

HAWKESBURY CE VC PRIMARY SCHOOL



LETTINGS POLICY

INTRODUCTION

The Governors see the school premises as another welcoming venue in the village and will make every reasonable effort to enable the community to use it as much as possible. However, the Governors recognise that the main use is as a school to provide a high standard of education for all its pupils, and any lettings of the premises to outside organisations will be considered with this in mind.

The schools delegated budget will not be used to subsidise any lettings by community or commercial organisations. A charge will be made in respect of any lettings of the premises and reimbursed to the schools budget. Any profit will be used to the educational advantage of the pupils of Hawkesbury CE VC Primary School.

CHARGES FOR A LETTING

The Governing Body is responsible for setting charges for the letting of the school premises. A charge will be levied which covers the following:

- Costs of services (heating and lighting)
- Cost of staffing (caretaking and cleaning)
- Cost of Administration
- Cost of 'wear and tear'
- Cost of use of school equipment (where appropriate)

The specific charge levied will be reviewed annually, during the spring term, by the Finance and Personnel Committee for implementation from the beginning of the next academic year, with effect from 1st September 2013.

Charges from 1st September 2017 are:
£16.00 for first 2 hours during weekdays.
£21.00 for first 2 hours at weekends.
£7.00 per hour for subsequent hours.

After School Club: 2.30pm – 6.00pm Monday – Thursday £15.00 per session.

Parent Teacher Association events: Free

Use equipment such as, floor mats, music system, overhead projector, cups/cutlery will be charged an additional £5 per session (plus VAT).

VAT

In general, the letting of the premises for non-sporting activities is exempt from VAT, whereas sports lettings are subject to VAT (although there are exemptions under certain circumstances). For specific lettings, clarification will be sought from South Gloucestershire Council Finance Department. Charges for use of equipment are subject to VAT.

MANAGEMENT AND ADMINISTRATION OF LETTINGS

The Headteacher is responsible for the management of lettings, in accordance with the Governing Body's policy. Where appropriate, the Headteacher may delegate all or part of the responsibility to other members of staff, whilst still retaining overall responsibility for the lettings process.

If the Headteacher has any concerns about whether a particular request for a letting is appropriate or not, he will consult with the Chair of the Finance and Personnel Committee who is empowered to determine the issue on behalf of the Governors.

THE ADMINISTRATIVE PROCESS

Organisations and individuals seeking to hire the school premises should approach the Headteacher or School Business Manager, who will identify their requirements, clarify the facilities available and approve the letting.

Once a letting has been approved, a completed Hire Agreement form will be sent to the hirer by the school, setting out full details of the letting and enclosing a copy of the terms and conditions and evacuation procedure.

The letting should not take place until the signed Hire Agreement form 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, and payment shall be made in advance.

All lettings fees, which are received by the school, will be paid through the CIVICA accounting system into the schools delegated budget account.

PUBLIC LIABILITY INSURANCE

All hirers will be required to have Public Liability Insurance with a minimum limit of £5,000,000 and will be requested to provide information on the Hire Agreement form. If the

hirer does not have public liability insurance the school can arrange and charge for a policy to cover a letting, through South Gloucestershire Insurance Manager, if reasonable notice is given.

POLICY REVIEW PROCEDURE

The Lettings Policy will be reviewed annually.

Agreed at the Governors Finance and Personnel meeting 2nd May 2017, agenda Item 9

Signed: Chair of Finance and Personnel
Committee

Review Date: May 2018