

**HOTWELLS PRIMARY SCHOOL**

**LETTINGS CHARGES 19/20**

User	Accommodation	Hourly Charge	
		Mon-Fri	Sat-Sun
1. Community Groups e.g music workshop	Hall/Class	£20	£20
2. Registered youth and community groups	Hall	20	20
3. Other Lets	Playground	12	12
4. After school Club- ELASC	Hall- per Session	£6	N/A
5. Commercial User	Hall	£35	£38

**Insurance: All groups hiring on a regular basis should provide their own Public Liability Insurance for a minimum level of cover to the value of £5million.**

Standard School Opening Hours in Term Time Monday -Friday 8am – 6pm. (excluding bank holidays)

Fees will increase from 1<sup>st</sup> April 2019-

User	Charge
1. Community Groups	£21.50
2. Registered youth and community groups	£21.50
3. Other Lets	£12
4. After school Club- ELASC	£6.75
5. Commercial User	£40

Fees for opening or closing schools outside of standard hours £21.50 each, (Bank holiday & Sunday £26) Late evening finish will need to be approved by Head Teacher is subject to staff / caretaker availability.

Commercial organisations are required to pay a 50% deposit prior to the booking.

## CHARGES FOR CLUBS

The Governing Body have agreed that they would like to charge an overhead contribution cost for all after school clubs that use our premises. The charge per session will be invoiced by the school in Terms 2, 4 and 6 and is made up as follows:

1 to 9 in a club (on average for a double term e.g Autumn Term 1 & 2)	No charge
10 – 20 in a club (on average for a double term) session	£5 per
21 plus in a club (on average for a double term) per session	£10

Approved: Finance Committee Meeting

Reviewed and accepted:

Next review: January 2020

Signed: \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Headteacher

Signed: \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Chair of Governors