

## **CHARGING AND LETTING POLICY**

### **Fairholme Primary School**

#### Charging Policy

This Charging Policy informs staff and parents about charging for School activities. It conforms to the requirements of the guidance detailed in 'A Guide to the Law for School Governors.

In accordance with these guidelines Fairholme School:

- Will not charge for books, materials, equipment and instruction in connection with the National Curriculum or Statutory Religious Education taught at school, except where parents have indicated in advance their wish to purchase the product.
- May charge for School-Time activities by inviting parents and others to make voluntary contributions to enable School funds to go further. Children of parents who do not contribute will not be treated differently from those who do make contributions
- Will have the right to cancel an activity if there are insufficient voluntary contributions to make the activity possible.
- May permit organisations to charge parents (when they are acting independently of the School or the LEA) for activities which take place during school hours if parents wish their children to join in.
- May charge for activities (optional extras), which happen outside School hours when these activities are not a necessary part of the National Curriculum.
- Parents are asked to make a contribution towards replacing damaged or lost school property caused wilfully or negligently by their children.
- The Governors will review the lettings charges levied by the school on an annual basis.
- The Governors will review this policy on an annual basis.

Issue Date: May 2015

Review Date: May 2016

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#### Letting Policy

The letting of the school premises by the community is welcomed, subject to the acceptance of the terms and conditions attached as well as adherence to the following conditions:-

- Use of the premises for school functions will take priority over lettings.
- The Governing Body will set charges for lettings guided by these principles:-
  - Lettings to bona fide community groups will be charged a cost, to cover care taking, energy, wear & tear, administration.
  - Where the school is used as a polling station the relevant authority will be charged the actual additional costs incurred by the school.
  - Lettings to all other hirers will be charged at cost plus a profit margin determined by the Governing Body.
- The school will retain income derived from lettings and costs to the school of lettings will be met from this income.
- The school premises will not be let to individuals or organisations if there is reason to believe that the name of the school will be brought into disrepute.
- The school premises will not be let for functions where a Public Entertainment Licence is required.
- Decisions whether to permit lettings will be made by the Governing Body. If the Headteacher believes a letting should not be permitted he/she will report the reasons to the Governing Body.
- All persons hiring the school premises will be expected to conform to the relevant Safeguarding and Health & Safety regulations.
- All hirers must carry sufficient Third Party Liability insurance to satisfy LEA requirements. (Currently £2,000,000). Proof of this insurance must be provided with the completed application form.

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**Terms and Conditions of Hire for the Letting of School Facilities**

1. Applications for the hire of school facilities should be made in writing on the school letting application form. A deposit will be required (as agreed by both parties) with the application. The deposit will be held by the school and will be returned after the event, providing that no damage has been made to the school. An invoice for the hire of the facilities will be issued immediately after the completion of the letting and this should be paid within 30 days.
2. Hirers may cancel a booking upon giving fourteen days notice in writing. In such cases the deposit shall be forfeited. For bookings cancelled within fourteen days of the date of booking, the hirer shall pay the full amount of the charge due.
3. Fairholme School reserves the right by notice to the hirer to terminate the booking at any time for reasons outside the control of the school and to return to hirer any monies paid by way of a deposit. The school shall not be under liability to the hirer for any loss or damage sustained from such a termination.
4. The hirer shall not sublet the facilities in any way.
5. No fastenings of any kind shall be fixed to the school buildings or furniture.
6. Electrical equipment must not be brought onto the premises unless arrangement has been approved in advance and the equipment has been checked and has a current certification.
7. The hirer shall pay to the school on demand the cost of reinstating, replacing or repairing any furniture or fittings that are damaged, destroyed, stolen or removed as a result of any negligence on behalf of the hirer.
8. The hirer shall indemnify the school against all claims, demands, actions or proceedings in respect of any loss, damage or injury caused by or to any persons that may occur while such person is in or upon part of the premises.
9. The hirer will ensure that all safeguarding measures are in place including if necessary current DBS checks of adults regularly on site during the school day.
10. Parking of cars and other vehicles shall be restricted to the designated parking areas.
11. The school and its staff reserve a right to entry to any part of the facility at any time during the hiring.

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**Lettings Application Form**

Organisation	
Name of Contact Person	
Address	
Telephone Number	
Date(s) school premises required	
Area of school required	
How often will premises be required?	
How long will premises be required for?	
Additional requirements	
Rate to be charged	
Payment made monthly in advance to	
Deposit	
Copy of Third Party Liability Insurance attached	YES/NO
Hirer Signature: Name: Date:	School Signature: Name: Date:

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