipment borrowed is returned in the same state in which it was borrowed.
- Any damages to the borrowed furniture/equipment are to be reported to the Head

Teacher as soon as possible

- The hirer will ensure that any lost or damaged furniture/equipment is replaced as a matter of urgency within at least working 10 days. NB If the item is not available on island then the hirer will ensure that this is procured as soon as possible and will remain in liaison with the Head Teacher until the item has been received.

~~Please note that the~~ the Head Teacher has the right to refuse further rental to you or your organisation if these Terms and Conditions are not adhered to.

**By signing this form you agree to the charges as outlined in our charging policy and our Terms and Conditions as stated above.**

Signed \_\_\_\_\_ Date \_\_\_\_\_

Printed Name:

\_\_\_\_\_  
\_\_\_\_\_

*For office use only*

Booking accepted: \_\_\_\_\_ Date \_\_\_\_\_

Head teacher

Date of borrowing \_\_\_\_\_

Date of return: \_\_\_\_\_

Details of lost items or damaged (if applicable)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Item/s replaced \_\_\_\_\_ Date \_\_\_\_\_

Head Teacher

## EXAMINATION ENTRY FORM

### (SHCC ENTRIES FOR PAPER BASED EXAMINATIONS)

<i>For office use only PLEASE LEAVE BLANK</i>	
Candidate No:	
Candidate UCI No:	

YEAR :	<b>2020</b>	SESSION :	<b>MAY/JUNE</b>
--------	-------------	-----------	-----------------

Please insert the year of examination and indicate which session e.g. May/June.  
Fill in your personal details below.

*THIS IS THE INFORMATION WHICH WILL BE PRINTED ON YOUR CERTIFICATE. IT IS THEREFORE IMPORTANT TO ENSURE THAT YOU ARE USING THE CORRECT SPELLING/NAME THAT IS ON OFFICIAL DOCUMENTS. EG. BIRTH CERTIFICATE or PASSPORT.*

Surname :		First Name :		Other Names :	
<b><u>SHCC Membership No. Form :</u></b>		Date of Birth :		Sex :	Male / Female
Address of work :					

- Take this form to your tutors and ask them to fill in the details regarding subject(s) you will be examined in.
- Add your own signature.

The completed form should be returned to the **Assistant Director Lifelong Learning EXAMS OFFICE, at the ELC** via the **SCHOOL OFFICE** by no later than **4pm on 31 July 2020.**

Board	Subject	Code	Components	First time entry or RESIT	Staff Signature


I agree to the above examination entries being made and I understand that should I decide withdraw my entry before these examinations take place I may become liable to pay Examination Entry Fees and/or any other fees that my withdrawal may incur as per the Education and Employment Directorate Charging Policy.

Candidate's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**PRINCE ANDREW SCHOOL**  
**PRIVATE EXAMINATION ENTRY FORM**  
**(FOR PAPER BASED EXAMINATIONS) PRIVATE-ENTRY**  
**FORM**

**EXAMINATION ENTRY FORM****CANDIDATE NUMBER :** \_\_\_\_\_

Please leave this blank.

<b>YEAR :</b> <b>2021</b>	<b>SESSION :</b> <del><b>MAY/JUNE 2021</b></del>
---------------------------	--

Please insert the year of examination and indicate which session e.g. May/June .  
 Fill in your personal details below.

<b>Surname :</b>		<b>First Name :</b>		<b>Other Names :</b>	
<b>Form :</b>		<b>Date of Birth :</b>		<b>Sex :</b>	<b>Male / Female</b>

- ~~• Take this form to all of your subject tutors and ask them to fill in the details regarding subjects you will be examined in.~~

The completed form should be returned to the Examinations Officer at PAS no later than:  
~~11<sup>th</sup> December 2020~~

<i>Board</i>	<i>Subject</i>	<i>Code</i>	<i>Components</i>	<i>Staff Signature (if required)</i>

Please note that for private candidates the examination fee will be charged to you via and invoice from SHG Finance Department~~HM Customs and Revenue~~ in due course. If you wish to check on the cost of any exam, please ring the Examinations Office via telephone 24290.

In the case of any private entry, where the person is under the age of 16yrs, this form **MUST** be co-signed by a parent/guardian.

Candidate's Signature : \_\_\_\_\_ Date : \_\_\_\_\_

Parent/Guardian signature (if applicable) : \_\_\_\_\_

Date: \_\_\_\_\_

Relationship to candidate: \_\_\_\_\_

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**St Helena  
Government**



**SHCC**  
St Helena Community College

## ST HELENA COMMUNITY COLLEGE BOOKING FORM

CONTACT DETAILS			
Full Name:			
Organisation:			
Address:			
Post Code:			
Invoicing address (if different to above):			
Telephone:		Mobile:	
Email Address			
Is your organisation/ business a registered charity?	Yes	No	
If yes, please state charity number:			
Is your department part of the St Helena Government?	Yes	No	
If yes, please state nominal code:			
Our SHG Nominal Code is:	22-2201-029-09905		
Signature:		Date:	
BOOKING DETAILS			
Purpose of Booking:			
Date Required:			
Time Required:			
No of Attendees:			
Responsible person:			

Required venue:	IT Suite	Large Training Room	Small Training Room	Conference Room
Do you require Tea Facilities? (includes plates, cups, teaspoons & water only):	Yes		No	
Do you require Conference Facilities?	Yes		No	
(If yes, please select from conference facilities):	Smart Screen	Laptop	Flip chart Stand	White board
	Other:			

### **Terms and Conditions of Hire** (Please read carefully before signing this agreement)

**The hire and/or use of the St Helena Community College premises and its facilities are conditional on the following:**

- The premises must be locked and secured by the responsible person(s) if hired up to or after 4pm or if hired on the weekends and/or holidays
- For bookings up to or after 4pm the person responsible should ensure the keys are collected from the Receptionist before close of work and returned via the collection box in the door at Reception after use. The person responsible next working day and is also ~~be~~ responsible for the tidying up of the tea facilities
- You are responsible for setting up furniture in classrooms and meeting rooms and you must ensure that it is restored to the original setup
- Booking time should include any time the user requires for their own setup and disassembly takedown time
- Person(s) hiring the venue are responsible for the facilities which are used. Any damage to facilities should be reported to SHCC Administration officer as soon as possible. The cost of replacing/repairing facilities if damaged must be met by the hirer, within 2 weeks
- Eating and/or drinking is NOT permitted in the IT Suite u~~Under any~~ circumstances ~~are eating and drinking permitted in the IT Suite~~
- Smoking is not permitted on or adjacent to the premises of the St Helena Community College at any time
- Consumption of alcohol is not allowed on the premises.
- The safety of your group is your responsibility (including first aid). Please ensure that everyone is aware of the position of fire escapes and fire extinguisher. In the event of a fire or of the fire alarm sounding, please evacuate the building and call the fire services. If it is safe to do so, please try and extinguish the fire
- Booking dates are only definite when confirmed by the SHCC Administration Officer. We will invoice you on the first day of each month for the month's booking/s
- Another group or individual may have booked the room you have been using immediately after you. Please vacate the room promptly. Remember to allow time for tidying up within your booking time. If you overrun we reserve the right to charge you pro rata for this overrun.
- After use, please ensure that the room and other facilities that you have used (including toilets) are left in the condition that you found them. If they are not cleaned an additional charge will be incurred for cleaning.

**Please note that we have the right to refuse further rental to you or your organisation if these Terms and Conditions are not adhered to.**

VENUE FEES	Cost per hour without facilities*	Cost per hour with facilities*	Cost per day without facilities *	Cost per day with facilities*
IT SUITE (hire for sole use only) 12 computers	£20.00	£25.00	£100.00	£125.00
IT SUITE – individual use of computer	£3.00 per hour	£5.00	£15.00	£25.00
CONFERENCE ROOM (HALL)	£10.00	£15.00	£50.00	£75.00
TRAINING ROOM 1 (MEDIUM)	£5.00	£10.00	£25.00	£50.00
TRAINING ROOM 2 (SMALL) No computers available	£2.00	£4.00	£5.00	£10.00
VC ROOM (SMALL)	£5.00	£10.00	£25.00	£50.00

FOR ST HELENA COMMUNITY COLLEGE OFFICE USE ONLY	
Date Received:	
Status:	



St Helena  
Government



**SHCC**  
St Helena Community College

## ST HELENA COMMUNITY COLLEGE COURSE REGISTRATION FORM

PERSONAL DETAILS			
Are you a member of the St Helena Community College?			Yes <input type="checkbox"/> No <input type="checkbox"/>
If you have answered 'yes' please give your membership number.			Membership # <input type="text"/>
If you have answered 'no' please complete the details requested below.			
Surname/Family Name/s	<input type="text"/>		
First Names/s	<input type="text"/>		
Address	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
Telephone Numbers	Home: <input type="text"/>	Mobile: <input type="text"/>	
Email Address	<input type="text"/>		
COURSE INFORMATION - All information supplied will be treated by personnel in the strictest of confidence			
Have you studied at the College before?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Course(s) and Code(s) you would like to study			
Course Code	Course Name	Start Date	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Which mode of study do you wish to undertake?							
Full-Time		Part-time Day		Part-time Evening		Work based(NVQ)	
Please indicate below if you are submitting further documentation relating to your registration							
Sponsorship Form				Request for funded place			
CRIMINAL CONVICTIONS							
The College has a duty of care, particularly to learners who are under 18 years of age. In view of this all applicants are required to declare criminal convictions. All information given will be treated as sensitive data and dealt with confidentially.							
Do you have a Criminal Conviction?	Yes	No	If Yes, details should be submitted in a sealed envelope. Note: A ‘yes’ answer does not automatically exclude your enrolment.				
Applicants Declaration:							
I agree to SHCC processing my personal data contained within this form or other data, which SHCC may obtain from me or others for any purpose connected with my course application, my studies, my health and safety, or for any other legitimate reason.							
If I have not obtained the age of 18 years, I agree that SHCC may contact my parent(s), guardian or carer to discuss this application.							
Signature:							
SPONSORSHIP AGREEMENT - If you are registering for a course and your sponsor has agreed to pay all or some of your fees, your sponsor should complete this section. By completing this sponsorship agreement, organisations undertake liability for paying fees, and to be invoiced, as detailed on this form							
Total Fee Due:		Amount to be invoiced to sponsor:					
Person to Contact:							
Name of Organisation:							
Address for Invoice							
Cost Code if applicable							

**SPONSORSHIP UNDERTAKING**

On behalf of the sponsoring organisation above ('the sponsor'), I agree that the sponsor will pay, within 30 days of the invoice date, the fee shown above.

I accept that, if the student withdraws from the training/ qualification or leaves the sponsor's employment, my organisation will remain liable for the agreed contribution towards the fee.

I hereby warrant that the sponsor has the full power and authority to provide the sponsorship for this student, and to give the above undertaking. I confirm that I hold the position stated below and that in that capacity I have authority to bind the sponsor by signing this form.

The St Helena Community College reserves the right at its sole discretion to reject any sponsorship agreement and in consequence to require full payment of the Training/ qualification before a new student is registered. You will be informed if the College reaches this decision.

Name of Contact:	
Organisation:	
Address:	
Telephone:	
Email:	
Name:	
Job Title:	
Signature:	

**FOR ST HELENA COMMUNITY COLLEGE OFFICE USE ONLY**

Date Received:		Payment Received:	
Acknowledgement Sent:		Course Acceptance:	
Application Status:		Attendance:	
Payment Request:		Certification Status:	



**St Helena  
Government**



St Helena Research Institute

St Helena Island

Telephone No: ++ (290) 22607 Ext 223

[rebecca.cairns-wicks@sainthelena.gov.sh](mailto:rebecca.cairns-wicks@sainthelena.gov.sh)

[www.sthelenaresearch.edu.sh](http://www.sthelenaresearch.edu.sh)

**For Research Institute use**

Date Received:

Reference No:

## Application to Conduct Scientific Research on St Helena

*Please ensure that you have read 'Guidelines for applicants' & 'Protocol for researchers' before completing this form. Complete all the sections relevant to your application.*

<b>1. APPLICANT DETAILS</b>	
<b>1.1. Name of lead applicant</b>	(please attach your CV, or a brief summary of your relevant professional qualifications, publications and position)
<b>1.2 Organisation or Institution</b>	
<b>1.3 Position</b>	
<b>1.4 Student supervisor</b> (If appropriate)	
<b>1.5 Contact details</b>	<b>Email:</b> _____ <b>Phone:</b> _____
<b>1.6 Postal address</b>	
<b>1.7 Date of application</b>	
<b>2. PROPOSED RESEARCH</b>	
<b>2.1 Project title</b>	
<b>2.2 Which of the following fields does the proposed research address?</b>	1. Natural Science (e.g. Ecology, Botany, Zoology, Entomology) <input type="checkbox"/> 2. Earth Science (e.g. Meteorology, Geology, Geography, Hydrology, Volcanology, Oceanography, Astronomy) <input type="checkbox"/> 3. Medicine & Health Science <input type="checkbox"/> 4. Agricultural Science <input type="checkbox"/> 5. Engineering & Technology <input type="checkbox"/> 6. Social <input type="checkbox"/>

	Science <input type="checkbox"/> 7. Humanities (e.g. Anthropology & Archaeology) <input type="checkbox"/> 8. Other <input type="checkbox"/> , please specify			
<b>2.3 Duration of project</b>	<i>(Please give start and end dates as specified on research project funding proposal)</i>			
<b>2.4 Dates of proposed visit(s) to St Helena</b>	<b>Arrive:</b> <b>Depart:</b>			
<b>2.5 Location of intended research:</b> <i>(Please specify the study sites where the research will take place)</i>				
<b>2.6 Names, organisations and positions of all additional researchers, assistants and personnel who will be involved in the proposed research on St Helena</b> <i>(please include CVs or a brief summary of relevant experience, professional qualifications and position for all additional researchers with responsibility for delivering project outputs)</i>				
<b>NAME</b>	<b>ORGANISATION</b>	<b>PROJECT ROLE / POSITION</b>		
1.				
2.				
3.				
4.				
5.				
<b>2.7 Do you require technical / logistical support with your project? (e.g. access to internet; secure storage, cold storage, bench space, field support).</b> <i>(If yes, please provide details of the support required below)</i>		<b>YES</b>		<b>NO</b>
<b>2.8 Type of support</b>	<b>Include brief description of support required, estimated number of days / person days required, and at which locations / study sites below</b> <i>(as appropriate)</i>			
<b>2.8.1</b> Fieldworkers / guides				
<b>2.8.2</b> Use of office or bench space / internet access / storage at Research Institute				
<b>2.8.3</b> Assistance in securing accommodation, transportation or field guide.				



<b>2.8.4</b> Other (please specify)				
<b>2.9</b> Has funding been secured for the proposed research? Please confirm funding source.				
<b>2.10</b> Has your project been vetted by an ethics committee? (If yes, give details and attach reports, as appropriate)	<b>YES</b>		<b>NO</b>	

<b>3. DETAILS OF PROPOSED RESEARCH</b>
<b>3.1</b> Describe the aims, methodology and intended outcomes of your proposed research (please limit your description to 500 words and attach relevant background material if appropriate, this could be documentation setting out the full project proposal)
<b>3.2</b> How will the outcomes of the proposed research benefit St Helena (e.g. enhance management, contribute to future legislation and research?)
<b>3.3</b> What steps have you taken to ensure that this research has not been undertaken before or how will this enhance/build on previous research?
<b>3.4</b> Are any local capacity building or public engagement activities planned as part of the proposed research? (e.g. shared learning or training opportunities for Government or non-Governmental staff)
<b>3.4</b> Identify any potential social and or environmental impacts of the proposed research and describe any mitigation measures that will be put in place to minimise such impacts
<b>3.5</b> What health and safety/ protection measures have you put in place for your research?
<b>3.6</b> Have relevant local authorities or organisation been informed or engaged in the planning of the research? If so please state who you have been in contact with.

4. MEDICAL, HEALTH, SOCIAL & ANTHROPOLOGICAL RESEARCH				
4.1 Will you be working with people?	YES		NO	
4.2. Do you have a Disclosure and Barring Service (DBS) certificate or its equivalent?	YES		NO	
4.3 Do you need to take samples of biological material?	YES		NO	
<i>If you have answered yes to 4.1 and 4.3 above, please complete the rest of the section to help us assess &amp; identify whether the research impacts on local law and policies and if additional approvals are required.</i>				
4.4 Describe how you will be collecting research data				
4.5 If you will be taking samples, describe type of sample, how many do you need and why, proposed method of collection and where they will be sent				
Type of sample				
Number of samples				
Methodology and justification				
Where will these samples be sent?				
4.6 How will the data be managed?				
4.7 Name all persons who will be responsible for conducting the procedures described above and outline their relevant qualifications, training and experience.				
NAME	QUALIFICATIONS	TRAINING & EXPERIENCE		

5. NATURAL, AGRICULTURAL & EARTH SCIENCES				
5.1 Will you need to access a National Conservation Area (NCA) or Marine Protected Area (MPA)?	YES		NO	
5.2 Will you need to access private land?				
5.3 Does the proposed research involve the use of specialised equipment?	YES		NO	
5.4 Will you be working with species protected under the Environmental Protection Ordinance (EPO) (2016)	YES		NO	

5.5 Do you need to capture, kill or interfere in any way, with any plant, fungi or animal?	YES		NO	
5.6 Do you need to take samples of any biological material?	YES		NO	
5.7 Do you need to take rock or soil samples?	YES		NO	
5.8 Do you need to take water samples?	YES		NO	
<i>If you have answered yes to any of the above, please complete the rest of the section to help us assess whether you require a licence in accordance with the 'Environmental Protection Ordinance (2016) or any other St Helena law.</i>				
5.9 Have you discussed work in the NCA or MPA with the relevant Government Officer?				
5.10 Do you have permission of the landowner to access private land?				
5.11 Please state any protected species (under the EPO) that will be affected by the proposed research?				
5.12 If your project involves killing, capturing, or interfering in any way with any plant, fungi or animal, please provide the following information				
SPECIES	SITE	TYPE OF SAMPLE	NUMBER/QUANTITY	
<b>Proposed method</b> <i>(including details of capture methods and handling techniques)</i>				
Justification for method and quantities listed				
5.13 Name all persons that will be responsible for conducting the procedures described above and outline their relevant qualifications, training and experience				

NAME	QUALIFICATIONS	TRAINING & EXPERIENCE
5.14 If you will be taking samples / specimens from habitats e.g. soil cores, rock, water, what and how many do you need and where will the samples be sent?		
TYPE OF SAMPLE		
LOCATION / SAMPLE SITE	NUMBER OF SAMPLES REQUIRED	TOTAL ESTIMATED MASS/VOLUME OF SAMPLES
5.15 Where will these samples be sent?		
5.16 Does your proposed method of importation meet the importing or transiting country (ies) requirements?		

6. BUILT & MARITIME HERITAGE & ARCHAEOLOGY				
6.1 Does the proposed research interfere in any way with any known terrestrial historic structure, or archaeological site?	YES		NO	
6.2 Does the proposed research interfere in any way with any maritime archaeology or wreck?				
6.2 If not already described in 3.4 confirm mitigation to be carried out				
6.3 In order to conduct work on a heritage structure or archaeological site you must first get permission from the Planning Officer <a href="mailto:Ismail.mohammed@sainthelena.gov.sh">Ismail.mohammed@sainthelena.gov.sh</a> . If the structures are privately owned you will also need the permission of the owner. Contact Gina Henry at the SHG Property Division <a href="mailto:gina.henry@sainthelena.gov.sh">gina.henry@sainthelena.gov.sh</a> . You must provide evidence of permission before the research licence will be issued.				
6.4 If you will be taking samples / specimens from historic / archaeological sites how many do you need and why, proposed method of collection and where will they be sent				
TYPE OF SAMPLE				
LOCATION / SAMPLE SITE	NUMBER OF SAMPLES	METHODOLOGY		

	REQUIRED	
Where will these samples be sent?		

7. SUPPORTING INFORMATION				
7.1 Are you submitting supporting documentation that may be relevant to your application? (If yes, please list)	YES		NO	

8. EXPORT AND IMPORTATION PERMITS				
8.1 Do you require an export permit for your samples?	YES		NO	
8.2 Do you require an export permit for CITES listed species?	YES		NO	
8.3 Do you require re-importation permit for samples to be returned to St Helena (if yes please indicate approximate return date)	YES		NO	

<b>9. INSURANCE</b> (tick if you have any of the following). All people entering St Helena must have medical insurance that covers medical evacuation*.		
Type	All individuals	Group
9.1 Medical (incl. evacuation and repatriation)		
9.2 Public liability		
9.3 Professional indemnity		

10. CAPACITY BUILDING, DATA SHARING AND KNOWLEDGE TRANSFER
<p><b><i>St Helena Government is committed to ensuring that the knowledge generated by scientific research is captured for the benefit of the island.</i></b></p> <p><i>We encourage applicants to consider how their research can be communicated to non-specialist audiences, including the local community on St Helena.</i></p>
By submitting this form, the applicant

agrees to:		
10.1 Deliver a public talk about the research project	AGREE	
10.2 Provide the St Helena Research Institute with a summary report of the research findings within 1 month of departure from St Helena	AGREE	
10.3 Provide copies of all articles, theses and publications arising from the research within two years of the project end date	AGREE	
10.4 Provide, to the Research Institute Data Manager, original datasets collected during the research by completing a metadata form (data should have been quality checked by the researcher) and data submission agreement*	AGREE	
10.5 Acknowledge any support from St Helena in all research outputs, including joint authorship where appropriate	AGREE	

\* Please see 'Guidelines for Applicants' for details of St Helena's data sharing and management policy

<b>11. RESEARCH LICENCE FEES</b>		
There is a Research Licence fee of £xxx for the applicant. Payment of the fee prior to commencing research on St Helena is a condition of acceptance.	AGREE	

<b>12. DECLARATION</b>	
<p>By signing this form, I certify that, to the best of my knowledge and belief, the statements made in this application are true and the information provided is correct. Should any changes be made to any of the information above I shall notify the St Helena Research Institute Coordinator accordingly. I and other members of my party are in good health and we accept that any loss or injury resulting from our visit is not the responsibility of the St Helena Government. We are conversant with the laws and regulations of the St Helena Government and agree to abide by them fully.</p>	
Signature:	Date:
<p>Please return completed applications to: Rebecca Cairns-Wicks <a href="mailto:rebecca.cairns-wicks@sainthelena.gov.sh">rebecca.cairns-wicks@sainthelena.gov.sh</a> St Helena Research Institute, Canarvan Court, Jamestown, St Helena Island, STHL 1ZZ</p>	

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<b>Date submitted to the Research Council:</b>						
<b>Decision:</b>	<b>Approved</b>		<b>Amendments requested</b>		<b>Declined</b>	
<b>Reason for decision:</b>						
<b>Name:</b>		<b>Signed:</b>		<b>Date:</b>		

DRAFT