



Policy Name:	Charging and Lettings Policy (including Remissions)
Status:	Statutory
Issue Date:	January 2018
Review Date:	January 2019
Review Cycle:	Annual
Further details and additional copies from:	School Reception/Administration Office
Responsibility for dissemination to new staff:	Headteacher

Signed Headteacher *Date of Signature:*

Signed Chair of Governors..... *Date of Signature*.....

We are walking in the Footsteps of Jesus with Love Trust and Forgiveness

Romsey Abbey Primary School, Church Lane, Romsey. SO51 8EP 01794 512047 adminoffice@romseyabbey.hants.sch.uk

Contents

Our Mission and Aims.....	2
Purpose of Policy.....	4
Further Information Sources.....	8
Appendix I – Booking Procedures Checklist.....	10
Appendix II – Reminder re: Lettings Invoice.....	10
Appendix III – Hirer’s Agreement with Caretaker.....	11
Appendix IV – Conditions of Letting School Kitchen.....	11
Appendix IV – HIRER’S AGREEMENT WITH DUTY KITCHEN SUPERVISION.....	12

Our Mission and Aims

At Romsey Abbey Church of England Primary we believe that a world of opportunity lies at our feet. We see our role as a school as instilling in learners the confidence to enable success and relish challenge. We help children, families and staff to learn how to demonstrate love and grow in our ability to forgive each other, to aspire to be the best we can be. We feel it is important to both rejoice in our own success and equally in the success of others.

As a church school, we are shaped around our common values to, “walk in the footsteps of Jesus in love, trust and forgiveness”, and we are committed to shape our whole school life around these values and to make them a reality throughout the life of the school.

Our School Aims are to:

Build a culture and ethos of support and respect, inclusive of language, ethnicity, ability and gender.

Create a healthy, safe environment through relationships, resources and opportunities which are accessible to all.

Provide an outstanding curriculum and learning environment that inspires, achieves the highest standards, creates a spirit of adventure, reflects culture and community and builds confident and independent learners.

Strive to build systems of communication that ensure all members of the school family have opportunities to contribute ideas and knowledge that will be valued.

Purpose of Policy

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, trips and residential experiences can make towards pupils personal and social education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

CHARGES

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school:

1. Residential Activities

The board and lodging element of residential activities which take place within the school week to a maximum of 5 days, for Year 5 and Year 6.

2. Activities outside School Hours

The full cost to each pupil of certain activities outside school hours, whether residential or non-residential, such as:
Theatre visits, games fixtures, exhibitions etc.

3. Individual Instrumental Tuition

Prior to the start of the academic year a charge will be made which must be paid in full. To help families budget for the year they will be permitted to pay with 3 post-dated cheques. Information including a contract will be given to parents at the start of each academic year and lessons will not commence until payment has been received.

4. Extra curricular activities

Some sporting or other activities provided before school, during lunch break or after school are provided without charge to parents. Other activities provided by external coaches are payable directly to those providers.

5. Charging in Kind

The cost of materials, ingredients, equipment (or the provision of them by the parents) for the following subjects:

DT, cooking, handicrafts and needlework, if the parents have indicated in advance that they wish to own the finished product.

6. Activities provided by the Romsey Abbey Church of England Primary P.T.A.

A voluntary charge will be made for additional activities organised by Romsey Abbey Church of England Primary P.T.A. during school hours.

7. General

The Governing Body may, from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for pupils (e.g. school trips, visiting speakers, swimming lessons). Should the voluntary contributions not be substantial, the activity may have to be cancelled.

REMISSIONS

Where the parents of a pupil attract Pupil Premium Funding the Governing Body may remit, in full or in part, the cost of board and lodging for any residential activity that it organises for the pupil if the activity is deemed to take place within school hours or where it forms part of the syllabus for the National Curriculum. In other circumstances there may be cases of family hardship which make it difficult for pupils to take part in particular activities for which a charge is made. So, when arranging a chargeable activity, the Governing Body will invite parents to apply in confidence for remission of charges in part or in full. These payments will be subject to appropriate funds being available. Authorisation of remission will be made by the Headteacher in consultation with the pastoral team.

BREAKAGES OR DAMAGE TO SCHOOL PREMISES AND EQUIPMENT

Parents will be expected to pay for the cost of wilful damage to school property or the misuse or loss of books and equipment.

LETTINGS

Romsey Abbey Church of England Primary school premises are a valuable community resource, for which educational usage constitutes a natural priority. A profit margin would be welcome when derived from private or commercial usage but are not the objective when facilitating education activity by designated users.

Conditions of Hire

The governors have adopted the standard Hampshire County Council account of hire. These terms form Appendix 1 to this Policy Statement.

Administration of Lettings General - The governors recognise that it would be impossible for them to personally vet every applicant or organisation who wish to make use of the school premises. Accordingly they have delegated the authority to accept applications for hire to the headteacher. Lettings Documentation - All formal hiring of the schools premises, including those for which no charge is made shall be properly documented. All hirers must complete a Letting of hire agreement and are to receive a copy of the conditions of hire. The hire agreement is a contract which the governors may enforce at law.

Scale of Charges

In arriving at their scale of charges the governors have followed the following principles:-

- (i) statutory users will be charged an amount commensurate with cost recovery
- (ii) designated users will be charged no more than cost
- (iii) private users will be charged on a cost plus an income margin for the school
- (iv) there will be parity of treatment for similar users
- (v) overall the cost of letting school facilities will be recovered from users

For the purpose of charging the headteacher is empowered to determine to which group any particular individual or organisation belongs. The basis of charging will be determined by the purpose for which a letting is arranged.

Deposits - The governors reserve the right to require a deposit over and above the hiring charge as a surety against damage to the premises (including any equipment) or the premises being left in an unacceptable condition necessitating their incurring additional cost for cleaning, caretaking or other expenses.

Cancellations - Governors will seek to recover any cost incurred by the school which are unavoidable and result directly from the cancellation of a letting.

Payment methods - The governors are mindful of their responsibilities in safeguarding the school from bad debt. Therefore payment at the time of booking is the norm. Cheques or

cash are both acceptable but cheques should wherever possible be supported by a guarantee card. In all cases where cash or cheques are paid over then an official receipt must be issued.

Security - The governors will not normally insist upon continuous caretaking presence. However they reserve the right and delegated power to the headteacher to insist upon caretaking presence where in his/her view the nature of the hiring may leave the school vulnerable to theft or damage.

Organisation	Type Of Letting	2017 - 2018
School Breakfast Club	7.45am – 8.45am	£4.00 per individual £6.00 per family
School After School Care	3.30pm – 4.45pm 4.45pm – 6.00pm	£6.00 £3.00
School After School Care	For every 5 minutes late pick up there will be an additional charge of £5.00	
PTA events	Any use by PTA for school, fundraising or meetings associated with the running of the PTA.	No Charge
Room Hire or hall hire	Room or Hall for time	£10 per hour
Weddings and Events	Hire of School Grounds	£900
Charitable Organisations	One off Events	By negotiation
If a regular booking is being requested please speak to the Business Manager as a discounted annual fee may be agreed.		

Insurance Cover for yourself

Please make sure you have your own insurance to cover yourself against claims for personal injury or damage to/loss of property or any negligent act by persons running the activity, their servants or agents whilst on school premises.

Safe Numbers in Rooms

Please ask for guidance on the maximum number that can safely be accommodated in rooms you are hiring.

Protection of children

In relation to activities for children, the hirer must ensure there are sufficient adults present to be in full control of the children throughout the whole period during which they are on the school site.

The headteacher is responsible for ensuring that the person(s) running the activity is both technically competent to run the activity and suitable to be responsible for children, including police checks as appropriate.

Educational Equipment If during use any damage is done to educational equipment, the hirer should normally be asked to meet the costs of repair or replacement. Accidental damage may be covered by the County Council's insurance for community use, but the hirer must meet the first £100 of any claim. Approval to use educational equipment (pianos, projectors, physical education apparatus etc.) shall be subject to the headteacher being satisfied that a competent person will supervise the use. Pianos should not be moved (except, with the prior approval of the head, by a specialist removal firm).

Fetes

When outdoor facilities are used for fetes and comparable activities, the hirer should be responsible for cleaning from the site any litter that results from the hire. Alternatively the school can add an extra charge for cleaning up litter.

Charges for the Use of School Facilities

Charges for the hire of school premises are set by the school governors.

Community Groups

Charges for community groups, whose use is being subsidised through the County Council's community subsidy to the school, shall be according to the County Council's recommended lettings charges. Residual periods of less than half an hour should be charged as half an hour.

Cloakroom, toilets, and car parking, and when sports facilities are used, changing and washing facilities and floodlights etc., shall normally be provided without extra charge, if they are available.

Users hiring sports pitches or indoor courts should be provided with appropriate nets and posts.

Facilities shall normally be available to the hirer from ten minutes before the hire period commences until ten minutes after the hire period ends. This should allow sufficient time for preparation, cleaning, changing etc. If a hirer needs longer than this, he/she will need to increase the booking times so there is time for setting up the room and clearing away afterwards.

Commercial Lettings

Lettings for activities of a commercial nature include activities organised by a private individual or organisation who charges participants, or private functions such as wedding receptions and parties, or use by local firms and businesses. The governing body will decide the rate payable, but it will be at least the costs incurred by the school being open.

COMPLAINTS PROCEDURES

What if the school has a complaint about our group/organisation?

If the school has concerns about a let the following procedures will be followed:-

1. A representative of the Governing Body will verbally raise the concern with the named Hirer.
2. The situation will be monitored for two sessions to allow the issues to be addressed.
3. If the situation remains unresolved, the Hirer will receive written notification of the concern and a further two sessions will be given to allow the Hirer to address the situation.
4. If the matter remains unresolved, the Hirer will receive formal written notice of termination of the booking agreement. This will be implemented 72 hours from the date of the letter of notification.

Please Note: If the Hirer blatantly breaks the conditions of usage, the let can still be terminated immediately.

What if I, as the Hirer, have a complaint about my let or booking agreement?

If you as the Hirer have a complaint or concern regarding your let, the following procedures should be followed:-

1. Talk to the named representative of the Governing Body and discuss the problem. Allow 5 working days for the situation to be resolved.

2. If still unresolved, the Hirer should notify the Governing Body through the Head Teacher in writing and allow 5 working days for the situation to be resolved.
3. If still unresolved, the matter will be placed on the agenda of the next appropriate committee of the Governing Body. (If the concern needs urgent attention, a special meeting of this group will be convened.)
4. If still unresolved, the matter will be taken to the next full Governing Body meeting and the Hirer will receive a written response from the Chair of Governors detailing the outcome.

What if a third party complains?

1. If the school receive a complaint from a third party the Governing Body will be notified of the complaint.
2. The matter will be investigated by a representative of the Governing Body and a written response will be sent to the complainant within 10 working days.
3. If any further correspondence is received, the matter will be placed on the agenda of the next appropriate Governing Body committee. A final response will then be sent by the Chair of the Governing Body explaining the final outcome.

Appeals Procedure

1. If a Hirer has a letting agreement withdrawn, they have a right to appeal to the Governing Body.
2. The appeal should be made in writing and will be presented at the next full meeting of the Governing Body.
3. The Hirer will be informed of any action and/or decision taken by the Governing Body.
4. The Governing Body's decision is final.

Charges for Private Photocopying and Laminating

All Organisations	Charge
A4 Single sided Photocopy	10p
A4 Double Sided Photocopy	20p
A3 Single sided Photocopy	15p
A3 Double sided Photocopy	30p
A 4 Laminating	35 p
A 3 Laminating	82 p

Charges for Private Phone Calls - by staff, PTA, others. All private phone calls will be charged at a minimum of twice the actual cost of the call. It is the responsibility of the caller to calculate and pay these charges.

School equipment can only be borrowed with prior approval of the Governing Body (delegated to the headteacher). School equipment may only be used in furtherance of the work of Romsey Abbey School or Romsey Abbey Church. No charge can be levied on such borrowings.

Further Information Sources

Links to other policies/documents

[Complete with details](#)

Links to other websites

Complete with details

Role Holders

Names of all Role holders specified in this document can be found on the school website:

<http://www.romseyabbeyschool.co.uk/>

Appendix I – Booking Procedures Checklist

1. Issue application + Conditions of Usage and Booking Procedures to the potential Hirer (as attached).
2. Receive completed application form (mark date of receipt), risk assessment and appropriate safeguarding checks.
3. Assess suitability of applicant.
4. Check availability of premises.
5. Check availability of caretaker.
6. Check availability of /notify HC3S kitchen staff, where appropriate.
7. Book let into diary with hirer's contact number.
8. Send invoice for booking.
9. Receipt of deposit/payment in full.
10. Send receipt of payment to the hirer.
11. Receive any outstanding payment (where in two stages).
12. Confirm booking in diary, with caretaker and HC3S staff (where appropriate).
13. Send receipt to hirer and confirmation of booking.

Appendix II – Reminder re: Lettings Invoice

Dear

We note from our records that the balance of payment for the above letting is now due.

Please pay, by _____ (date) the sum of £_____ which is the balance now due.

Cheques should be made payable to Hampshire County Council and returned to the school at the address as show above.

*We would also like to remind you that a deposit of £_____ is also due for payment now.

Failure to pay the amount due by _____ (date) will mean that your booking to let part of the school premise will NOT be able to go ahead.

We thank you for your co-operation.

Yours sincerely,

On behalf of the School.
(*delete as appropriate)

Appendix III – Hirer's Agreement with Caretaker

(Caretaker's Certificate)

This agreement must be signed by both the Hirer (or Agent) and the Caretaker.

This agreement calls for the Hirer (or Agent) and Caretaker to check the condition of the area and facilities covered by the Hirer's booking at the beginning and end of the letting.

This agreement also covers any time which is spent by the Caretaker on duty beyond that of the Hirer's booking.

We have agreed that the condition of the area is acceptable on taking charge of the hired area.

HIRER Signature :

CARETAKER : Signature :

Date :

Time :

We have agreed that the condition *is/is not acceptable compared to that on taking charge of the hired area.

We are agreed that the Caretaker *was/was not/will be required to spend extra time on duty.

Estimated time required :
but should the time exceed this, the Hirer will be advised at the earliest possible opportunity.

HIRER Signature :

CARETAKER Signature :

Date :

Time :
(* Please delete as necessary)

Appendix IV – Conditions of Letting School Kitchen

THE KITCHEN MUST BE LEFT CLEAN AND TIDY AFTER LETTING

1. Ovens and cooker tops must be cleaned.

2. Sinks must be cleaned out and wiped dry.
3. All worktops must be wiped down.
4. Floor must be swept clean and mopped if necessary.
5. All utensils used must be cleaned, dried and returned to their original place.
6. Only adults preparing food are permitted access to the kitchen area.
7. NO SMOKING in the kitchen at any time.
8. NO CHILDREN in the kitchen at any time.

You are advised that you must adhere to the times agreed as stated in your letting agreement.

Please make sure adequate time is left before the end of your let to ensure the kitchen is left clean and tidy.

Please ensure the Kitchen Supervisor's Certificate has been signed by both yourself (the Hirer) and the Duty Kitchen Supervisor at the beginning and end of the letting.

(place on headed paper)

Appendix IV – HIRER'S AGREEMENT WITH DUTY KITCHEN SUPERVISOR

(Kitchen Supervisor's Certificate)

This agreement must be signed by both the Hirer (or Agent) and the Duty Kitchen Supervisor. This agreement calls for the Hirer (or Agent) and Duty Kitchen Supervisor to check the condition of the area and facilities covered by

the Hirer's booking at the beginning and end of the letting.

This agreement also covers any time which is spent by the Duty Kitchen Supervisor and staff on duty beyond that of the Hirer's booking.

We have agreed that the condition of the area is acceptable on taking charge of the hired area.

HIRER Signature :

DUTY KITCHEN SUPERVISOR Signature :

Date :

Time :

We have agreed that the condition *is/is not acceptable compared to that on taking charge of the hired area.

We are agreed that the Duty Kitchen Supervisor/*and ___ no. of staff
*was/was not/ will be required to spend extra time on duty.

Estimated Time :.....
but should the time exceed this, the hirer will be advised at the earliest possible opportunity.

HIRER Signature :

DUTY KITCHEN SUPERVISOR Signature :

Date :

(please delete as necessary)

