



Burdett-Coutts

CHARGING, LETTINGS & REMISSIONS

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We would like to acknowledge the work of other colleagues in the drafting of this policy. We have drawn on a range of sources including policies from other schools, good practice guides, published schemes, LDBS, LA and any statutory guidelines where appropriate.



Introduction and overview

The Governing Body of Burdett-Coutts & Townshend Foundation CE Primary School 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.

We welcome the opportunity to work with partner organisations and engage with services meeting the wider needs of children, young people, families and the local community.

By extending the range of opportunities, we recognise the valuable contribution that a variety of additional activities, including clubs, trips and residential experiences, can make towards pupils' personal and social education and in achieving their full potential.

The Governing Body further acknowledges that the use of the school premises is ultimately a matter for the Head Teacher but positively encourages the utilisation of the school building and land in a manner which is consistent with the aims and purposes of the school.

The purpose of this policy is to set out the circumstances in which the school will make a charge, where it will not make a charge, where it will request a voluntary contribution and the procedure regarding lettings/hire of the premises.

This policy should be read in conjunction with the school's:

- Safeguarding Policy
- Health and Safety Policy
- Emergency Action Plan

Our Vision and Aims

At Burdett-Coutts, we encourage our learners to be ambitious for themselves and for others. We challenge and support them in questioning the world and in finding solutions. Our Christian values of friendship, compassion and service underpin our ethos "*I can do all things through Him who gives me strength*". We want our learners to be ready to learn, to be respectful of each other and to feel safe.

Policy Aims:

- Have robust, clear processes in place for charging, lettings and remissions
- Clearly set out the types of activity that can be charged for and when charges will be made.



Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449-462 of which set out the law on charging for school activities in maintained schools in England. Also based on guidance from the DfE on Statutory Policies for Schools (and Academy Trusts).

Where schools offer extended activities (ie. outside normal school hours of 09:00 to 15:30) through third-party providers from the voluntary and private sectors, whether in the school or elsewhere, those providers are not subject to those constraints. However, where schools provide such activities directly, they must comply with the law as follows:

- The Governing Body must devise and publish a charging and fee remission policy.
- A school cannot make any charges to parents unless this policy is in place.

Definitions

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable
- Lettings: a fee payable for the hire of the school's buildings and land
- Voluntary contribution: a request or invitation to make a non-compulsory contribution towards a specially defined activity.

Roles and responsibilities

The Governing Body

The Governing Body has overall responsibility for approving and monitoring the implementation of this policy, but can delegate this to a committee, an individual governor or the head teacher.

The Head Teacher

The head teacher is responsible for ensuring staff are familiar with this policy, and that it is being applied consistently.

Staff

Our staff are responsible for:

- Implementing this policy consistently



- Notifying the head teacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The senior leadership team will provide staff with appropriate training in relation to this policy and its implementation.

Parents

Parents are expected to notify staff or the head teacher of any concerns or queries regarding this policy.

Where charges cannot be made

In general, no charge can be made where education is provided wholly or mainly during school hours, that are part of the National Curriculum.

Below we set out what we cannot charge for:

Education

- Admission applications
- Education provided during school hours -09:00 - 15:30 (including the supply of any materials, books, instruments or other equipment)

Education provided outside school hours if it is part of:

- The National Curriculum
- A syllabus for a prescribed public examination that the pupil is being prepared for at the school
- Religious Education
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent
- Entry for a prescribed public examination if the pupil has been prepared for it at the school
- Examination re-sit (s) if the pupil is being prepared for the re-sit(s) at the school

Transport

- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the Governing Body or local authority has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school
- Transport provided in connection with an educational visit



Residential Visits

- Education provided on any visit that takes place during school hours
- Education provided on any visit that takes place outside school hours if it is part of:
 - The national curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious Education
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

Where charges can be made

Below we set out what the school can charge for:

Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see below):
- Music and vocal tuition, in limited circumstances
- Community facilities

Optional Extras

We are able to charge for activities known as 'optional extras'. In these cases, the school can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of school time that is not part of:
 - The National Curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious Education
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority/Governing Body has arranged for the pupil to be provided with education)
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)

When calculating the cost of optional extras, an amount may be included in relation to:

- Any materials, books, instruments or equipment provided in connection with the optional extra
- The cost of buildings and accommodation



- Non-teaching staff
- Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra
- Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

Music Tuition

The school can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent. Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- If the teaching is an essential part of the national curriculum
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- For a pupil who is looked after by a local authority

Residential visits

We can charge for board and lodging on Residential Visits, however the charge must not exceed the actual cost.

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.



Activities subject to charges at Burdett-Coutts:

The school will charge for the following activities:

Breakfast Club:

Breakfast Club provision is run by the school. All menus are subject to evaluation annually by the schools external Meal Partner (Health Education Trust), re ensuring that the menu meets the Food Health and Nutrition Standards.

Breakfast Club runs daily, term time only from 07:45 - 08:45. Breakfast club is charged at £2.00 per day. Refunds are not provided unless the school closes for any additional days outside of those listed in the school term dates. All staff are required to have completed their Food Hygiene Certificate, First Aid and Safeguarding qualifications. Parents need to give 2 weeks notice in writing if they wish to terminate their place.

After-School Sports & Activity clubs

The school offers additional after school activities club eg: football, athletics, dance etc. These are organised and run by members of staff and approved external providers. We make a small charge for these sessions.

Extended School Day: 15:30 - 16:30, term time only. All clubs* charged £2 per session for the weeks applicable in each term. All payments must be made at the time of signing up for an activity.

*Baking is charged at £3.00 per session to cover material costs (ingredients)

Booster/Intervention or School Selected Activities: 15:30 - 16:30, term time only. Booster/Intervention or School Selected Activities that pupils are requested to join do not have a charge applied.

After School Club: 15:30 - 18:00 (includes ESD activities in the cost). Pupils can sign up for either 3 or 5 days of provision each week (3 day registrations are fixed days). Parents must pay in advance of the service provided.

The charge is £15.00 per day:

- 3 days - £45.00
- 5 days - £75.00

Ad-Hoc: 15:30 - 18:00. In an emergency, ad-hoc child care can be provided at a day rate of £20.00.

Late Fees: A late fee of £5.00 is applied for every 5 minutes pupils are late to be collected from respective end of day times.



Music Tuition

All children study music as part of the normal school curriculum. We do not charge for this.

When additional music tuition is provided (outside of the normal music curriculum, and is not part of the National Curriculum), a charge for individual or group music tuition will apply. The peripatetic music teachers will teach on an individual or small group basis and these lessons may be provided by the Westminster Music hub, or another affiliated music provider. All peripatetic music teachers will be DBS checked and be aware of the schools safeguarding policy and procedures.

Holiday Activity Club:

When this service is able to be provided by either the school, private organisation or a combination of both, a charge will apply to cover the costs of providing the service. These are subject to change depending on the length and variety of activities provided. All costings would be appropriately advertised at the time of booking.

School Commodities subject to charges at Burdett-Coutts:

School Meals

The cost of a school meal is currently £2* per day for children who are not eligible for Free School Meals or Universal Infant Free School Meals. Children holding a current entitlement to free school meals will receive their meals free of charge. This includes packed lunches provided by the school to be eaten on school outings.

* From January 2023 until the end of the academic year 2024, all pupils in Reception through to Year 6, not in receipt of Universal Infant Free Schools Meals or benefits related Free School Meals, will have lunches paid for by Westminster. The school has made the decision to provide free lunches for Nursery pupils who do not meet this criteria.

School Uniform

Parents are expected to provide school uniform including a separate PE kit and swimming costume (when applicable). School uniforms may be purchased directly from a website by parents, where you can have the option of delivery to school (term time only) or to the home address. A small amount of uniform will also be held in the school. 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 uniforms, the school does so on a not-for-profit basis.



Charges for Materials

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. We may ask for voluntary contributions towards cooking materials, but this will be communicated specifically to parents.

Voluntary Contributions

As an exception to the requirements set out in this policy, the school may ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

Some activities for which the school may ask parents for voluntary contributions include:

- visits to museums
- sporting activities and residential visits which incur transport expenses
- outdoor adventure activities
- visits to the theatre
- school trips abroad
- musical events
- charges for cooking materials

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unable to pay.

If the school is unable to raise enough funds for an activity or visit, then it may have to be cancelled. If a trip goes ahead, it may include children whose parents have not paid any contribution, however these children are not treated any differently to the others.

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.

Swimming

The school organises swimming lessons for children in KS2 annually. These take place during the school day and are part of the National Curriculum, therefore parents cannot withdraw children from lessons without medical certification. 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.

Remissions

In some circumstances the school may not charge for items or activities set out above in this policy. This will be at the discretion of the Governing Body and will depend on the activity in question.



Remissions for Residential Visits

Parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- Income Support
- Income Based Jobseekers Allowance
- Income related Employment and Support Allowance.
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190
- Working Tax Credit run-on - paid for 4 weeks once you stop qualifying for Working Tax Credit.
- Universal Credit - if you apply on or after the 1st April 2018, your household income must be less than £7400 per year (after tax and not including any benefits you get).
- The guarantee element of State Pension Credit.

Lettings

Any person/group wishing to hire the school hall must complete the forms available on the school website or from the school office and comply with the conditions outlined in this policy; including a commitment to support the school's statement of British Values which seeks to promote:

- democracy
- the rule of law
- individual liberty
- mutual respect
- tolerance of those of different faiths and belief

The current rate of hire for the school hall is £60* per hour, with caretaking/security charges (at cost) payable in addition. Higher rates are applicable on Sundays and Bank Holidays (see Hire Periods & Charges)

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 eg: 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.

* A negotiated fee may be applicable for long term lettings



Procedure

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)

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 Head Teacher.

Whenever practical, payment will be made 21 days in advance. Bookings will not be confirmed until payment has been received. On receipt of payment, Hirers will be given a receipt and Contract of Hire Letter (Appendix 4).

The school's Finance and Administration Manager will account all monies in connection with school lettings. They will co-ordinate all correspondence and maintain all records required for lettings.

A diary of all lettings, including polling days, shall be kept on the school online calendar.

Hire Periods and Charges

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

HIRE COSTS (main hall or playground):

Monday – Friday	18:00 - 23:00	£60 per hour
Saturdays	09:00 - 23:00	£70 per hour
Sundays and Bank Holidays	09:00 - 23:00	£75 per hour

After 18:00 and on weekends, the Head Teacher will have the authority to enter into agreements to let school premises (hall, kitchen and main playground) between 09:00 – 23:00, Monday to Friday and between 09:00 – 23:00 on Saturdays, Sundays and Bank Holidays.

Any agreement to let must take into account the nature of the activity proposed.

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



The Head Teacher or the Finance & 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.

Insurance

The Hirer shall be responsible for all matters relating to Health and Safety and shall be responsible for those in attendance during the specified time (of Hire). The Hirer must take out its own public liability insurance with a reputable insurer, approved by the school, and shall provide a copy of the relevant insurance certificate no less than 10 days before the hire period.

Licences

A copy of any license permissions eg: alcohol licence, must be given to the school's Finance and Administration Manager, which will be kept with the application of hire.

Unsuitable Lets

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

The Head Teacher 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 Vice-Chairs about any aspects of implementing this policy.

Cases of Disorder

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.

Site Manager

The Site Manager should be informed of all lettings, irrespective of whether they will be on duty for the letting.

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. They must also know the procedure for reporting any damage to property or premises and ensure that a report is submitted.



School Events:

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

Security and Keys

The Head Teacher and Chair of the Governing Body should agree on who may hold the keys to the premises. Where applicable a key holder agreement will be issued (Appendix 5).

The Local Authority (via GIAS) 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.

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

Use of Premises for Parliamentary, Local and European Elections

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.

'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 caretaking costs, are met either by the Returning Officer or the candidate, as appropriate.

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.

Site Capacities

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

The Hirer must provide the Finance and Administration Manager, 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.



Monitoring arrangements

The Finance and Administration Manager, will monitor all charges, lettings and remissions to ensure compliance with this policy. This policy will be reviewed annually by the Head Teacher and approved by the Governing Body.



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	18:00 - 23:00	£60 per hour
Saturdays	09:00 - 23:00	£70 per hour
Sundays and Bank Holidays	09:00 - 23:00	£75 per hour

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.

A copy of your own liability insurance must 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
- All payments must be made by either cash or BACS transfer. Details of which will be provided upon approval of hire.

Please contact the school via email or on the above telephone number if you have queries.

Yours sincerely,

Karen Baker
Finance and Administration Manager



Appendix 2: Conditions of Hire

Conditions of Hire

The Hirer shall not sub-licence any of the premises under the licence (contract of agreement for Hire).

Emergency contact numbers

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

Insurance

The Hirer shall be responsible for all matters relating to Health and Safety and shall be responsible for those in attendance during the specified time (of Hire). The Hirer must take out its own public liability insurance with a reputable insurer, approved by the school, and shall provide a copy of the relevant insurance certificate no less than 10 days before the hire period.

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 firefighting 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



Limited Car Parking

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

Smoking

Smoking is not permitted anywhere on the school premises.

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 or 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.

The Hirer shall indemnify and keep indemnified the school from and against;

- any damage to the premises or school equipment;



- any claim by any third party against the school; and
- all losses, claims, demands, fines, expenses, costs (including legal costs) and liabilities, arising directly or indirectly out of any breach by the hirer of the licence or any act or omission of the hirer or any person allowed by the hirer to enter the school premises.

Save that nothing in the license shall exclude or limit either party's liability for personal injury or death arising from the negligence of either party or any other liability that cannot be excluded by law, the school shall not be responsible for any losses of a direct or indirect nature, and its maximum liability to the hirer shall not exceed the total fees paid or to be paid to the school by the hirer under the licence.

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. The Hirer shall not conduct, nor permit any other person to conduct, any illegal or immoral act on the premises.

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 Head Teacher, Leadership Team and others appointed by the Governors and/or Head Teacher, 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.

Safeguarding Requirements 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.
- 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.



Appendix 3: Sample Application for Hire of Premises

APPLICATION FOR HIRE OF PREMISES

Name of Hirer: _____

Address: _____

Telephone: Home _____ Work _____ Mobile _____

Email: _____

Venue: Ground Floor Hall/ First Floor Hall / 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 _____



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 - Ground Floor

School Hall - First Floor

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,

Karen Baker
Finance and Administration Manager



Appendix 5: Sample Key Holder Agreement Form

Key Holder Agreement Form (Lease/Contract/Temporary) Please indicate

This record certifies that ***** on behalf of ***** has been nominated by the school to be a key holder, for the purpose of ***** for the school site from ***** until *****

I/we understand the responsibilities of my/our role(s) as a permanent key holder(s) and hereby agree to the following statements:

- Keys and the alarm code that have been issued to me/us will be kept in my possession at all times and only be shared with ***** (secondary key holder).
- I/we will restrict the use of the building to the areas that have been made available to me. I understand that accessing areas that do not fall into this category are strictly forbidden.
- I/we will ensure that when I take keys away from the premises that they are kept safe and that no other person (e.g. family member, friend, acquaintance) has access to them.
- I /we understand that it is my/our responsibility to inform the Head Teacher immediately should any theft, loss, damage or misuse occur with regard to the keys.
- I/we will not transfer keys or share alarm codes to any other members unless named above
- I/we understand that I must return ALL keys in my/our possession immediately at the end of the lease/contact period.
- Should any serious security-related incident occur as a result of misuse of keys that have been given to me/us this will be escalated to the Governing Body of Burdett-Coutts CE Primary School for appropriate investigation.

Hirer Signatory:

Print Name:

Mobile Number:

Signed: _____

Date:

Authorised School Signatory:

Print Name:

Signed: _____

Date: