



Peel Park
Primary School
and Nursery

The Path to Success

Peel Park Primary School and Nursery

Charging & Remissions Policy (Including Lettings)

Author: Sharon Longmire

Last Update: January 2023

Approved by Governing Body: 1st February 2023

Review Date: 1st February 2026

Equality Impact Pro-forma

Person responsible for review: Sharon Longmire.	Date of review: January 2023
Groups Considered:	
Race/ethnicity	<input checked="" type="checkbox"/>
Disability	<input checked="" type="checkbox"/>
Gender	<input checked="" type="checkbox"/>
Gender orientation	<input checked="" type="checkbox"/>
Pregnancy/maternity	<input checked="" type="checkbox"/>
Religion	<input checked="" type="checkbox"/>
Sexual orientation	<input checked="" type="checkbox"/>
Age	<input checked="" type="checkbox"/>
Please detail any opportunities offered by this policy to eliminate prohibited conduct, promote equality of opportunity, foster good relations or advance equalities.	
None identified in an equalities context	
Having reviewed the implications of any proposed changes to, or confirmation of, the policy, are there any concerns that it could have a differential impact on any of the groups identified above? Detail any steps that should be taken to minimise or eliminate any negative impact on these groups:	
None identified	

Policy Amendment Summary

Charging and Remissions Policy
Next review date: February 2026

Summary of amendments since policy introduction:

Date:	Amended by:	Details of amendment
17.11.22	Sharon L	Removed HFH provision
		Updated legal framework
		Cost of hire amended with new costs in red
		Removal of debt letters

Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition.

Voluntary contributions

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

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 allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- school day trips;
- musical events.

Residential visits

If the school organises a residential visit in school time or mainly school time we do make a charge to cover the costs of board and lodging, travel and activities. Parents who receive state benefits may apply to the governors for a reduction in costs.

Music tuition

All children study music as part of the normal school curriculum. We do not charge for this.

There may be a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. We make a charge for these lessons if the school is charged by the instrumental music service. We give parents information about additional music tuition at the start of each academic year.

Swimming

The school organises swimming lessons for all children in Year 5. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons.

After School Clubs

The school offers a number of after school clubs. The school staff organise and run these sessions. We may charge for some clubs to cover the cost of e.g ingredients for cookery club, materials for sewing club.

Debt Recovery

The school will actively pursue the collection of monies owed to it. The school will ensure confidentiality and anonymity of the families involved will be preserved at all times.

The school is required to ensure that:

1. All invoices outstanding are accurately recorded and maintained, including the date by which the invoice was paid.
2. There is documentary evidence of all the steps undertaken by the school to recover the debt. This includes recording the dates that invoices and statements were distributed and/or phone calls, text messages and letters that have been sent to the debtors.
 - a. 1st Letter from Office Manager – advising debt to be paid
 - b. 2nd Letter from School Business Manager – reminder giving 10 working days to pay
 - c. 3rd Meeting with Headteacher
 - d. 4th Letter from Debt recovery agency

For all outstanding debts, a final statement (stamped final notice) is issued to all persons liable for the charge. This statement must state “further action will be taken if this account remains outstanding for a period of no more than 10 working days”.

Pursuance of Debt

The Governing Body has agreed:

- The arrangements for debt recovery
- To consider the school undertaking legal action
- To include in the minutes of the Governing Body their approval to pursue any outstanding debt
- That 10 working days is the maximum level for any debt owed to the school to be paid

The school should:

- Give the debtor appropriate notification and time to pay the outstanding debt (within reason)
- Send the debtor a final statement, which states that this is the final notice and further action will be taken
- Notify the Governing Body of any outstanding debts
- Pass on to the debtor, any costs incurred on the recovery of the outstanding debt

Waiving of Debt

- A recommendation to write off a debt can be made when all reasonable avenues to recover the debt have been exhausted, and where it is not cost effective to pursue the debt through legal action.
- The Headteacher can waive or reduce the debt, where it is believed the debtor is experiencing financial hardship, up to £30.
- Any action related to an outstanding debt or the waiving/reducing of a debt should be dealt with confidentially and between the debtor and the Headteacher.
- However a debt over £30 can only be written off by the Governors Resource committee on the recommendation of the Headteacher or delegate.

This policy is reviewed every 3 years and/or when Government Policy changes.

Lettings

Rationale

The Governing Board of Peel Park Primary School & Nursery is committed to the use of the school premises for the benefit of the whole local community. The education of children is the prime purpose of our school. However, we believe education is a lifelong process which should be open and accessible to all. The overriding aim of the Governing Board 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.

Legal Framework

The use of school premises at all times other than during the school day is under the control of the Governing Body. (Education Act 2011).

This lettings policy operates within the framework of the Council's Equal Opportunities Policy. The Sex Discrimination Act 1975, Equality Act 2010, and the Race Relations Act 1976 apply throughout this policy and will be adhered to at all stages of our lettings procedures.

Having regard to our duty under the Race Relations Act 2000 (but without prejudice to our duties under the Representation of the People Act 1983) the Governing Board will not let the school premises to organisations whose purpose is, amongst other things, to encourage racial discrimination and/or disharmony between persons of different racial groups, or are otherwise involved in activities prejudicial to good race relations.

This policy sets out the facilities available, the charges and the responsibilities of the Governors and the users when the school premises are hired.

Definition of a Letting

A letting may be defined as "any use of the school premises (buildings and grounds) by a community group (such as a local football team), a commercial organisation (such as the local branch of 'Weight Watchers) or an individual".

Terms and Conditions of Hire

The school's delegated budget, which is provided for the education of its pupils, will not be used to subsidise any lettings by community or commercial organisations. A charge will be levied to meet the additional costs incurred by the school in respect of any lettings of the premises. As a minimum, the actual cost to the school of any use of the premises by an outside organisation must be reimbursed to the school's budget.

In deciding whether or not to let our premises the Governing Board will also have regard to the likelihood of any damage being caused to the premises, or neighbouring premises, and any nuisance that may arise, as a result of accepting the booking.

In any event, the Governing Board reserves the right to require a reference from a Local Authority or other reputable hirer, before any booking is accepted. The final decision on compliance lies with the Governing Body.

The Governing Board will consider letting to any group able to comply with the terms and conditions outlined in this policy. These terms and conditions will be sent out with all application forms and must be signed by the hirer before a letting takes place. (Appendix 1)

Pre Booking Arrangements

The following conditions must be agreed before a letting can be booked.

1. **Nominated organiser.** The hirer must nominate at least one person who will be on site during the entire period of the actual letting to ensure the terms and conditions of hire are adhered to. This person must make her/himself known to the premises manager or security guard at the start of the letting.
2. **Areas hired.** The hirer must agree to ensure that only the areas hired are used and that food is not taken outside the designated eating areas.
3. **Periods of hire.** The hirer must agree to ensure that the event does not exceed the times booked. Failure to do so will result in a proportion of the refundable deposit being forfeited, the amount to be determined by the school.
4. **Behaviour and Supervision.** Children must be supervised at all times within the building and grounds. The hirer will be responsible for ensuring the good behaviour of all those attending the function, including keeping noise at a reasonable level as determined by on-site staff.
5. **Numbers.** The numbers of people attending at any one time must not exceed the numbers indicated on the booking form and agreed with the school. Failure to comply with this condition will result in the immediate termination of the letting without refund.
6. **Cleaning.** The hirer must leave the areas used, including the school grounds, in a reasonable state of cleanliness. Failure to do so will result in a proportion of the refundable deposit being forfeited, the amount to be determined by the school.
7. **Fire.** The hirer must agree to make her/himself aware of the fire evacuation procedures relating to the area hired and must ensure that all fire exits are kept clear during the letting.
8. **Health and Safety.** The hirer must agree to make her/himself aware of the school's health and safety policy and must not interfere with or misuse anything which is provided in the interests of health, safety or welfare.
9. **First Aid.** The hirer must agree to the provision of a qualified, named first aider who will be present throughout the period of hire. The qualifications of the named first aider must be shown to the premises manager or security guard at the start of the letting period.
10. **School equipment, fabric and fittings.** The hirer must agree that no use may be made of equipment such as pianos without the prior agreement of the school and the hirer must not interfere with the fabric, fittings or contents of the premises in any way.
11. **Hirer's property.** The hirer must agree to obtain permission from the school in advance if the hirer wants to bring electrical equipment onto the premises. These must conform to the Council's health and safety requirements. Hirers may not bring equipment or articles of an inflammable, explosive or dangerous nature onto the premises.
12. **Right of access.** The governing board and its agents reserve the right of access to the premises during the letting.
13. **Public Liability and Accidental Accident Insurance.** The Hirer must provide evidence to the Headteacher of Public Liability Insurance with at least £2 million cover.
14. **Any person/organisation:** MUST have their own Child Protection & Safeguarding Policy in place and the governing board would need to see this before an agreement is reached for the letting.
15. **Own Risk.** It is the hirer's responsibility to ensure that all those attending are made aware that they do so at their own risk.
16. **Accident or Injury.** The Governors do not accept any responsibility for any accident or injury or loss of property that may occur to, or be sustained by, persons using the premises during the period of the letting.
17. **Alcohol.** Alcohol may not be sold or brought on to the premises without the written agreement of the Governors. If permission is given, alcohol may not be sold on the premises without a magistrate's licence. It is the responsibility of the

hirer to obtain and show the licence to the Headteacher in advance of the letting.

18. **Smoking.** Smoking is not allowed anywhere on the premises, including the grounds, in line with Council's No Smoking Policy. Anyone who wishes to smoke must go outside the perimeter fence to do so.
19. **Musical Works and Copyright.** No musical works in the repertoire of the Performing Rights Society may be performed in public on the premises unless the hirer has obtained the permission of the Society. No copyright material may be delivered or performed without the consent of the owner of the copyright. Evidence of compliance must be shown to the Head teacher in advance of the letting.
20. **Public Entertainment.** Film, musical, dancing (including disco) and stage events must all be considered public entertainments unless entrance is restricted to those who are bona fide members of the organisation hiring the premises. If admission is open to all, or if tickets are to be sold at the door or offered to the public, it is the hirer's responsibility to inform the Council's Entertainments Licensing Officer and obtain an Occasional Licence.

Charges

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

- Cost of services (heating and lighting);
- Cost of staffing (additional security, caretaking and cleaning) including "on-costs";
- Cost of administration;
- Cost of "wear and tear";
- Cost of use of school equipment (if applicable);
- Where there are multiple lettings taking place at the same time, the costs for services and staffing will normally be shared between the organisations involved.

Fire Evacuation procedures:

- The main priority is to evacuate the hirer, visitors as quickly and as safely as possible.
- On hearing the fire alarm, the hirer (should the Caretaker/Premises Manager not be on site during the letting) should give the signal to evacuate the building as quickly and safely as possible.
- Children who use the premises need to be taught what to do if they find themselves without adult supervision when the alarm sounds e.g. in the toilet. They must immediately leave the area they are in and walk to the nearest or safest exit and meet the rest of the party in the main body of the playground.
- **Doors must be closed behind you.** Fire doors should close automatically
- If possible, **all windows should be closed.** This should be a normal procedure when leaving the classrooms.
- The lift MUST not be used during any fire evacuation. Disabled children must be taken to the safe holding areas.

All occupants of the building need to know the exit routes and the nearest, safest exit in the event that their exit or stairs are blocked

Management of Lettings

The Headteacher is responsible for the management of lettings. Where appropriate, the Headteacher may delegate all or part of this responsibility to other members of staff, whilst retaining overall responsibility for the lettings process.

If the Headteacher has any concern about whether a particular request for a letting is appropriate or not, they will consult with the **Chair of the finance and hr committee** who is empowered to determine the issue on behalf of the Governing Board. In addition, the Headteacher may consult with the Council regarding any individual letting, and as a result the letting application may be refused.

Administration of Lettings

Organisations and individuals seeking to hire the school premises should approach the School Business Manager who will identify their requirements and clarify the facilities available. A pre letting agreement form (LET 1) must be completed at this stage. The Governing Board has the right to refuse an application (form LET 3), 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 form (LET 2) 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 person applying to hire the premises will be invoiced for the cost of the letting, in accordance with the Governing Board’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. All lettings fees which are received by the school will be paid into the school’s delegated budget, in order to offset the costs of services, staffing etc (which are funded from the school’s delegated budget). Income and expenditure associated with lettings will be regularly monitored to ensure that at least a “break even” situation is being achieved.

The Governing Board of Peel Park require any person who is working directly with children to have a DBS, and have received Child Protection and Safeguarding training (evidence will be required). If the organisation or individual named does not have a DBS, school will arrange for this to be completed and an invoice will be raised to the individual or organisation for the cost.

Scale of Charges

In arriving at their scale of charges the governors have followed the following principles :-

- (i) that overall the cost of letting school facilities will be recovered from users;
- (ii) that a community group will be charged at a rate to recover the cost to the school;
- (iii) that private users will be charged on a cost plus an income margin for the school ;
- (iv) that there will be parity of treatment for similar users.

For the purpose of charging the headteacher is empowered to determine to which group any particular individual or organisation belongs. The scale of charges forms Appendix 2 to this policy statement.

Variations. No member of staff is allowed to vary the terms and conditions from which the school premises are hired to either individuals or organisations nor to deviate from the Governors’ published scale of charges.

Discounts. These form part of the scale of charges (Appendix 2) and are the only permitted variations to the standard charges.

Value Added Tax. The Governors are constrained by law to apply value added tax to all transactions where this is appropriate.

Minimum charges and deposits. The minimum hire period will be **two** hours. The Governors require a refundable deposit of **£50** over and above the hiring charge as a surety against damage to the premises (including any equipment) or the premises being left in an unacceptable condition necessitating their incurring additional cost for cleaning, caretaking or other expenses.

Cancellations. Governors will seek to recover any cost incurred by the school which are unavoidable and result directly from the cancellation of a letting. Details of the charges are shown in the scale of charges in Appendix 2.

Payment. The governors are mindful of their responsibilities in safeguarding the school from bad debt, therefore payment at the time of booking or at least one week before the event is required. Cheques or cash are both acceptable but cheques must be supported by a guarantee card, or payment cleared by the school's bank in advance of the event. In all cases where cash or cheques are paid over then an official receipt must be issued by the school.

Appendix 1 Terms and Conditions of Hire

TERMS AND CONDITIONS OF LETTING SCHOOL ROOMS, ETC

1. **INTERPRETATION:** "The Council" means the City of Bradford Metropolitan Council (acting by their duly authorised representatives the Governors of the school named on the previous page).
"The Premises" means the hall, rooms or other premises or parts of premises as described in the hiring agreement.
"The Hirer" means the person whose application for the use of the premises has been accepted by the Council and includes any agent or other person acting on his behalf.
2. **BOOKINGS:** Where a booking is made on behalf of an organisation or board of persons this must be disclosed to the Council before the booking is made. The person by whom the hiring agreement is signed shall be considered the Hirer. Where a promoting organisation or board of persons is also named on the hiring agreement that organisation or board shall also be considered the Hirer and shall be jointly and severally liable thereon with the person who signs the agreement.
3. **USE:** The premises shall only be used for the purposes specified in the hiring agreement. The character of any function for which the premises are hired shall be subject to the approval of the Council. At the expiration of the period of hiring the Hirer shall leave the premises in a tidy and orderly condition.
4. **CANCELLATION OF HIRING**
(a) If in the opinion of the Council the purpose for which the premises are to be used is one which is likely to lead to a breach of the peace; or if by act of God, epidemic, fire, flood or other emergency the premises are required to be closed; or if the premises are not available for letting in consequence of the withdrawal or suspension of any necessary licence, or by reason of repairs alterations or other work required to be done in the premises, or by reason of any industrial dispute which interferes with the working of the premises or on account of any cause outside the control of the Council; or if the Council consider that the premises should be closed on the day for which they are hired; or if the premises shall be required by the Council for any public purpose on the day for which they are hired; or if the premises shall have been booked for or on behalf of an organisation or board of persons and this has not been disclosed to the Council before the booking was made; then in any of these events the Council shall have the right, on giving written notice to the Hirer, to cancel the hiring of the premises. In the event of any such cancellation the Hirer may claim repayment of any deposit or hiring charge he may have paid, provided that the Council shall not be liable for the payment of any allowance or compensation to the Hirer for the cancellation or alteration of the engagement. (b) In the event of the Hirer committing any act of bankruptcy or (being a company) entering into liquidation either compulsorily or voluntarily, or in the event of the Hirer failing to observe and perform or failing to cause to be observed and performed all or any of these conditions the Council may, without prejudice to any right of action which they have against the Hirer, forthwith cancel the hiring of the premises and thereupon the Hirer shall forfeit to the Council any deposit or hiring charge he may have paid and shall have no claim against the Council for any damage or loss he may sustain in consequence of such cancellation.
5. **ASSIGNMENT AND SUB-LETTING:** The Hirer shall not assign or sub-let the premises or any part thereof, without the written consent of the Council.
6. **ADMISSION:** The Hirer shall not admit into the premises a greater number of persons than that specified in the hiring agreement or as otherwise agreed in writing with the Council. The Council reserve at all times the right of entry to every part of the premises and a right to refuse admission or to remove from the premises any person at their discretion.
7. **OPENING AND CLOSING TIMES:** The time fixed by the Council for the opening and closing of the premises for the commencement and termination of a function shall be adhered to.
8. **KEEPING OF ORDER**
(a) The Hirer shall not cause or permit or suffer to be caused or permitted:-
 - (1) any betting, gaming or lottery of any kind to take place in the premises save for exempt small lotteries falling within the Provisions of Section 43 of the Betting, Gaming and Lotteries Act 1963;
 - (2) any intoxicated or disorderly person to enter or remain in the premises;
 - (3) any person to smoke in the premises except as otherwise agreed by the Council;
 - (4) any exhibition, recitation, acting, singing or dancing which in the opinion of the Council is obscene,
profane or offensive.

(b) The Hirer shall secure the maintenance of good rule and order in the premises during the hiring.

(c) The Council reserve the right to put a stop to any entertainment or meeting not properly conducted.

(d) The Hirer will ensure that all child protection and safeguarding concerns are dealt with immediately, and school is informed if necessary.
9. **GANGWAYS AND EXITS:** The Hirer shall secure that all gangways, passages and staircases in the premises shall be kept entirely free from chairs or other obstructions whether permanent or temporary, and shall not allow any persons to assemble or congregate in any such gangways, passages and staircases, so as to cause any obstruction or so as to impede the free passage of

the audience. All hydrants and fire appliances shall during each performance be kept ready for immediate use and nothing shall be so placed as to interfere with or obstruct the free use of them. All exit doors in the premises shall be left unfastened and unobstructed and immediately available for exit during the whole of such time as the premises are in use.

10. **FURNITURE AND FITTINGS:** The Hirer shall not without the previous written consent of the Council:-
 - (a) bring into the premises any furniture, curtains, fittings, temporary erections, scenery or inflammable materials;
 - (b) place or fix any streamers or similar things or permit the throwing of confetti or streamers or similar things in the premises;
 - (c) exhibit any advertisements inside or outside the premises;
 - (d) execute or cause to be executed any work in the premises;
 - (e) cause or permit any nails or screws to be driven into the premises or into any furniture, fixtures or fittings therein;
 - (f) remove or alter any electrical wiring or fittings;
 - (g) fix or place any new electrical wiring or fittings;
11. **LICENCES:** The letting of the premises by the Council for any function shall not in any way constitute a guarantee that such a function, or any activity connected with such function, is permissible and complies with all the legal requirements. It shall be the duty of the Hirer to ensure that all the necessary licences have been obtained for the purpose for which the premises are hired and the Hirer should obtain the written consent of the Council before making any applications for any licences. It shall be the sole responsibility of the Hirer to obtain any necessary licences and to pay any royalties and other fees (including all payments to the Performing Rights Society Limited and Phonographic Performance Ltd) becoming due to any person as a result of the use of the premises by the Hirer. The Hirer shall comply with the conditions attached to all the licences held or obtained by the Council and shall indemnify the Council from any breach thereof. The Hirer shall give details of all **Films and Plays** intended to be shown or performed in the premises at least seven days before the date on which the films or plays are to be shown or performed. The Council reserve the right to forbid the showing of any film or play if in the opinion of the Council it is unsuitable for exhibition in the premises.
12. **REPRODUCING BROADCASTING AND PHOTOGRAPHING:** The Hirer shall not use the premises for the exhibition of television and shall not without the previous written consent of the Council by telegraph, telephone, television, wireless or any other means transmit from the premises or permit the transmission therefrom of any entertainment, exhibition, meeting, performance or event of any kind in the premises. The Hirer shall not without the previous written consent of the Council reproduce at any place outside the premises whether audibly or visibly or permit at any such place the audible or visible reproduction of any entertainment, exhibition, meeting, performance or event of any kind in the premises. The Hirer shall not without the previous written consent of the Council take or permit to be taken any photographs inside the premises.
13. **CLOAKROOMS:** In premises in which there are cloakrooms the use of them is entirely at the Hirer's risk and the Council shall not be liable for any loss or damage of any kind occasioned during such use.
14. **KITCHENS:** In premises which contain kitchens, special arrangements may at the sole discretion of the Council be made for the use of such kitchens. The Council shall have sole discretion to provide adequate supervision of such facilities as it shall deem necessary and shall charge to the hirer such costs as may be incurred in the provision of labour, equipment and materials and foodstuffs, such charges being levied on separate invoice when actual costs have been determined.
15. **SALE OF GOODS:** The Hirer shall not without the previous written consent of the Council sell or exchange or cause to permit to be sold or exchanged in the premises any goods of any kind whatsoever, save only for programmes or brochures relating to the function for which the premises have been hired.
16. **DAMAGE:** The Hirer shall be liable for any damage done to the premises its furniture, fixtures and fittings, and to any property of the Council during the time it is let to the Hirer, if such damage results directly or indirectly from the letting of the premises to the Hirer, and if any articles owned by the Council be lost or subsequently be found to be missing the expense of replacing or making good the article shall be repaid by the Hirer to the Council on demand.
17. **PROPERTY:** The Council will not be responsible for the safe custody or for the loss or damage to any property of the Hirer, howsoever caused. The Hirer shall within a reasonable time remove all property left by him or on his behalf at the premises at the conclusion of the hiring period. After the expiration of such reasonable time the Council shall be entitled to dispose of any such property as they consider fit.
18. **THEFT OF PROPERTY:** The Council shall not be responsible for the theft by any person or persons whomsoever, or the loss of, or damage howsoever caused to any property brought into the premises or any part thereof by the Hirer or any other person whomsoever attending any function for which the premises have been hired by the Hirer.

19. **INDEMNITY AND INSURANCE:** In the event of any claim being made by any person or persons whatsoever in respect of the death or injury of any person or damage or loss to any property which may have been sustained or incurred by such person or persons while in the premises during the time the premises are hired to the Hirer or for any purpose connected with the function for which the premises have been hired to the Hirer, the Hirer shall alone be responsible and shall indemnify the Council in respect of all such claims, provided that the Hirer shall not be liable for any injury, damage or loss caused by the act, neglect or default of the Council. The Hirer shall if required in writing by the Council before acceptance of the booking effect in the joint names of the Hirer and the Council suitable and adequate insurance cover in respect of the matters referred to above. The Hirer shall produce to the Council any such policy as referred to above before the commencement of the hiring.

Appendix 2

Scale of Charges

Minimum letting (2 hrs)

Maximum letting (TBA) – 10am – 3pm or 6pm – 11pm

‘A’ Let refers to private and commercial hirers.

‘B’ Let refers to recognised community groups e.g. Junior football teams, and lettings organised by staff or governors of the school.

Dining Hall (only available evenings or school holidays)

‘A’ Let £200 ‘B’ Let £100

Main Hall (only available evenings or school holidays)

‘A’ Let £150 ‘B’ Let £75

Studio Hall

‘A’ Let £50 per hour

‘B’ Let £25 per hour

Classroom (only available evenings or school holidays)

‘A’ Let £50 per hour

‘B’ Let £25per hour

The above costs include setting up and administration fees, however, there is an additional £15 charge for setting up on Sundays.

The below costs are in addition to the standard charges above:

Heating

£10 per hour/letting as applicable

Lighting

£5 per hour/letting as applicable

Form LET 1 Pre Booking Arrangements

Application for Letting of Premises at Peel Park Primary School

This application form is to be completed and sent to the Headteacher.

NOT LESS THAN FOURTEEN DAYS CLEAR NOTICE OF BOOKING MUST BE GIVEN.

No usage of school premises can be made without the prior consent of the Headteacher.

I/We wish to apply for the use of (a) Large Hall, (b) Main Hall (c) Small Hall, (d) Servery, (e)

Changing Rooms, (f) Single Classroom, (g) Classrooms. (h) Other (Please indicate)

on _____ (D/M/Y) from _____ a.m./p.m. to _____ a.m./p.m.

for the purpose of _____

Name of individual/organisation/board _____

Name, address and telephone of responsible person who will be present during the whole of the letting _____

I/We confirm that the organisation represented possesses a Public Liability Insurance policy with at least £2,000,000 of cover.

I/We confirm that the individual/organisation has supplied use with a copy of their Child Protection & Safeguarding policy.

I/We agree to comply with Bradford Council's Conditions of Letting and the Booking arrangements of Peel Park Primary School.

Signed: _____ Date

Print Name: _____

Pre Booking Arrangements to be printed on the reverse

Form LET 2 Letting Agreement

Confirmation of Letting Agreement at Peel Park Primary School

Applicant _____

Date _____ Time _____

Your application has been received by me and I hereby grant you permission to use the following facilities at the above school (a) Large Hall, (b) Main Hall, (c) Small Hall, (d) Servery, (e) Changing Rooms, (f) Single Classroom, (g) Classrooms, (h) Other (Please indicate)

for the purpose of _____

The premises will be available for use at _____ am/pm

This form must be shown to the Security Guard/Premises Manager prior to each letting (if more than one), or handed to the Security Guard/Premises Manager if only one letting.

The Caretaker/Premises Manager must remain on the premises for the entire duration of the letting / be on the premises for half an hour at the start and end of the letting. (Delete as applicable)

The Caretaker/Premises Manager may be contacted on _____

As indicated on Form LET 1, the person responsible during the letting is

Signed _____ Date

Headteacher

Print Bradford Council Terms and Conditions on reverse

Form LET 3 Refusal to grant a letting

Notification of Refusal for School Letting

This notification is to confirm that the governing body of Peel Park Primary School has refused your application for a letting at the school on _____ for the purpose of

Reason/s _____

Signed _____ Date

Headteacher

The Governing Body's decision is final and no further correspondence will be entered into.

Date for Review

This policy is reviewed every 3 years and/or when Government Policy changes.