



Charging Policy

Policy Version			
Date	Document Version	Document Revision History	Document Author/Reviser
21/04/16	1		LK
October 2017	1.1		Lee Kaufman

This policy will be reviewed every 12 months in light of local and Government legislation.

The Dunham Trust's Vision, Aims and Ethos

Together we will

Challenge the ordinary
Promote individuality
Be advocates for change

Across our schools we encourage cross-collaboration and the sharing of best practice. We believe that we are able to help our schools and their young people to aspire to, and achieve, success. We are committed to ensuring that every child and young person has a pathway to succeed and that:

- gives the best possible start in life
- equips them with creativity, spirit and confidence
- enables individuals to appreciate life and equip for further learning
- supports the child in becoming a responsible citizen and contribute to the local community
- celebrates the individual

The Dunham Trust aims to contribute positively to the self-improving school-led system in education across this locality. We believe in true collaboration; working in partnership, investing in people and building capacity for long term, sustainable success. There is both the expectation and opportunity for collaboration across individual Trust schools.

The five schools in The Dunham Trust are:

Acre Hall Primary School
Barton Clough Primary School
Elmridge Primary School
The Orchards Special School
Lime Tree Primary Academy

The Dunham Trust is a growing Trust with very clear educational aims and expectations. One of The Trust's primary aims is to transform the schools within The Trust into sustainable learning communities. We want to create a community of good and outstanding schools with the highest aspirations. The skills and expertise that exist within The Trust will ensure that our academies and young people aspire to, and achieve, success. We achieve this through a well-structured School Improvement Programme which is supported by The Trust's two Teaching Schools.



Policy Document for: Lettings

Approved by Resources Sub-Committees: Oct 2017

Due for Review: Sept 18

Philosophy

Provided there is no interruption to school use of the premises, part of the school buildings and grounds may be let to outside bodies after the end of the school day, at weekends and during the holidays, in order to:

- Raise income for The Trust
- Better integrate the schools into the local community
- Familiarise individuals with the schools, who may become pupils or their parents
- Satisfy some of the needs of local individuals, groups and organisations
- Increase the use of facilities that are under used by the schools

Categories of Lettings

It is not envisaged that the use of any school building/premises would be for anything other than community/educational use but The Trust may consider a commercial letting if it were deemed appropriate.

Implementation:

Bookings are made through the school's Finance Officer, as authorised by the Governing Body, **and confirmed in writing by the school ("The Letting Agreement")**. **This agreement should be read with terms already incorporated into The Application Form**

- Prices for longer term lettings are agreed individually and referenced in the Letting Agreement
- School and PTA activities have priority
- Specific charges are set at the time of the agreement
- The VAT liability of the letting is determined at the time of the agreement
- Payment is in advance for single lettings
- Payment is in instalments for a series of lettings that comply with VAT exemption regulations
- The agreement should be updated and reviewed every 12 months. As such, the maximum length of any single letting will be 12 months

A diary is kept covering all school, PTA and outside use of the premises and grounds after school, in evenings, at weekends and in holidays

Users sign an agreement that covers:

- Terms and conditions relating to type of and length of use
- Cancellation
- Damage
- Insurance
- Charging
- Restrictions on use
- Licensing for the sale of alcohol, or public performances
- Parking

Application Procedures

a) Application forms, available from the school, should be submitted to the school's Finance Officer at least two weeks before the first day of the proposed letting. In the case of block bookings, four

weeks' notice should be given. The person signing the application form will be considered to be the hirer. The hirer will be required to return a copy of the completed booking form to the school before a booking can be accepted. The booking acceptance will be confirmed in writing to the hirer. (See Appendix 1 below).

Applications for continuous lettings of more than one month should be at least one month before the proposed start date. (See Appendix 2)

b) All applications will be considered on their merits, taking into consideration the suitability of the activity. The Governing Body reserves the right to:

- refuse applications without giving a reason
- have a representative present at any function
- terminate any activity not properly conducted

c) Letting fees are reviewed annually by the Governing Body. When the letting has been confirmed payment must be made to the school, prior to the use of the premises. In the case of a regular booking, payment will be required at the end of each term.

Conditions of Use:

Security of the Premises

It will be the responsibility of the hirer to ensure that the school premises are secure during the time they are in use.

Use of Facilities

The hirer will be responsible for the proper use of the school facilities (specialist equipment is not generally available e.g. projectors, TV and video equipment, cookers etc., unless special arrangements have been made) and must take all reasonable precautions to ensure that there is no damage to the fabric of the buildings; furniture and fittings, or school equipment. The hirer will be responsible for making good any damage to the premises and property. Any precautions required to ensure the users' safety when using equipment are the responsibility of the hirer. This includes, for example, the provision of information and training in the use of the equipment. In all cases, the hirer must ensure that risks associated with the activity are properly controlled throughout the hire period and that the premises are returned to the control of the school in a clean and satisfactory condition.

All mains powered electrical equipment brought onto the premises must be safe and evidence may be required that it has a valid test and inspection certificate (the certificate should be less than one year old for earthed equipment, or less than 4 years old for double insulated equipment). Lower voltage equipment must also be safe and in good condition.

The hirer must be advised that they cannot rely on the school's risk assessments for any activities carried out during the letting and must complete their own risk assessments, a copy of which must be held by the school

Users should acquaint themselves with the Fire and Safety regulations and procedures relating to the area of the premises in use. These will be clearly displayed in each of the designated areas. It is the responsibility of the hirer to provide first aid equipment and trained personnel. They must also carry out their own fire drills and organise their own fire procedure.

Fire exits must not be blocked or locked, nor should furniture, equipment, or other obstructions be placed in corridors during the hiring.

The hirer must use only that area of the building hired and must observe any instructions given by the school concerning the area available. Any furniture or equipment moved by the hirer should be returned to its original position at the end of each session.

The hirer is responsible for ensuring that good order is kept on the premises and within the immediate environs of the school, and that the premises are left in a clean and tidy condition.

For security reasons, the hirer will not have access to the school telephone. Hirers are urged to consider acquiring a mobile telephone for use in an emergency.

Smoking and/or consumption of alcohol is not permitted anywhere in the school buildings.

Animals, other than Guide Dogs, are not permitted anywhere on the school premises. This is purely on grounds of hygiene.

No combustible materials are to be used within the school, except with the express approval of the Governing Body.

In the event of fire

The hirer will call the Fire Service (if school staff are not present and supporting the activity) All users will evacuate the building via the nearest fire exit and muster at the designated point. Users must not re-enter the building until the 'all clear' has been given. The Fire Service will give this.

Licences

There are a variety of licences that may be required for different types of function. The onus is on the hirer to ensure which are necessary, and must produce documentary evidence before the letting takes place. The hirer will indemnify the school against any action brought about by failure to obtain the necessary licence(s).

Examples of licences that may be required include:

- Theatre licence
- Copyright/Royalty licence
- Cinematography licence
- Alcohol licence
- Gaming licence

Insurance

The hirer will be responsible for ensuring that the group has adequate insurance appropriate to the activities organised.

All organisations wishing to use school premises should have their own public liability insurance to cover them for any services and activities they provide, and must have their own employers' liability insurance if employing staff or volunteers. The original insurance document should be seen and a copy taken by the school and kept on file.

Safeguarding

Hirers must have policies and procedures in place to ensure children's safety and must provide evidence of these to the school as required eg: safeguarding policy, DBS/ISA checks

Cancellations

a) By the hirer. For one off or block bookings (defined as less than one term), cancellations should be made in writing at least 24 hours before the proposed letting, otherwise the hirer will still be liable for the standard charges. In the event of a cancellation being made at the appropriate time, the school will credit the hirer for a free booking the following term, if applicable, or refund the fee if no further bookings are required. For longer term continuous lettings (more than one calendar month), one calendar month notice is required

b) By the School. If the school finds it necessary to cancel a booking, as much notice as possible will be given, generally not less than 24 hours and, where possible, alternative accommodation will be offered. If this is not possible, a refund will be made. The school will accept no liability in respect of commitments incurred by the hirer due to such cancellations. For longer term lettings, one month's notice is required.

Tariffs

Tariffs for single lettings are appended to this document. Longer term lettings will be agreed on an individual basis dependent on nature of the letting and these terms incorporated into the Letting Agreement.

Review

This policy will usually be reviewed every three years

Monitoring and review

The implementation of this policy will be monitored by the Heads of School

Approved and agreed by Resources Sub-committees of the Local Governing Bodies of Acre Hall Primary School, Elmridge Primary School and Lime Tree Primary School

**LETTING APPLICATION
(Appendix 1)**

Please complete this form clearly in block capitals

Name

Address

.....

.....

PostCode

Telephone – Daytime

- Evening Organisation (if any)

..... Facilities Required

..... Nature of

Letting Date(s)

required

Hours Required

(Please allow set up and clear up time)

Fee to be Paid

Date of Application

I certify that I am not less than 18 years of age and accept responsibility for the observance of the Letting Conditions, and that I agree to pay on demand the lettings charge hereby incurred.

I hereby indemnify the Local Governing Body of The Dunham Trust against all claims in respect of injury, loss or damage, (including school property) arising from this letting. In requiring this undertaking The Dunham Trust does not seek to absolve itself from liability as owners / occupiers of the premises.

Signed Date

Name (block capitals please) Cancellations

We require 24 hour's notice for cancellations or the full fee will be charged. We reserve the right to charge an administration fee for cancellations.

For further details please contact the School Office

A confirmation will be sent to you, and you will be invited to discuss the booking in detail to arrange preparation time and any other special requirements.

Office use only	
Day / time:	Facilities required
Price:	
To start:	Signed:
LETTING APPLICATION	

**For long term lettings
(Appendix 2)**

Please complete this form clearly in block capitals

Name.....

Address.....

PostCode

Telephone – Daytime

- Evening Organisation (if any)

..... Facilities Required

..... Nature of

Letting Dates

required (max 12months).....

Hours Required (Please allow set up
and clear up time)

Date of Application

I certify that I am not less than 18 years of age and accept responsibility for the observance of the Letting Conditions, and that I agree to pay on demand the lettings charge hereby incurred.

I hereby indemnify the Local Governing Body of The Dunham Trust against all claims in respect of injury, loss or damage, (including school property) arising from this letting. In requiring this undertaking The Dunham Trust does not seek to absolve itself from liability as owners / occupiers of the premises.

SignedDate

Name (block capitals please) Cancellations

For long term lets (more than one term) we require 6 week's notice for cancellations or the full fee will be charged. We reserve the right to charge an administration fee for cancellations.

For further details please contact the School Office

A confirmation will be sent to you, and you will be invited to discuss the booking in detail to arrange preparation time and any other special requirements.

Day / time: Price: To start:	Office use only Facilities required
--	---

Fee Tariff

**See pricing/ charging summary
(agreed at summer meeting)**