



ST.PATRICK'S

CATHOLIC PRIMARY SCHOOL

"Live, Learn, Love with Christ".

We Live with Christ by creating a happy community with a strong sense of belonging.

We Learn with Christ by nurturing and celebrating our special talents and achievements.

We Love with Christ by respecting and caring for everyone.

Charging and Remissions Policy 2018

Title	Charging and Remissions Policy
Original Date of Policy	20 March 2014
Reviewed	March 2015 November 2016 (by <i>Governors</i>) November 2018
Additions / Audit	
Author	HT
Last Approved by Head	November 2018
Last Approved by <i>Governors</i>	13/11/18
Next Review Due	November 2019

St Patrick's Catholic Primary School and Community Nursery

CHARGING AND REMISSIONS POLICY 2018/19

The letting of St Patrick's School premises is under the control of the Governing Body. The school currently lets out its premises to cluster group activities and also organises after school clubs where outside agencies come in to work with its pupils. In most cases the pupils pay a nominal fee (typically about £3.00 per pupil per session) for such activities. Some of these clubs are non profit making and are purely for the holistic education of the pupils of St Patrick's.

Invoicing and Payment

1. The hire of the premises shall be in accordance with the School's scale of charges and payment must be made 2 weeks in advance of the letting. If payment has not been received one week prior to the date or to the first date of a series then the letting will be deemed to be cancelled. Any deposit will not be refunded.
2. For lettings on a regular basis, payment must be made termly in advance or by dates mutually agreed with the school finance officer. Terms referred to are School term dates.
3. In all cases, the hire shall be conditional upon the completion of an application form by which the Hirer undertakes:
 - a. to abide by the regulations;
 - b. to make good any damage to premises, furniture or equipment arising from any act for which the Hirer is responsible;
 - c. to accept the decision of the School and its Governors should questions arise on any point.
4. When the facilities are to be used by a group of people or members of a club a nominated contact person, and contact details must be notified to the school. This person will be responsible for settling, on behalf of the group or club, all invoices related to the hire of the premises.
5. Please make any cheques payable to **St Patrick's Catholic Primary School**.
6. Invoices will be raised and sent to the nominated individual who is responsible for the hiring of the facility.
7. Certain bookings are exempt of VAT charges. If further clarification is required then please contact the school.
8. The charges for the use of the facilities are set and reviewed annually by the Governors. In special circumstances, and dependant on the extent of the partnership the outside body has with the School, these may be revised. If you would like to investigate the possibilities of a reduced cost hiring, please contact the school.

General

9. When the school hall is hired for public entertainment or meetings the hirer shall ensure that sufficient stewards are available at exits and entrances. The maintenance of order shall be the entire responsibility of the Hirer. The number of persons attending a function should be in line with the current Fire Regulations which state :
 - a. For the Hall, a maximum number of 200 persons standing and 120 seated. If the staging is used, then the occupancy number is reduced to 100 people.
 - b. For meeting in classrooms, a maximum of 30 persons is allowed.
 - c. For meetings and activities in other rooms maximum occupancy will be agreed following negotiation with the School.

- d. If an audience is seated the chairs must be close together.
 - e. Compliance with these regulations will be the responsibility of the Hirer.
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10. No intoxicants are allowed on school premises if any person is under 18 years of age. If intoxicants are to be brought onto the school premises, it shall be the Hirer's responsibility to ensure that the necessary licence is obtained and to show the licence in advance to the Events Coordinator. Without a valid licence, the booking will be null and void and the deposit will be lost.
 11. The school hall is NOT licensed for MUSIC, SINGING and DANCING. Hirers must obtain their own appropriate entertainment licence.
 12. The Hirer must assume responsibility for providing any chairs or seats additional to those in the rooms hired and must undertake the removal of such chairs or seats before the commencement of school the following day. No responsibility for the acceptance or removal of any property can be taken by the school or the Governors. A fee will be charged for storage of any property not removed at the end of a hire period.
 13. If the position of any moveable furniture is altered during the course of a letting, the Hirer shall be responsible for replacing any items ready for the commencement of school on the following morning.
 14. The liability of the school is limited to loss or damage to property or injury to persons arising out of the negligence of the Schools, its servants or agents.
 15. The school shall not be liable for any loss or damage to property or injury to persons arising out of the negligence of the Hirer.
 16. The Hirer shall ensure that necessary safeguarding checks are undertaken where the letting involves children or vulnerable adults.
 17. The Hirer must arrange suitable insurance to cover personal liability and to protect any equipment/property brought on to the premises, plus arrange for third party liability.
 18. The Caretaker will ensure that the Hirer is made aware of the Fire Drill Regulations.
 19. The Hirer must provide their own First Aid Kit, qualified First Aid personnel and emergency mobile phone.
 20. Items of school equipment such as stage lighting, projectors and piano may be used only by prior arrangement with the Events coordinator. An appropriate additional charge will be levied. No alterations or additions shall be made to lighting or electrical installations.
 21. No chalk polishes or other preparations shall be used on school floors. Shoes likely to damage the floor (e.g. stiletto heels) must not be worn.
 22. No activity is to be permitted that is potentially dangerous to participants or third parties (e.g. hang gliding, parachute jumping and skate-boarding). Under no circumstances can the school's PE equipment can be used unless it is included as part of the hire agreement.
 23. The proper car parks must be used. Vehicles must not be driven onto the grassed areas. Any damage caused in this way will be the responsibility of the Hirer as in Paragraph 3.
 24. The Hirer shall not sub-let any part of this accommodation.
 25. The accommodation shall be open to inspection at all times by the School's staff, Governors and the officers of the Authority.
 26. Our school buildings and site has a strict NO Smoking Policy and this must be adhered to in all of the buildings and surrounding areas.

27. The Hirer is responsible for any damage caused to the premises during the period of hire.

28. Hirers may be asked for a returnable bond to cover any damage/extra cleaning caused by the letting.
29. Hirers expecting to use their own electrical equipment, powered by school's supply must ensure that such equipment is covered by an appropriate safety certificate. All such certificates should be made available for inspection by the school caretaker. Electrical items must not exceed a 1kw (one kilowatt) rating.

Sporting Facilities

30. Groups using the playground area are respectfully requested not to arrive earlier than ten minutes before the allotted start time and end their session with sufficient time to clear the venue for the next Hirer's start time. Please ensure the playing surface and changing rooms are left suitable for use by the subsequent Hirers.
31. The Hirer is requested to ensure that participants refrain from smoking, chewing gum and spitting when using the facilities. In addition no food, glass bottles, animals or bicycles must be taken into these areas.
32. Due consideration must be shown to other persons using the facility simultaneously.
33. The Hirer must ensure that correct footwear (i.e. non-marking trainers/plimsolls) are worn. These should be changed into upon arrival and not worn outside as small stones become embedded in the tread and damage the floors to the detriment of all users.
34. Hirers providing sporting clubs for children of the school. In the case of any club being formed for use by the children within the school, the organiser of the club will meet with the head teacher before the club starts to discuss safety issues and procedures.
35. In case of emergency call 999 and inform the school caretaker on 07933 225200.

Date: 12/11/18

Approved by Governors: 13 November 2018

Next Review: November 2019

LETTINGS AGREEMENT

Organisation		
Key Contact Name		
Address		
Home/Mobile No.		
Email Address		
Days of Letting		
Times of Letting	From	To
Frequency		
Holiday Letting (Yes/No)		
Additional Requirements as agreed		
Lettings permitted area		
Lettings cost per session Or annually		
Key holder named person 1 and contact no.		
Key holder named person 2 and contact no.		
The above key holder/s shall be responsible for opening/locking gates and entrances and deactivating/setting the security alarm.		

- I have read the school lettings policy and agree to all terms and conditions.
- We understand that it is our responsibility to undertake all necessary safeguarding checks if the letting involves children or vulnerable adults.

Signed _____ On behalf of _____