



## Charging & Lettings Policy 2017

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**Lead Person(s): Rosetta Dyer, Headteacher**

**Committee: Resources Committee**

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**Statutory Policy: Yes**

**Policy Author: Rosetta Dyer, Headteacher**

### Introduction and overview

The Governors recognise that the school buildings and grounds (hereafter known as the school premises) constitute a valuable asset for the community as a whole, both within and outside school hours and will make every effort to enable them to be available for the delivery of extended services including community use.

The Governing Body welcomes the opportunity to work with partner organisations in extending the range of opportunities to help children and young people achieve their full potential by engaging with services meeting the wider needs of children, young people, families and the local community. They further recognise the valuable contribution that a wide range of additional activities, including clubs, trips and residential experiences, can make towards pupils' personal and social education.

This policy covers the charging for activities that take place during, or outside, the school day and should be read in conjunction with the school's Emergency Action Plan and Health and Safety Policy.

In general, no charge can be made where education is provided wholly or mainly during school hours, that are part of the National Curriculum. All post-Nursery education during school hours is paid for by the Local Authority and there is no charge for any activity undertaken as part of the National Curriculum. It is therefore not possible to levy a compulsory charge, for example, for transport or admissions costs for swimming lessons or for visits to museums during school hours.

Governors further acknowledge that the use of the school premises is ultimately a matter for the Headteacher but positively encourage the utilisation of the school building and land in a manner which is consistent with the aims and purposes of the school.



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### 1. Extra-curricular Charges

1.1 When organising school trips or visits to enrich the curriculum and educational experience for the children, the school may ask parents to contribute to the cost of the trip. All contributions are voluntary, however if we do not receive sufficient contributions, the trip may have to be cancelled. If a trip goes ahead, it may include children whose parents have not paid any contribution; these children are not treated any differently to the others.

1.2 If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate. Sometimes the school has to bear the additional cost to support the visit. Parents have a right to know how each trip is funded and the school will provide this information on request.

1.3 The following is a list of additional activities organised by the school that may require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums;
- sporting activities which incur transport expenses;
- outdoor adventure activities; visits to the theatre;
- school trips abroad; and
- musical events.

#### 1.4 Swimming

The school organises swimming lessons for children in Year 4. These take place in school time and are part of the National Curriculum. No charge is made for this activity. Parents will be informed when these lessons are to take place and written permission is required from parents for their children to take part.

#### 1.5 Football

The school offers additional football coaching after school. This is organised and run by a member of staff. We make a small charge for these sessions.

#### 1.6 Music tuition

All children study music as part of the normal school curriculum. We do not charge for this. There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons and these lessons are run by the Westminster Music hub and a charge is incurred. We give parents information about additional music tuition at the start of each academic year.



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### 1.7 Residential visits

If the school organises a residential visit in school time (or mainly school time) which is to provide education directly related to the National Curriculum, we do not make any charges for the education or travel expenses. We do, however, make a charge to cover the costs of board and lodging.

### 1.8 Charges for materials

Voluntary contributions for cooking materials are requested. Parents are expected to provide school uniform, games, swimming and P.E. kit. No pupil or parent is required to pay for, or supply, any materials, books, instruments, or other equipment in connection with the school activity unless it is an optional extra.

### 1.9 School Uniform

School uniform may be purchased direct from a website by parents at a cheaper rate as the company levy a delivery charge to schools. The school endeavours to use a variety of suppliers that are cost effective and of a good quality. Suppliers are regularly reviewed. Where the school sells uniform, the school does so on a not-for-profit basis.

### 1.10 Breakage and Damages

Parents may be asked to pay for damage to school property or equipment where it occurs as the result of a pupil's behaviour.

## 2. Lettings

Hiring rates legislation requires that any costs of hiring premises which are charged to the school's delegated budget must be repaid to that budget from income received; for example costs of electricity, heating and payments to members of staff; before allocating income to anything else. The surplus will be available for use by the Headteacher in consultation with the Governors.

## 3. Procedure

3.1 Potential Hirers will be given the following documents: Hire Of Premises Letter (Appendix 1), Conditions Of Hire (Appendix 2) and Application For Hire Of Premises (Appendix 3).

3.2 In addition to the hire charge, a security deposit of £250 in cash will be required to cover any damage, extra cleaning or additional expense that may be incurred by the school in relation to the let. This is refundable, if not required, and is at the discretion of the Headteacher.



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3.3 Whenever practical, payment will be made 21 days in advance. Bookings will not be confirmed until payment has been received.

3.4 On receipt of payment, Hirers will be given a receipt and Contract Of Hire Letter (Appendix 4).

3.5 The school's Finance and Administration Manager; **Karen Baker**, will account all monies in connection with school lettings. She will co-ordinate all correspondence and maintain all records required for lettings.

3.6 A diary of all lettings, including polling days, shall be kept by the Headteacher and Site Manager.

### 4. Hire Periods and Charges

#### 4.1 3.30 – 6.00pm

The Headteacher may enter into an agreement to let: the school premises (hall, kitchen and main playground) by arrangement, to any group or organisation whose activities are considered suitable. Priority shall be given to groups whose activities will benefit the children of the School.

#### 4.2 After 6.00pm

The Headteacher will have the authority to enter into agreements to let school premises (hall, kitchen and main playground) between 6.00pm and 11pm, Monday to Friday and between 9.00am and 11.00pm on Saturdays, Sundays and Bank Holidays. Any agreement to let must take into account the nature of the activity proposed.

4.3 There are four distinct periods when the school premises are available for hire and the charges for each are as follows:

Monday – Friday	3.30pm – 6pm	£20 per hour
Monday – Friday	6pm – 11pm	£20 per hour
Saturdays	9am – 11pm	£30 per hour
Sundays and Bank Holidays	9am – 11pm	£40 per hour

4.4 The kitchen can be hired with the main hall for a single fee of £20.00 (for cold preparations) or £30.00 (for hot preparations) for the duration of the hire period. If the kitchen is to be used, the Head of Kitchen must be informed.

4.5 The Headteacher retains an absolute discretion as to whether or not any other school equipment (such as stage lighting or the piano) shall be included in the let, and if so, on what terms.



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Any let which includes the hire of such equipment may also be subject to an additional or greater deposit.

4.6 The Headteacher or the Finance and Administration Manager shall advise the proposed Hirer of the cost of the let and the additional costs that will be payable if the premises are damaged or not restored in the condition in which they were originally let. Such damage or additional cost will be deducted from the deposit in the first instance, with any additional sum being notified to the Hirer and payable within 7 days of such notification.

4.7 The Headteacher is required to report on all lettings to the Site Manager.

### 5. Insurance

5.1 An insurance premium will be charged for any lettings out of school hours. Payment in respect of the insurance cost must be made not less than 7 clear days before the let takes place to enable appropriate arrangements to be made. This amount is not returnable; if for whatever reason the let does not proceed. The cost of the insurance premium per letting will be £5.

5.2 The Headteacher will review any changes in the insurance policy schedule annually and amend this policy as appropriate.

### 6. Licences

A copy of any license permissions eg: alcohol licence, must be given to the school's Finance and Administration Manager **Karen Baker** and kept in the office.

### 7. Unsuitable Lets

7.1 The Governing Body will retain an absolute discretion to determine what constitutes an unsuitable let. In all instances, the decision as to suitability will rest with the Governing Body.

7.2 The Headteacher is authorised to make day-to-day decisions on behalf of the Governing Body and may seek advice from the Chair of Governors and/or the Resources committee about any aspects of implementing this policy.



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### 8. Cases of Disorder

8.1 If a member of the hire party is deemed to be under the influence of drugs or exhibiting drunken behaviour or is verbally or physically aggressive, they will be asked to leave the premises by the Site Manager. If they refuse, the police will be involved.

### 9. Site Manager

9.1 The Site Manager should be informed of all lettings, whether or not he will be on duty for the letting.

9.2 If the Site Manager is not on duty, the person responsible for supervising the letting must know the procedures to be followed in the event of an emergency, eg. the whereabouts of first aid supplies, emergency telephone, fire extinguishers and emergency exits. He/she must also know the procedure for reporting any damage to property or premises and ensure that a report is submitted.

9.3 School events: Where the Headteacher or Deputy Headteacher attends Governor meetings or other social events, they may, if they wish to, dispense with the Site Manager's presence, thereby avoiding such costs.

### 10. Security and Keys

The Head and Chair of the Governing Body should agree on who may hold the keys to the premises.

10.1 The Local Authority, Police, Fire and Security Services should hold the names, addresses and telephone numbers of the key holders. It is important that the correct procedures are followed or any claim on insurance could be jeopardised.

10.2 Anyone (Governors, Headteacher or Staff) going on the premises outside school hours should notify the Site Manager.



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### **11. Use of Premises for Parliamentary, Local and European Elections**

11.1 The Returning Office may use any part or all of a voluntary controlled school for the purpose of the election. The candidates in such elections are entitled to use 'free of charge', at reasonable times, a suitable room in the school for public meetings.

11.2 'Free of charge' means that the school cannot make a 'hiring' charge for this use of the premises. However, any expenses incurred in preparing, heating, lighting, cleaning the rooms or care taking costs, are met either by the Returning Officer or the candidate, as appropriate.

### **12. Emergency Procedures**

The Site Manager will draw up an emergency plan for each letting and ensure that the organiser is aware of the fire exits and muster points before the event takes place. The organiser must also indicate on the hire form that they have read the Health & Safety and Emergency Action Plan procedures.

### **13. Site Capacities**

13.1 Governors should remember that they have a legal responsibility to comply with the maximum figure allowed under health and safety requirements for their premises.

13.2 The Hirer must provide the Administrator with an estimate of the number of people expected. If more than 200 people are on site an additional second member of staff must be present.

### **14. Review**

The Finance Committee will review this policy every two years or sooner if the need arises, so that changes, additions and amendments can be made in consultation with the Site Committee.

**This policy was ratified by the FGB on 30<sup>th</sup> March 2017**





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### Appendix 1: Sample Hire Of Premises Letter

Dear

Thank you for your enquiry about hiring premises at the school. Enclosed are:

- an application form to complete and return to the above address;
- the Emergency Action Plan and Health & Safety Policy; and
- the Conditions of Hire.

Please read these carefully as they set out the user's and Hirer's responsibilities.

#### **HIRE COSTS (main hall or playground):**

Monday – Friday	3.30pm – 6pm	£20 per hour
Monday – Friday	6pm – 11pm	£20 per hour
Saturdays	9am – 11pm	£30 per hour
Sundays and Bank Holidays	9am – 11pm	£40 per hour

Use of kitchen facilities can be included in the hire of the main hall for an additional single fee of £20.00 (for cold preparations) or £30.00 (for hot preparations) for the duration of the hire period.

If you wish to use any of the school equipment as part of the let, then please advise us as to the proposed use as well as the identity and qualification of the person who will take responsibility for the equipment. We will consider whether the equipment can be included in the let and will advise of the additional cost, if any, this would incur.

The school will effect a Hirer's Policy and an additional insurance premium of £5.00 per session (depending on the activity) will be charged. Furthermore, a copy of your own insurance, if available, should be provided. Please also note the following:

- There is a cash security deposit of £250 payable.
- You are responsible for restoring the building to the standard in which you found it.
- A 'let' cannot go ahead until the completed form has been received and a Letter of Offer issued
- All hire fees are to be given to the school office, ideally 21 days IN ADVANCE
- Cheques should be made payable to Burdett-Coutts School.

Please contact me on the above telephone number if you have queries.

Yours sincerely,

**Karen Baker**

Finance and Administration Manager



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### Appendix 2: Conditions Of Hire

#### Conditions of Hire

##### Emergency contact numbers

The Hirer must provide the site with two emergency contact numbers.

##### Insurance

The Hirer must accept the Insurance provided by the school. The premium for this is non-refundable.

##### Health and Safety

The Hirer is responsible for ensuring that all people using the school premises during the hire period are aware of exits and that the Hirer's staff know the location of fire fighting equipment. No exits or corridors may be blocked or fire-fighting equipment removed.

##### Alcohol

Alcohol may not be consumed on the school premises without permission of the Governors.

##### Licences and Copyright

The Hirer is responsible for obtaining all necessary licences and copyright consents. The Governors are entitled to require proof of a licence and copyright consent 48 hours before the hiring period commences.

Licences are required by the local authority and are usually required for:

- Any function at which alcohol is sold;
- An entertainment advertised to the general public, whether on payment or otherwise.

Licences are not required for:

- Bazaars, jumble sales, car-boot sales, bingo, whist-drives etc where the proceeds are for the school;
- Wedding receptions, private parties.

Copyright consent may be obtained from the Performing Rights Society: 0207 580 5544 or [www.prsformusic.com](http://www.prsformusic.com)



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### **Limited Car Parking**

Parking requirements to be discussed with Site Manager prior to agreeing the booking.

### **Smoking**

Smoking is not permitted anywhere inside the school buildings.

### **Payment**

All fees, including insurance premium and cash deposit, are to be paid in advance.

Block bookings: payment to be made on invoice at the beginning of each term with full payment required by the half-term.

### **Fixtures and Fittings**

No fixtures or fittings or other objects shall be driven into the fabric or furnishings, or affixed to them without the prior written agreement of the Governors.

### **Use of Furniture and Equipment**

The movement of school furniture and equipment from room to room is not permitted, unless previously agreed in writing with the Governors. The use of all equipment and apparatus is subject to the prior written agreement of the Governors.

### **Hirer's Apparatus and Equipment**

The Hirer shall obtain the Governors' written agreement to the bringing onto the school premises of any apparatus or equipment. The Hirer shall ensure that such apparatus or equipment is removed within such time as the Governors may allow. Any property not so removed may be removed by the Governors at the Hirer's risk. The cost of such removal, together with any storage charges incurred by the Governors, shall be recoverable from the Hirer.

### **Liability**

The Governors shall not be liable for any loss or damage caused to the Hirer or to any other person as a result of:

- any failure or defect or want of repair in any of the fixtures, fittings, furniture, equipment or appliances belonging to the school or LA at the school; or
- any failure or interruption in the supply of water, gas or electricity to the accommodation; or any defect or want of repair in the premises or in the means of access to the premises; or
- any theft or malicious or accidental damage to or loss of any property of any person taken or left at the premises.

### **Numbers**

The Hirer must provide the Administrator with an estimate of the number of people expected.

### **Behaviour**

The Hirer is responsible for ensuring good order is maintained throughout the period of hire.



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### **Advertisements**

No advertisements, emblems or slogans shall be displayed outside the school premises without the prior written permission of the Governors.

The Hirer shall remove from inside the premises any advertisement, emblem or slogan if, in the opinion of the Governors, it is unlawful, unseemly, likely to lead to a disturbance or expose the premises to undue risk of fire.

### **Right of Entry**

The Governors, the Headteacher, Leadership Team and others appointed by the Governors and/or Headteacher, shall have right of entry to the premises at any time during the hiring.

### **Reporting Damage**

Any damage to the premises or its contents by the Hirer must be reported on the day of hire to the Site Manager or authorised person from the school supervising the letting. This must be followed by a written report on the damage caused.

### **Condition of Premises**

The Hirer is responsible for leaving the premises in the same condition as they were before the hire and for ensuring that everything is clean and tidy.

### **Cancellation**

Occasional bookings: the Hirer to give at least 10 calendar days' notice of a cancellation.

Block bookings of a term or longer: at least two months' notice of cancellation to be given by the Hirer or Governors.

In the event of the hiring being cancelled with undue notice, the Governors shall be under no liability to refund any payment made for hiring or to compensate the Hirer or any other person for any loss or damage sustained in consequence of the cancellation.

## **Guidelines for Children's After-school Activities Hirings**

- There should be a minimum of two responsible adults present at a ratio of one adult to 10 children.
- The children should not be left unsupervised at any time.
- The children must all be collected at the end of the session. If any parents or carers are late in collecting their children, it is the responsibility of the leader of the session to contact them. If this is not possible, they must contact a member of the school staff.
- No child should be left in school unaccompanied.



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- An arrangement for collection must be made.
- Only the areas requested in the application form are to be used during the let.

### **Failure to abide by Conditions**

If, during the period of hiring, any authorised member of staff who may be present is of the opinion that any of these conditions have not been complied with; or that disorder, damage to property or an illegal act has taken place or is threatened; that person may summarily terminate the hiring by oral notice to the Hirer, or (in his/her absence) to any other person or persons apparently in control of the proceedings, whereupon the premises shall be vacated forthwith. The police will be immediately notified if there has been a serious breach.

### **Additional Conditions**

The Governors reserve the right to impose additional conditions to those described above as and when they consider it appropriate to do so.



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## Appendix 3: Sample Application For Hire Of Premises

### APPLICATION FOR HIRE OF PREMISES

Name of Hirer: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Venue: Main hall / Kitchen / Playground (please delete as appropriate)

Date of hire: \_\_\_\_\_

Time of hire: from \_\_\_\_\_ to \_\_\_\_\_ number of hours \_\_\_\_\_

Emergency telephone numbers:

Name: \_\_\_\_\_ Tel no. \_\_\_\_\_

Name: \_\_\_\_\_ Tel no. \_\_\_\_\_

I have read and understand the Emergency Action Plan and Health & Safety Policy and accept full responsibility for the health and safety of those using the premises during the hire period.

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



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## Appendix 4: Sample Contract Of Hire

### CONTRACT OF HIRE

Dear \_\_\_\_\_

This is to confirm that we have agreed to hire out the following facility / facilities:

School hall  
Kitchen (cold preparation)  
Kitchen (hot preparation)  
Playground (please delete as appropriate)

Date of hire: \_\_\_\_\_

Time of hire: from \_\_\_\_\_ to \_\_\_\_\_

Number of hours \_\_\_\_\_

We have received the hire charges payment of £ \_\_\_\_\_ (inclusive of £5 non-refundable insurance premium) together with your cash deposit of £250, which is returnable if no damage or extra cleaning is required.

Please report to the Site Manager 30 minutes prior to the time of hire in order to familiarise yourself with the school grounds.

Yours sincerely,

Mrs Rosetta Dyer  
Headteacher