

ST AIDAN'S
Voluntary Controlled
PRIMARY SCHOOL

Albany Road
London N4 4RR

T: 020 8340 2352

F: 020 8341 2320

E: admin@staidansprimaryschool.org.uk

W: www.staidansprimaryschool.org.uk

Headteacher: Anne Etchells



Charging and lettings policy

Introduction

The governors recognise that the school premises constitute a valuable asset for the community as a whole both within and outside school hours. They acknowledge that the use of the premises is ultimately a matter for the head teacher but they positively encourage the utilisation of the school building and land in a manner which is consistent with the aims and purposes of the school. Allowing the school premises to be used outside school hours is not without its costs; this policy is designed to ensure that the school is covered financially when doing so..

All post-Nursery education during school hours is paid for by the LA; there is no charge for any activity undertaken as part of the National Curriculum. Many before and after-school activities are also free but for some, where we incur extra costs, there may be a small charge.

This policy should be read in conjunction with the *Health and safety policy*.

Contents

1	Nursery	3
2	Extra-curricular Charges	3
3	Lettings	4
4	Procedure	4
5	Hire Periods and Charges	4
6	Insurance	5
7	Licences	5
8	Unsuitable Lets	5
9	Cases of Disorder	5
10	Site Manager	6
11	Security and Keys	6



12 Use of Premises for Parliamentary, Local and European Elections	6
13 Emergency Procedures	6
14 Site Capacities	6
15 Review	7
Appendix 1: Hire of premises letter	8
Appendix 2: Conditions of hire	9
Appendix 3: Application for hire of premises	12
Appendix 4: Contract of hire	13



1 Nursery

All children attending the Nursery are entitled to 15 hours (ie. mornings or afternoons), funded by the LA. We have to charge for additional hours but we do our best to keep the amount as low as possible.

- 1.1 At the start of the academic year nursery parents/carers are given a schedule listing the dates when fees for full-time and flexible places over 15 hours must be paid. One signed copy of this document is retained by the parents/carers and the other copy is kept on file.
- If the nursery fees are not paid by these dates the child will only be entitled to their 15 hours free provision.
 - The allocation of hours will be at the discretion of the Foundation Stage Leader and the Nursery team in order to maintain the correct children to adult ratio.

2 Extra-curricular Charges

When organising school trips or visits to enrich the curriculum and educational experience for the children, we may ask parents to contribute to the cost of the trip. All contributions are voluntary, however if we do not receive sufficient contributions, the trip may have to be cancelled. If a trip goes ahead it may include children whose parents have not paid any contribution; these children are not treated any differently to the others.

- 2.1 If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate. In these cases, the school has to bear the additional cost to support the visit. Parents have a right to know how each trip is funded and we will provide this information on request.
- 2.2 The following is a list of the types of additional activities organised by the school that may require voluntary contributions from parents. These activities are known as 'optional extras'.
- Visits to museums
 - Sporting activities incurring transport expenses
 - Outdoor adventure activities
 - Visits to the theatre
 - School trips abroad
 - Musical events

2.3 Swimming

The school organises swimming lessons for children in years 4, 5 and 6. These take place in school time and are part of the National Curriculum. No charge is made for this activity. Parents will be informed when these lessons are to take place.

2.4 Other sports

We offer various other sports coaching after school. Where additional costs are incurred we make a small charge to cover them.

2.5 Music tuition

All children study music as part of the normal school curriculum. We do not charge for this. Individual or small group lessons are taught by peripatetic music teachers. These lessons are run by Haringey Music Services and they charge for them. Parents are given information about additional music tuition at the start of each academic year.



2.6 **Residential visits**

Parents are asked to cover those costs of residential trips arranged during school time not met from school funds. We endeavour to keep these charges to the absolute minimum.

3 Lettings

Hiring rates legislation requires that any costs of hiring premises which are charged to the school's delegated budget must be repaid to that budget from income received, for example costs of electricity, heating and payments to members of staff, before allocating income to anything else. The surplus will be available for use by the Headteacher in consultation with the governors.

4 Procedure

Potential hirers will be given a hire of premises letter (Appendix 1), Conditions of hire (Appendix 2) and Application for hire of premises (Appendix 3).

- 4.1 In addition to the hire charge, a security deposit of £250 will be required to cover any damage, extra cleaning or additional expense that may be incurred by the school in relation to the let. This is refundable if not required and is at the discretion of the Headteacher.
- 4.2 Bookings and payment of all fees must be made at least 14 days in advance through the school office. Bookings will not be confirmed until payment has been received.
 - On receipt of payment, hirers will be given a receipt and a contract of hire (Appendix 4).
- 4.3 The school's administrator will account all monies in connection with school lettings. She will co-ordinate all correspondence and maintain all records required for lettings.
- 4.4 A diary of all lettings, including polling days, shall be kept by the Headteacher and Site Manager.

5 Hire Periods and Charges

5.1 **3.30 – 6.00pm**

The Headteacher may enter into an agreement to let: the school premises (hall, kitchen and main playground) by arrangement, to any group or organisation whose activities are considered suitable. Priority shall be given to groups whose activities will benefit the children of the School.

5.2 **After 6.00pm**

The Headteacher will have the authority to enter into agreements to let school premises (hall, kitchen and main playground) between 6.00pm and 11pm Monday to Friday and between 9.00am and 11.00pm on Saturdays, Sundays and Bank Holidays. Any agreement to let must take into account the nature of the activity proposed.

5.3 There are four distinct periods when the school premises are available for hire and the charges for each are as follows:

a. Monday – Friday	3.30pm – 6pm	£30 per hour
b. Monday – Friday	6pm – 11pm	£30 per hour
c. Saturdays	9am – 11pm	£35 per hour
d. Sundays and Bank Holidays	9am – 11pm	£40 per hour



- 5.4 The kitchen can be hired with the main hall for a single fee of £20.00 (for cold preparations) or £30.00 (for hot preparations) for the duration of the hire period. If the kitchen is to be used, the Head of Kitchen must be informed.
- 5.5 The Headteacher retains an absolute discretion as to whether or not any other school equipment (such as stage lighting or the piano) shall be included in the let, and if so on what terms. Any let which includes the hire of such equipment may also be subject to an additional or greater deposit.
- 5.6 The Headteacher or Administrator shall advise the proposed hirer of the cost of the let and that additional costs will be payable if the premises are damaged or not restored to the condition in which they were originally let. Such damage or additional cost will be deducted from the deposit in the first instance, with any additional sum being notified to the hirer and payable within 7 days of such notification.
- 5.7 The Headteacher is required to report on all lettings to the Site Manager.

6 Insurance

An insurance premium will be charged for any lettings out of school hours. Payment in respect of the insurance cost must be made not less than 7 clear days before the let takes place to enable appropriate arrangements to be made. This amount is not refundable if for whatever reason the let does not proceed. The cost per letting will be £5.

- 6.1 The Headteacher will review any changes in the insurance policy schedule annually and amend this policy as appropriate.

7 Licences

A copy of any license permissions eg: alcohol licence, must be given to the school's Administrator and kept in the office.

8 Unsuitable Lets

The Governing Body will retain an absolute discretion to determine what is an unsuitable let. In all instances, the decision as to suitability will rest with the Governing Body.

- 8.1 The Headteacher is authorised to make day-to-day decisions on behalf of the Governing Body and may seek advice from the Chair of Governors and/or the Resources committee about any aspects of implementing this policy.

9 Cases of Disorder

If a member of the hire party is deemed to be under the influence of drugs or exhibiting drunken behaviour or is verbally or physically aggressive, they will be asked to leave the premises by the Site Manager. If they refuse, the police will be involved.



10 Site Manager

The Site Manager should be informed of all lettings, whether or not he will be on duty for the letting.

- 10.1 If the Site Manager is not on duty, the person responsible for supervising the letting must know the procedures to be followed in the event of an emergency, eg. the whereabouts of first aid supplies, emergency telephone, fire extinguishers and emergency exits. He/she must also know the procedure for reporting any damage to property or premises and ensure that a report is submitted.
- 10.2 Where the Headteacher or Deputy Headteacher attends governor or PSA meetings or small social events, they may, if they wish to, dispense with the Site Manager's presence, thereby avoiding such costs.

11 Security and Keys

The Head and Chair of the Governing Body should agree on who may hold the keys to the premises.

- 11.1 The LA, Police, Fire and Security Services should hold the names, addresses and telephone numbers of the key holders. It is important that the correct procedures are followed or any claim on insurance could be jeopardised.
- 11.2 Anyone (governors, Headteacher or staff) going on the premises outside school hours should notify the Site Manager.

12 Use of Premises for Parliamentary, Local and European Elections

The Returning Office may use any part or all of a voluntary controlled school for the purpose of the election. The candidates in such elections are entitled to use 'free of charge', at reasonable times, a suitable room in the school for public meetings.

- 'Free of charge' means that the school cannot make a 'hiring' charge for this use of the premises. However, any expenses incurred in preparing, heating, lighting, cleaning the rooms or care taking costs, are met either by the Returning Officer or the candidate, as appropriate.

13 Emergency Procedures

The Site Manager will draw up an emergency plan for each letting and ensure that the organiser knows the location of the fire extinguishers, exits and muster points before the event takes place.

14 Site Capacities

Governors have a legal responsibility to comply with the maximum figure allowed under health and safety requirements for their premises.

- 14.1 The hirer must provide the Administrator with an estimate of the number of people expected. If more than 200 people are on site an additional second member of staff must be present.



15 Review

The Resources committee will review this policy every two years or sooner if the need arises.

Date of policy: **OCTOBER 2016**

Policy ratified:..... (Signature) (Date)

Review due: **OCTOBER 2018**

Date

Name and address

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Albany Road
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T: 020 8340 2352

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T (Nursery): 020 8341 6703

E: admin@staidansprimaryschool.org.uk

Headteacher: Anne Eтчells



Dear

Thank you for your enquiry about hiring premises at the school. Enclosed is:

- an application form that you should complete and return to the above address;
- the Health & Safety Policy;
- the Conditions of Hire.

Please read these carefully as they set out the user's and hirer's responsibilities.

HIRE COSTS (main hall or playground):

Monday – Friday	3.30pm – 6pm	£30 per hour
Monday – Friday	6pm – 11pm	£30 per hour
Saturdays	9am – 11pm	£35 per hour
Sundays and Bank Holidays	9am – 11pm	£40 per hour

The kitchen can be hired with the main hall for a single fee of £20.00 (for cold preparations) or £30.00 (for hot preparations) for the duration of the hire period.

If you wish to use any of the school equipment as part of the let, please advise us as to the proposed use and the identity and qualification of the person who will take responsibility for the equipment. We will consider whether the equipment can be included in the let and will advise you of the extra cost, if any, this would incur.

The school will effect a Hirer's Policy and an insurance premium of £5.00 per session (depending on the activity) will be charged. In addition, if you have your own insurance, a copy of the document should be provided. A 'let' cannot go ahead until we have received the completed form and issued you a Letter of Offer.

Bookings and payment of all fees must be made at least 14 days in advance through the school office. Cheques should be made payable to St. Aidan's School LBH. The security deposit is £250.

Please note that you are responsible for restoring the building to the standard in which you found it.

Please contact me on the above telephone number if you have any queries.

Yours sincerely,

Louisa Mildwater
School Administrator



Deputy Headteacher: Tessa Padel

Visit us at: www.staidansprimaryschool.org.uk



Conditions of Hire

Emergency contact numbers

The hirer must provide the site with 2 emergency contact numbers.

Insurance

The hirer must accept the Insurance provided by the school. The premium for this is non-refundable.

Health and Safety

The hirer is responsible for ensuring that all people using the school premises during the hire period are aware of exits and that hirer's staff know the location of fire fighting equipment. No exits or corridors may be blocked or fire-fighting equipment removed.

Alcohol

Alcohol may not be consumed on the school premises without permission of the Governors.

Licences and Copyright

The hirer is responsible for obtaining all necessary licences and copyright consents. The Governors are entitled to require proof of a licence and copyright consent 48 hours before the hiring.

Licences are required by the local authority and are usually required for:

- Any function at which alcohol is sold;
- An entertainment advertised to the general public, whether on payment or otherwise.

Licences are not required for:

- Bazaars, jumble sales, car-boot sales, bingo, whist-drives etc where the proceeds are for the school;
- Wedding receptions, private parties.

Copyright consent may be obtained from the Performing Rights Society: 020 7580 5544.

Limited Car Parking

Parking requirements to be discussed with Site Manager prior to agreeing the booking.

Smoking

Smoking is not permitted anywhere on the school site.

Payment

All fees, including insurance premium and deposit, to be paid at least 14 days in advance.



Block bookings: payment to be made on invoice at the beginning of each term with full payment required by the half-term.

Fixtures and Fittings

No fixtures or fittings or other objects shall be driven into the fabric or furnishings, or affixed to them without the prior written agreement of the Governors.

Use of Furniture and Equipment

The movement of school furniture and equipment from room to room is not permitted, unless previously agreed in writing with the Governors. The use of all equipment and apparatus is subject to the prior written agreement of the Governors.

Hirer's Apparatus and Equipment

The hirer shall obtain the Governors' written agreement to the bringing onto the school premises of any apparatus or equipment. The hirer shall ensure that such apparatus or equipment is removed within such time as the Governors may allow. Any property not so removed may be removed by the Governors at the hirer's risk. The cost of such removal, together with any storage charges incurred by the Governors, shall be recoverable from the hirer.

Liability

The Governors shall not be liable for any loss or damage caused to the hirer or to any other person as a result of:

- Any failure or defect or want of repair in any of the fixtures, fittings, furniture, equipment or appliances belonging to the school or LA at the school; or
- Any failure or interruption in the supply of water, gas or electricity to the accommodation; or any defect or want or repair in the premises or in the means of access to the premises; or
- Any theft or malicious or accidental damage to or loss of any property of any person taken or left at the premises.

Numbers

The hirer must provide the Administrator with an estimate of the number of people expected.

Behaviour

The hirer is responsible for ensuring good order is maintained throughout the period of hire.

Advertisements

No advertisements, emblems or slogans shall be displayed outside the school premises without the prior written permission of the governors.

The hirer shall remove from inside the premises any advertisement, emblem or slogan if, in the opinion of the Governors, it is unlawful, unseemly, likely to lead to a disturbance or expose the premises to undue risk of fire.



Right of Entry

The Governors, the Headteacher, Leadership Team and others appointed by the Governors, shall have right of entry to the premises at any time during the hiring.

Reporting Damage

Any damage to the premises or its contents by the hirer must be reported on the day of hire to the Site Manager or person from the school supervising the letting. This must be followed by a written report on the damage caused.

Condition of Premises

The hirer is responsible for leaving the premises in the same condition as they were before the hire and for ensuring that everything is clean and tidy.

Cancellation

Occasional bookings: the hirer to give at least 10 days notice of a cancellation.

Block bookings (of a term or longer): at least two months' notice of cancellation to be given by the hirer or Governors.

In the event of the hiring being cancelled with undue notice, the Governors shall be under no liability to refund any payment made for hiring or to compensate the hirer or any other person for any loss or damage sustained in consequence of the cancellation.

Guidelines for Children's After-school Activities Hirings

- There should be a minimum of two responsible adults present at a ratio of one adult to 10 children.
- The children should not be left unsupervised at any time.
- The children must all be collected at the end of the session. If any parents or carers are late in collecting their children it is the responsibility of the leader of the session to contact them. If this is not possible they must contact a member of the school staff.
- No child should be left in school unaccompanied.
- An arrangement for collection must be made.
- Only the areas requested in the application form are to be used during the let.

Failure to abide by Conditions

If, during the period of hiring, any authorised member of staff who may be present is of the opinion that any of these conditions have not been complied with or that disorder, damage to property or an illegal act has taken place or is threatened, that person may summarily terminate the hiring by oral notice to the hirer, or (in his/her absence) to any other person or persons apparently in control of the proceedings, whereupon the premises shall be vacated forthwith. The police will be immediately notified if there has been a serious breach.

Additional Conditions

The Governors reserve the right to impose additional conditions to those described above as and when they consider it appropriate to do so.

APPLICATION FOR HIRE OF PREMISES

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Headteacher: Anne Etechells



Name of hirer: _____

Address: _____

Telephone: Home _____ Work _____ Mobile _____

Venue: main hall / kitchen / playground (delete as appropriate)

Date of hire: _____

Time of hire: from _____ to _____ number of hours _____

Emergency telephone numbers:

Name _____ Tel no. _____

Name _____ Tel no. _____

I have read and understand the Health & Safety Policy and accept full responsibility for the health and safety of those using the premises during the hire period.

Signed _____ Date _____



Deputy Headteacher: Tessa Padel

Visit us at: www.staidansprimaryschool.org.uk

CONTRACT OF HIRE

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Headteacher: Anne Eтчells



Dear _____

This is to confirm that we have agreed to hire out the following facility / facilities:

School hall

Kitchen (cold preparation)

Kitchen (hot preparation)

Playground (delete as appropriate)

Date of hire: _____

Time of hire: from _____ to _____ number of hours _____

We have received the hire charges payment of £ _____ (inclusive of £5 non-refundable insurance premium) together with your deposit of £250, which is returnable if no damage or extra cleaning is required.

Please report to the Site Manager 30 minutes prior to the time of hire in order to familiarise yourself with the school grounds.

Yours sincerely,

Anne Eтчells
Headteacher