

# St. Leonard's Primary School

## Charging and Lettings Policy



**2018-2021**

This policy is reviewed every three years and was agreed by the Headteacher and Chair of Governors of St. Leonard's Primary School in April 2018 and will be reviewed again in April 2021

Signed:

Headteacher

Signed:

Chair of Governors

Date: April 2018

## Charging and lettings Policy – St. Leonard’s Primary School

### **Introduction**

This policy brings together two policies – the charging policy and the lettings policy

### **Aims and objectives of this policy**

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.

### **Responsibilities**

The Governing Body of the school are responsible for determining the content of the policy and the Headteacher for implementation. The lead staff in St. Leonard’s Primary School are the Headteacher and the Deputy Headteacher.

### **Publication of information**

This policy will be published on the school website.

## **CHARGING POLICY**

Reference: The Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999

### **Basic Principles**

No charge can be made for education during school hours. The definition of ‘education’ includes materials, equipment and transport provided in school hours by the Local Authority or the school to carry pupils between the school and the activity. ‘School hours’ are those when the school is actually in session, and do not include the break in the middle of the day.

School trips, visits and practical activities enhance the pupils’ learning and broaden their knowledge and experience. These are undertaken with the voluntary contributions of parents. No pupil will be excluded from an activity because his or her parents or carers cannot make a voluntary contribution. The opportunity to pay in instalments will be offered to parents or carers who wish to pay in this way.

### **Exception**

There is an exception to the rule about not charging for activities in school hours. Charges may be made for teaching either an individual pupil, or pupils in groups of up to four, to play a musical instrument if the teaching is not part of either the National Curriculum or a public examination syllabus being followed by the pupil. The current charges for music lessons vary depending on the instrument taught and number of pupils learning. Lessons must be paid one term in advance. There will be no refunds for missed lessons.

### **Voluntary Contributions**

Parents or carers may be invited to make voluntary contributions to extend the value of school funds. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. In any circumstances where the school is unable to meet the costs of an activity, the activity will be cancelled. If a planned activity has to be cancelled any monies received will be returned. Parents or carers will be asked to make voluntary contributions to school trips, visits or for practical activities such as technology. These contributions will not exceed the actual cost. Where an outside provider is used for a school activity, a voluntary contribution may be sought.

## **Residential Activities**

No charge is made for a residential activity taking place largely during school time where this charge is for education or for the cost of travel. Charges are made to cover board and lodging. Children of parents receiving Free School Meals have the right to claim free activities.

## **Breakages**

In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the Headteacher, in consultation with the Chair of the Governing Body, may decide it right to make a charge.

In case of financial difficulty parents should contact the Headteacher.

## **LETTINGS POLICY**

The school aims to plan for the development of the school and ensure that the facilities are used to the full

- To ensure that the facilities are used to the benefit of the community
- The Governing Body aims to encourage the use of the premises outside normal school hours
- The whole premises can be hired in total or in part, subject to availability and the approval of the Headteacher who has delegated responsibility for the Governing Body
- Time of hire subject to agreement and availability
- Smoking is not permitted in the school buildings or grounds
- Application for hire of the premises shall be made on the 'Application to Hire Premises' (Appendix 1) available from the school office
- The hirer shall, by completing the 'Application to Hire Premises', indemnify St. Leonard's Primary School against claims by third parties, and damage to property
- Charges will be reviewed annually by the Governing Body. An additional cost will be incurred for any letting requiring the services of an external security company.
- After consideration of the 'Application to Hire Premises', St. Leonard's Primary will issue the 'Response to Application to Hire Premises' (Appendix 2) identifying the required fee and instructions for payment
- St. Leonard's Primary School reserves the right to offer alternative accommodation of a similar size if necessary
- St. Leonard's Primary School reserves the right to charge the full amount for a cancelled booking, unless one week's notice is given
- The hire must comply with the relevant sections of the St. Leonard's Primary School Health and Safety Policy
- St. Leonard's School reserves the right to terminate or refuse hire
- The hirer is required to leave the premises in a tidy state, to return furnishings (chairs, tables, crockery, etc.) to their original locations, to leave heating controls at their original settings, to switch off lights and, in liaison with the Caretaker, to ensure that the premises are locked and secure when leaving
- An occasional licence must be obtained for the sale of alcoholic beverages where appropriate. The Licensee is responsible for conduct of bar sales. Alcohol may only be stored on the premises with the permission of the Headteacher

### **Monitoring and evaluating**

This policy is monitored as part of the schools' monitoring and evaluation programme.

### **Inclusion**

Our school is an inclusive school. We aim to make all pupils feel included in all our activities. We try to make all our teaching fully inclusive. We recognise the entitlement of all pupils to a balanced, broadly-based curriculum. We have systems in place for early identification of barriers to their learning and participation so that they can engage in school activities with all other pupils. We acknowledge the need for high expectations and suitable targets for all children.

### **Equality Statement**

At St. Leonard's Primary School, we seek actively to encourage equity and equality through our work. No gender, race, creed or ethnicity will be discriminated against. The school's Disability Equality Scheme will be followed and the use of stereotypes under any of the above headings will always be challenged.



APPENDIX 1

**APPLICATION TO HIRE PREMISES**

Name of Applicant: \_\_\_\_\_

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

\_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

If applying on behalf of an organisation, state:

Name of organisation: \_\_\_\_\_

Position of applicant: \_\_\_\_\_

Object/Aims of organisation: \_\_\_\_\_

Purpose for which premises are required: \_\_\_\_\_

I wish to apply to hire the premises as detailed in the Schedule below for the purpose shown above.

In consideration of the lettings being granted I undertake to indemnify St. Leonard's Primary School in the manner contained overleaf and to observe the conditions of letting contained therein.

<b>Day</b>	
<b>Dates</b>	
<b>Time</b>	
<b>Accommodation Required</b>	
<b>Any other information</b>	

## **INDEMNITY AND CONDITIONS OF LETTINGS**

1. During the period of the hiring, the hirer shall be held responsible for all damages, losses, claims and costs arising out of the use of the building and shall indemnify St. Leonard's Primary School for any claims arising from accidents, whether fatal or otherwise, to any employee or agent of the school, to any member of the public and to any third parties, caused as a result of the hiring, except where due to the negligence of the schools, its servants or agents. The hirer shall have Public Liability Insurance in place to cover the period of the hiring for a minimum of £5 million and produce evidence of the policy to the school on request
2. To pay in advance all fees chargeable for the letting. Cheques should be made payable to St. Leonard's Primary School and crossed
3. Hire charges are subject to change and shall be those currently in force at the time a booking is made
4. To indemnify the school against the consequence of any unauthorised performance of a copyright work during the period of use of the school and to complete the returns required by the Performing Rights Society
5. To adhere in full to the following regulations:
  - No preparation may be applied to the floors
  - Intoxicants shall not be brought on to the premises, unless specifically authorised by the Headteacher
  - No Interference with school equipment
  - Interference with heating systems shall not be allowed
  - The premises shall be vacated at the due time
6. St. Leonard's Primary School may cancel any hiring if in its opinion the organisation for which the premises are hired has racist policies, regardless of the stated reason for hiring the building. In such event the school shall incur no liability to the hirer whatsoever, other than the return of any fee paid in respect of such cancelled engagement



APPENDIX 2

**RESPONSE TO APPLICATION TO HIRE PREMISES**

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your application for hire of accommodation at St. Leonard's Primary School has been approved/  
refused, subject to the following conditions:

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

Day	Date (s)	Time	Duration	Location

Fee: \_\_\_\_\_

Payment instructions:

Comments:

Headteacher: \_\_\_\_\_

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