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**FOREST PARK PRIMARY SCHOOL**

**CHARGES AND REMISSIONS POLICY**  
**(INCORPORATING THE**  
**LETTINGS POLICY)**

<b>Review date</b>	<b><u>Reviewed by the</u></b> <b><u>Finance committee</u></b>	<b>24<sup>th</sup> May 2018</b>
<b>Next Review Date</b>		<b>March 2019</b>

Forest Park Primary Foundation Trust Governing Body is required by law to publish a policy on charging for school activities. The Education Act 1996 establishes the basic principle that the education provided by any maintained school for its registered pupils should be free of charge. This basic underlying principle requires that there should be no school admission charge and no charge for any related activity which takes place during school time. Exceptions to this general statement are as follows.

- ❖ Individual tuition in playing a musical instrument may be charged for provided that it is not part of the National Curriculum.
- ❖ The present policy is to continue to offer without charge group tuition (e.g. brass instruments) during the school day.
- ❖ Where parents have indicated that they wish to have the finished product from a particular lesson e.g. pottery work etc. no charges are made for the materials at present
- ❖ The Before School Breakfast club charges are 50p. This includes entrance to the club and breakfast consisting of cereal/and/or toast and a drink subsidised from Pupil Premium for those who need it.
- ❖ Optional visits or activities occurring outside of school hours may be charged for in full.

**As of 1<sup>st</sup> April 2018, the Governing Body have agreed to continue to subsidise the cost of a school lunch. The price to all pupils will be set at £2.00 for the 2018/2019 financial year.**

Within the Education Act it is possible for schools to ask for voluntary contributions from parents. The Governing Body has therefore approved the following:

- Voluntary contributions can be invited from parents towards the cost of the school activities which are related to the life and work of the school. Such contributions will be genuinely voluntary and no child whose parents feel unable to contribute will be treated differently from the rest.
- Parents not wishing to make a voluntary contribution in whole or part, but wishing their child to be included, must make the fact known directly to the Headteacher or Head of Support Services, who will treat any such approach in strictest confidence.
- School visits and activities will be planned in advance and, if sought, voluntary contributions will usually be invited through individual letters to parents. The letter, asking for support, will outline the proposed visit, cost, educational value and its relationship to the school curriculum.
- If insufficient voluntary contributions are received and the trip is considered by the Headteacher to not be financially viable, then it will be cancelled and any monies received will be returned.

Within the school disciplinary code compulsory charges may be made by the school for:

- replacement of broken windows or fittings, defaced or damaged text books or any other
- damage or loss occurring as a result of pupils' bad behaviour. The school is empowered to recover this loss and resultant costs as a civil debt.

Unpaid charges legally recoverable will also be recouped, together with resultant costs, as a civil debt. Any amendments to this policy will be made if and when necessary.

# **FOREST PARK PRIMARY SCHOOL**

## **LETTINGS POLICY**

### **Introduction**

The Governing Body regards the school buildings and grounds as a community asset and will make every reasonable effort to enable them to be used as much as possible. However, the overriding aim of the Governing Body is to support the school in providing the best possible education for its pupils, and any lettings of the premises to outside organisations will be considered with this in mind.

A charge will be levied to meet the additional costs incurred by the school in respect of any lettings of the premises.

### **Definition of a Letting**

A letting may be defined as *“any use of the school premises (buildings and grounds) by either a community group (such as a local music group or football team), or a commercial organisation (such as the local branch of ‘Weight Watchers’)”*. A letting must not interfere with the primary activity of the school, which is to provide a high standard of education for all its pupils.

Use of the premises for activities such as staff meetings, parents’ meetings, Governing Body meetings and extra-curricular activities of pupils supervised by school staff, fall within the corporate life of the school. Costs arising from these uses are therefore a legitimate charge against the school’s delegated budget.

### **Administrative Process**

Organisations seeking to hire the school premises should approach the Head of Support Services who will identify their requirements and clarify the facilities available. A School Letting Request Form should be completed at this stage. The Governing Body has the right to refuse an application, and no letting should be regarded as “booked” until approval has been given in writing. No public announcement of any activity or function taking place should be made by the organisation concerned until the booking has been formally confirmed.

Once a letting has been approved, a letter of confirmation will be sent to the hirer, setting out full details of the letting and enclosing a copy of the terms and conditions and the Hire Agreement. The letting should not take place until the signed agreement has been returned to the school. The person applying to hire the premises will be invoiced for the cost of the letting, in accordance with the Governing Body’s current scale of charges

The hirer should be a named individual and the agreement should be in their name, giving their permanent private address. This avoids any slight risk that the letting might be held to be a business tenancy, which would give the hirer security of tenure.

**The school reserves the right to cancel any booking where it is suspected that an unlawful or extremist background will be represented also the hirer will not issue any pamphlets / promotional materials during the let to support any unlawful or extremist cause.**

## **TERMS AND CONDITIONS**

### **FOR THE HIRE OF THE SCHOOL PREMISES**

All terms and conditions set out below must be adhered to. The “Hirer” shall be the person making the application for a letting, and this person will be personally responsible for payment of all fees or other sums due in respect of the letting.

#### **Status of the Hirer**

Lettings will not be made to persons under the age of 18, or to any organisation or group with an unlawful or extremist background. The hire agreement is personal to the hirer only, and nothing in it is intended to have the effect of giving exclusive possession of any part of the school to them or of creating any tenancy between the school and the hirer.

Persons may have to undergo, at the discretion of the Governing Body, a criminal record check via the Disclosure and Barring Service (DBS). If a particular letting involves contact with the school’s pupils, or any other children, all personnel involved must undergo a DBS check, in accordance with DFE guidance. These checks must be made by prior arrangement with the Head of Support Services, with at least half a term's notice in advance to ensure that the checks can be carried out in time. Charges for the DBS check will be met by the hirer.

Any adults working with the school’s pupils (for example, at an after school sports club) must be appropriately qualified. Sports coaches must follow the Local Authority’s guidelines for working in schools.

#### **Priority of Use**

The Headteacher will resolve conflicting requests for the use of the premises, with priority at all times being given to school functions.

#### **Attendance**

The Hirer shall ensure that the number of persons using the premises does not exceed that for which the application was made and approval given.

#### **Public Safety**

The Hirer shall be responsible for the prevention of overcrowding (such as would endanger public safety), and for keeping clear all gangways, passages and exits. The Hirer shall be responsible for providing adequate supervision to maintain order and good conduct, and - where applicable - the Hirer must adhere to the correct adult/pupil ratios at all times.

## **Own Risk**

It is the Hirer's responsibility to ensure that all those attending are made aware of the fact that they do so in all respects at their own risk.

## **Damage, Loss or Injury**

The hirer will be responsible for ensuring that they have the relevant insurance policies including public liability insurance. Relevant insurance documents must be attached to the application.

**Neither the school, nor the Local Authority, will be responsible for any injury to persons or damage to property arising out of the letting of the premises.**

## **Furniture and Fittings**

Furniture and fittings shall not be removed from the premises or interfered with in any way. No fittings or decorating of any kind necessitating drilling, or the fixing of nails or screws into fixtures which are part of the school fabric, are permitted. In the event of any damage to premises or property arising from the letting, the Hirer shall pay the cost of any reparation required.

The hirer can pre determine the layout prior to the hire on the application form. If the hirer needs to move any furniture or equipment during the letting period, he/she must ensure adherence to manual handling regulations and the hirer does so at their own risk.

The use of staples on any surfaces is prohibited, unless permission is gained prior to the letting. In the event that permission is obtained, all staples must be fully removed at the end of the session.

In the event of long term room hire, any adjustments to the fixtures and fittings must be agreed by the Governing Body prior to adjustments being made. Charges for such are not covered by the lettings charges and must be paid in full by the hirer.

## **School Equipment**

Responsible adults must supervise the use of any equipment which is issued and ensure its safe return. The Hirer is liable for any damage, loss or theft of school equipment they are using, and for the equipment's safe and appropriate use.

## **Electrical Equipment**

Any electrical equipment brought by the Hirer onto the school site **MUST** comply with the Local Authority's code of practice for portable electrical appliance equipment. Equipment must either have a certificate of safety from a qualified electrical engineer or be inspected by the Local Authority. The intention to use any electrical equipment must be notified on the application.

## **Car Parking Facilities**

Subject to availability, these may be used by the Hirer and other adults involved in the letting.

## **Toilet Facilities**

Access to the school's toilet facilities is included as part of the hire arrangements.

## **First Aid Facilities**

There is no legal requirement for the school to provide first aid facilities for the Hirer. It is the Hirer's responsibility to make their own arrangements, such as the provision of first aid training for supervising personnel, and the provision of a first aid kit, particularly in the case of sports lettings. Use of the schools resources is not available.

## **Fire Regulations**

The person responsible for the security of the premises before, during and after the hire will explain the fire procedures to the hirer. The advice will specifically relate to emergency evacuation procedures, fire alarm points and fire fighting equipment, assembly points and roll call of personnel, location of telephone and how to summon the Fire Brigade and emergency services. A written copy of fire evacuation procedures will be issued to hirers

## **Food and Drink**

No food or drink may be prepared or consumed on the property without the direct permission of the Governing Body, in line with current food hygiene regulations. All litter must be placed in the bins provided.

## **Intoxicating Liquor**

No intoxicants shall be brought on to or consumed on the premises.

## **Smoking**

It is legal requirement that the whole of the school premises is a non-smoking area, and smoking is not permitted in the school or on any part of the school grounds.

## **Copyright or Performing Rights**

The Hirer shall not, during the occupancy of the premises, infringe any subsisting copyright or performing right, and shall indemnify the Local Authority against all sums of money which the LA may have to pay by reason of an infringement of copyright or performing right occurring during the period of hire covered by this agreement.

## **Sub-letting**

The Hirer shall not sub-let the premises to another person.

## **Charges**

Hire charges are reviewed annually and the current charge is set out in the Lettings Request Form.

## **Variation of Scales of Charges and Cancellations**

The Hirer acknowledges that the charges given may be increased from time to time (they will be reviewed by the Governing Body on an annual basis) and that the letting may be cancelled, provided that in each circumstance at least 28 days notice either way is given. It is the Hirer's responsibility to notify parents/attendees in writing (where appropriate) of any changes in dates or venues at least a week in advance.

### **Security**

During the letting it may not always be possible to ensure on-site supervision by a key-holder. Hirers will be given a contact telephone number which they may use should assistance be required. The Site Supervisor will be responsible for securing the site after the letting.

### **Right of Access**

The Governing Body reserves the right of access to the premises during any letting. The Headteacher or members of the Governing Body from the Premises and Safety Committee may monitor activities from time to time.

### **Conclusion of the Letting**

The Hirer shall, at the end of the hire period, leave the accommodation in a reasonably tidy condition, all equipment being returned to the correct place of storage. If this condition is not adhered to, an additional cost may be charged.

### **Vacation of Premises**

The Hirer shall ensure that the premises are vacated promptly at the end of the letting. The Hirer is responsible for supervising any children taking part in an activity until they are collected by a responsible adult. In the event of an emergency, occupants must leave the school by the nearest exit and assemble on *the main school playground*. The Hirer must have immediate access to participants' emergency contact details, and **must** use their mobile telephone in the event of an emergency. Hirers are responsible for familiarising themselves with emergency exits and must ensure that participants are aware of evacuation procedures.

### **Promotional Literature/Newsletters**

A draft copy of any information to be distributed to participants or through the school must be sanctioned by the Headteacher a week prior to distribution by the Hirer.

## **Conditions of Use**

**(To be printed on reverse of School Lettings Request Form)**

**The school reserves the right to cancel any booking where it is suspected that an unlawful or extremist background will be represented also the hirer will not issue any pamphlets / promotional materials during the let to support any unlawful or extremist cause.**

- 1. Application for a letting does not necessarily guarantee acceptance. All applications will be confirmed, or otherwise, by the Headteacher or Head of Support Services.**
- 2. Organisations will be required to pay the letting charge if the premises are opened for the letting even if the letting does not take place.**
- 3. The School reserves the right to cancel or amend this letting in the event of the premises subsequently being required for school activities. In this event as much notice as possible will be given but the school will not be under any obligation to offer alternative accommodation.**
- 4. The letting must be correctly supervised by the Hirers who will undertake to pay for any damage caused by their use of the premises and are responsible for their own third party liability cover.**
- 5. Multiple Lettings: All accounts are payable within 30 days from the date of the account. The school reserves the right to refuse the hirer subsequent admission to the premises if any account remains unpaid after this period.**
- 6. Single Lettings: Payment for single lettings must be made to the school before the commencement of the letting.**
- 7. If a letting over-runs the time booked, an additional charge will be made.**
- 8. The school reserves the right to amend the charges giving 5 days notice.**
- 9. The hirer must make him/herself fully conversant with the fire drill for the premises and the position of appliances and emergency exits. He/she must also keep a register of members for Health and Safety reasons. In the event of an evacuation of the building the hirer is responsible for informing the site supervisor/janitor that all group members have been evacuated safely.**
- 10. Prior agreement must be made if you intend to leave any items on the school premises. School cannot be held responsible for loss or damage to any items belonging to the hirer which have been left on site.**
- 11. Once completed the School Letting Request Form should be returned to Head of Support Services, Forest Park Primary School, Woodall Street, Hanley, Stoke-on-Trent, ST1 5ED or emailed to [admin@forestpark.org.uk](mailto:admin@forestpark.org.uk)**
- 12. Failure to comply with the Conditions of Use may result in a letting being cancelled and may jeopardise any future application.**

**This policy will be reviewed every year or in the light of changes.**

**Next Review date March 2019.**

**APPLICATION FOR LETTING**

**NAME OF SCHOOL:** \_\_\_\_\_

Dear Headteacher/Head of Support Services

I wish to make application for the use of facilities at your school for the following purposes:

Details of Letting \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

Duration of Letting \_\_\_\_\_

Facilities Required \_\_\_\_\_

I agree to abide by the conditions of letting specified on the attached sheet.

Yours sincerely

Signed \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Official position, if applicable \_\_\_\_\_

Date \_\_\_\_\_

**FOREST PARK PRIMARY SCHOOL  
APPLICATION FOR THE HIRE OF FACILITIES**

Company.....

Contact Name.....

Address.....

.....

Room required.....

Room layout requirements (e.g. no of tables and chairs etc.).....

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State purpose.....

.....

Date required.....

Time required from..... to.....

Telephone ..... Fax ..... Email .....

Number of delegates attending .....

Equipment specifications (eg Interactive white board, IT facilities including number of computer terminals, OHP, flip chart, TV/Video)

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Catering Requirements (eg sandwiches, buffet, vegetarian options - to be confirmed five working days in advance)

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**I hereby agree to hire and use** the rooms/facilities/equipment in accordance with the School's regulations and charges and agree with the terms and conditions and the scale of charges in force for the time being at a rate of

£.....20.00 per hour (Monday – Friday)...Separate charges in operation for kitchen accessibility and use.

(Saturday and Sunday - price on individual basis dependant on requirements)

I have read, understand and will observe and fulfil all the Conditions referred to overleaf and I fully understand the position concerning Insurance.

**Signature** ..... **Date** .....

The account in respect of payment for the hire of the facilities/equipment specified should be forwarded to Mrs M. Colclough, Head of Support Services

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