

# ST. PETER'S C of E PRIMARY SCHOOL Gringley-on-the-Hill



## LETTINGS POLICY

This policy has been formulated to meet the requirements of the Equality Act 2010.

**Date: Spring 2021**

**Next review: Spring 2025**

The Governing Body will determine the charging policy for lettings and the supply of other goods and services. This will determine the rates of hire in place and will be reviewed on an annual basis. The Governing Body has the discretion to deviate from the scale of charges, due to special circumstances. All lettings must be in accordance with the school's Christian ethos as outlined in the Mission Statement at the head of this policy.

## **St. Peter's Mission Statement**

Our mission is to provide a stimulating and caring Christian environment in which children are encouraged and nurtured to achieve their full potential.

The Local Authority's Insurance Dept must be notified of all lettings prior to their agreement so that they can advise on whether the school's NCC Public Liability Insurance covers the event or whether the hirer must provide evidence of their own Public Liability Insurance.

Any damage caused must be claimed from a hirer's Public Liability insurance where that is required to be held for the purpose of the letting.

Any person or persons that hire the School Hall, Kitchen or Classrooms must make sure that all occupants of the building are aware of the fire exits and the Health & Safety procedures before any session commences.

They must also ensure that the premises are left in the good condition in which they were found at the beginning of the session.

Special consideration must be given to the good relationship the school has with its neighbours, especially in the areas of noise and considerate parking.

If any damage occurs on the premises through wilful neglect, then the hirer will be given the bill for the cost and repair of the item(s).

The following will pay no fee when using the premises:

- St. Peter's Parent Teacher Friends Association (PTFA)
- St. Peter's Governing Body

All lettings will be authorised by the Head Teacher in accordance with the charging policy agreed by the Governing Body. The completion of an 'Application for use of Premises Form CC.110' will be required in all cases. This form will detail the income due to school.

The Office Manager is responsible for ensuring that the responsibility for authorising sums due to the school is separated from the responsibility for collecting and banking such sums.

Invoices will be issued promptly by the Office Manager following the delivery of the service. This period of time will not exceed 30 days. Wherever possible, income should be collected in advance of the letting or service taking place.

Official, pre-numbered receipts will be issued for all income collected from external sources by the Office Manager. These will be traceable to the record of the banking. All monies will be paid into the relevant bank account 'Nottinghamshire County Council – St. Peter's CE Primary School' promptly and in full.

The Governing Body does not permit the encashment of personal cheques from income collections or the use of income collections to make payments.

The Office Manager is responsible for ensuring that monthly reconciliation takes place between the income collected and the sums deposited at the bank. This reconciliation is fully documented and available for inspection when required.

## Scale of Charges

In order to cover the costs involved such as the administration of the service, heating, lighting and cleaning the following table of charges has been agreed. All lettings are attended by the Caretaker for the opening and locking up of the school. All charges must be paid prior to the letting taking place.

Time of Hire	Cleaning Cost Incurred + Administration	Nominal Elec/ Heating per hr	First Hour of Hire	Hrly Cost of Hire thereafter
Hire Mon-Fri	£10	£3	£25	£12
Hire Weekend	£10	£3	£35	£18

All lettings must be concluded by 10pm.

## Field Letting Only

Mon-Fri £25 first hour of hire, then £5 hourly cost of hire thereafter

Weekends £30 first hour of hire, then £10 hourly cost of hire thereafter.

If the hall, kitchen or classrooms are needed then the scale of charges is the same as those set out in the table above.