

**St Michael & All Angels Catholic Primary School**

**Charging, Lettings**

**And**

**Equipment Loans**

**Policy**

**November 2012**

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## Mission Statement

At St Michael & All Angels' School we  
are a  
CHRISTIAN COMMUNITY where  
everybody is valued and  
recognised for their unique  
contribution.

We aim to provide a child-centred  
EDUCATION in a positive  
learning environment in which all  
children may reach their full  
potential.

The Gospel values of love and  
respect are at the heart of our  
PARTNERSHIP with Parents,  
Governors, the Parish and wider  
Community.

## **Introduction**

The Governors regard the School as a community resource and it is their wish to encourage as much use of the School's resources by the local and wider community as possible (where this does not detract from the education of the School's pupils).

The benefits of community partnership are evident for both the pupils and the local community and this Lettings policy will further aid the successful integration of the School and the local and wider community.

It needs to be recognised, however, that the School is not resourced to operate as a community centre and that the financial resources devolved to the School on an annual basis cannot be used to underwrite the use of the building and resources by people other than the pupils. It will be necessary, therefore, to make a charge when letting the premises / resources that goes some way towards covering the cost of running the School, e.g. heating, lighting, caretaking and management costs.

The detail of the attached policy will be reviewed annually by the School's Governing Body

## **Scale of Charges**

A guideline scale of charges for the hire of premises is to be found attached {Appendix I}. Governors will review and monitor these charges.

The Governors, therefore, intend to charge for letting and loans using a permutation of factors which reflect:-

- a) whether or not the hirer is a Knowsley MBC user, e.g. another school
- b) if the use of the resource is in or out of school hours
- c) whether the site manager's overtime is required
- d) which resources are being hired
- e) the length and regularity of the letting

The Governors' Finance Committee will decide on the appropriate scale of charges having taken the above factors into consideration.

The Headteacher and the Business Manager will make consideration of requests for use of the premises, and charges to be levied. The hiring of resources / premises will be reported to Governors at regular intervals

All requests for payment of hire charges will be made by invoice. All payments will be receipted and credited to the school's budget share in accordance with the LA Financial Regulations and the School's Finance policy.

Charges will also be made to cover any external administration / photocopying requests, including Freedom of Information requests (see Appendix I).

## **Confirmation of Letting**

Users will be required to sign a contract of use which will include reference to health and safety procedures {Appendix II}

## Health and Safety

All users of the school's facilities will be required to adhere to the school's Health and Safety Policy, a copy of which can be found in the school staff room.

The attention of users is drawn particularly to the arrangements for Fire Evacuation. Fire exits and exit routes are clearly marked using green information signs. Red "break glass" Fire Alarms are also positioned throughout the school. *These alarms do not automatically ring through to the emergency services, a 999 call has to be made to alert the emergency services. In the case of an emergency a telephone can be located in the school office.*

A copy of the emergency procedures, including fire regulations for the relevant areas, will be included with the confirmation of letting form {Appendix III}

Any person or group hiring school facilities will be required to have suitable insurance arrangements to cover accident, injury, loss or damage to property and an indemnity form must be signed {Appendix IV}

## **Areas / Resources Relevant to the Letting Policy**

### **Conference Room and Meeting Room**

The Halls are available for hire by individuals or groups by prior arrangement with the Headteacher or School Business Manager. They can be booked for whole days, half days, twilight or evening sessions, subject to availability and the convenience of the school. TV / video and /or projection facilities can be made available but notice must be given at the time of booking.

These rooms will be available to bodies within the LA e.g. advisers where payment has been made in advance by the LA on their behalf. Bookings must be made with the business support assistant and are subject to available dates.

### **Refreshments**

Tea, coffee and light lunches will be available and charged as detailed in the hire rates{Appendix I} Approximate numbers must be quoted on the confirmation of lettings form, particularly those requiring lunches.

### **Computer and electrical equipment**

This range of equipment is available for staff use only in order to assist them in becoming more familiar with the potential of the equipment and to assist them in preparing for teaching or with administrative matters. Items may only be loaned after prior agreement with a member of the Senior Leadership Team and after completion of an equipment loans form.  
{Appendix V}

## **Charging for Educational Visits and Activities**

This policy statement should be read in conjunction with the advice and definitions contained in DCFS updated guidelines January 2009 (see Appendix VI). Under the Education Reform Act of 1989, schools have to draw up a policy with regard to charging for educational visits and activities. Schools are no longer allowed to charge for educational visits and activities that take place during school hours.

### **Voluntary contributions**

It will be necessary to seek a voluntary contribution from parents to cover the cost of entrance fees, transport and insurance etc.

- No one will be obliged to contribute.
- No child will be excluded from the visit or activity.

However, if school cannot raise the required amount then the visit or activity may have to be cancelled due to lack of alternative funding.

Educational trips and activities taking place out of school hours may be charged to the parents. If the visit or activity is residential, then parents of participating pupils will be asked to bear the cost of board and lodging. Parents on Income Support or Family Credit may be entitled to claim assistance with the costs.

### **School fund**

The school runs a school fund which is used to raise money by fund raising events. It has been agreed that monies raised in this way may be used to partly or wholly support activities for pupils both during and out of school hours, and to promote community cohesion. The school fund accounts are audited on an annual basis and are available for scrutiny.

### **School Snack**

The school supports and promotes a Healthy Eating Policy and runs a daily tuck shop of fruit, details of which can be found in the School's Prospectus.



## ***APPENDIX I***

## St Michael &amp; All Angels Catholic Primary School

## CHARGING / LETTING RATES 2011 / 2012

<b>ROOM HIRE</b>					
	<b>WITHIN SCHOOL HOURS</b>				
	<b>Full Day</b>	<b>Half Day</b>	<b>3.15pm To 4.15pm</b>	<b>4.00pm to 6.00pm</b>	
<b>A. Hire of Rooms</b>	<b>£100.00</b>	<b>£50.00</b>	<b>£6.00</b>	<b>£25.00</b>	
<b>B. Caretaking</b>	<b>Nil</b>	<b>Nil</b>	<b>TBA</b>		
<b>C. Heating and Lighting</b>	<b>Nil</b>	<b>Nil</b>			
<b>D. Refreshments (Tea/Coffee and biscuits)</b>	<b>£1 per person per serving i.e. on arrival / during meeting</b>				
<b>ADMINISTRATION DUTIES</b>					
<b>A. Hourly Rate</b>	<b>£15.00 per hour plus costs of materials</b>				
<b>B. FOI requests</b>	<b>10p per copy</b>				
<b>PHOTOCOPYING CHARGES</b>					
<b>A4</b>	<b>Black &amp; White</b>		<b>5p/copy</b>		
<b>A3</b>	<b>Black &amp; White</b>		<b>10p/copy</b>		
<b>Ad hoc bulk copying</b>	<b>Black &amp; White</b>		<b>TBA</b>		

## ***APPENDIX II***

**St Michael & All Angels Catholic Primary School**

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**CONFIRMATION OF LETTING**

Date: .....

Dear \_\_\_\_\_

Name of Group Hiring \_\_\_\_\_

**Hire of Centre Facilities Reference / Invoice number** \_\_\_\_\_

I confirm that your application for use of the Centre premises / resources as detailed below have been agreed:

<b>Accommodation to be used</b>	
<b>Start Date</b>	
<b>End Date</b>	
<b>Start Time</b>	
<b>End Time</b>	
<b>Day of the week</b>	
<b>Number of occasions</b>	
<b>Refreshments required : times required and number to be served</b>	
<b>Number of Lunches required</b>	
<b>Number of people involved</b>	

I enclose a copy of the emergency procedure, including fire regulations for the relevant area(s). All those taking part in or attending your activity must be made familiar with the action to be taken in the event of an emergency.

The cost of hiring is £.....and an invoice is attached. Payment must be made in full prior to the event unless a prior arrangement has been made.

The hirer must be over 18 years of age and shall be the person who signs this form of confirmation for hiring. The person shall be responsible for payment of the cost of hiring and for the observance of the conditions and stipulations in the codes of practice.

**The Governors reserve the right to refuse an application for hiring without giving a reason. The Governors also reserve the right to refuse access to the premises hired if the whole of the fees have not been paid or if the regulations have not been complied with.**

In the event of damage occurring during the hiring, the hirer is responsible for the cost of making good the damage caused.

Please sign and return the attached Indemnity Form as soon as possible.

Yours faithfully,

A L Bowman  
Headteacher

## ***APPENDIX III***

## Appendix III

### **Emergency Procedures (exert from Health and Safety Policy)**

#### **9.1 Fire**

Any person discovering a fire should sound the alarm by breaking the glass of the fire alarm button.

On hearing the alarm staff should gather the children in an orderly line and take them out of the building by the route shown by the nearest fire exit route. Fire exit routes are also marked and should be followed if the preferred route is blocked. The safe areas are:

- The playground
- The car park
- The field

depending on the exit route taken.

The fire muster point is on the school playground

#### **9.2 Bomb threat**

Unfortunately the fire alarm cannot be sounded intermittently (10 short bursts then constant) which is the general alarm for bomb threats and so the alarm will be sounded and procedures followed as for fire.

## ***APPENDIX IV***



Appendix IV

**St Michael & All Angels Catholic Primary School**

**Indemnity Form**

I / We accept free / paid use of \_\_\_\_\_  
St Michael & All Angels Catholic Primary School

I / We understand that it is a condition of use that the School and Knowsley  
MBC are absolved from any liability for any accident, injury, loss or damage  
to property incurred by an individual.

I / We have suitable insurance arrangements to cover accident, injury, loss  
or damage to property.

Signed \_\_\_\_\_

On behalf of \_\_\_\_\_

Date \_\_\_\_\_

Signed on behalf of SMAAA. \_\_\_\_\_

Date \_\_\_\_\_

## ***Appendix V***

Appendix V

ST MICHAEL & ALL ANGELS CATHOLIC PRIMARY SCHOOL

SEMI-PERMANENT EQUIPMENT LOAN

STAFF NAME: \_\_\_\_\_

Start Date \_\_\_\_\_

Length of Loan Period \_\_\_\_\_

PROPERTY TO BE USED OFF SITE \_\_\_\_\_

Equipment  
Make/Model

Serial Number

\_\_\_\_\_

Tag number \_\_\_\_\_

Purpose of Loan \_\_\_\_\_

I agree to be responsible for the equipment listed above for use off site between the dates stipulated. Any loss or damage to the property will be covered by my personal insurance arrangements, or the cost of said loss or damage will be forwarded by me to the school.

Signed \_\_\_\_\_

Dated \_\_\_\_\_

Approved by \_\_\_\_\_ (S.L.T. member)

Date returned \_\_\_\_\_ (to be completed when item(s) returned)

Checked by \_\_\_\_\_ (S.L.T. member)