

The Good Shepherd Primary Catholic Voluntary Academy



The Lettings Policy

Mission Statement

Our mission is to develop our children with active and creative minds,
a sense of understanding and compassion for others and
the courage to act on their Catholic beliefs.

In our school community we celebrate our faith and we work together to achieve
our personal potential by trying to live like Jesus and become the person that he
wants us to be

Ratified On:	February 2018
Review Date:	February 2020
Chair of Governors signature:	Mrs R. Burke
Head Teacher's signature:	Mrs M.H.B.Williams

Introduction

Lettings arrangements concern the use of school premises and facilities outside the normal school day.

The Governing Body of The Good Shepherd Academy is responsible for the letting of the school premises and for determining the charges.

The Governing Body is to consider any expenditure incurred in respect of the use of the school premises out of hours, such as the cost of heating and lighting, and any payment to the caretaker above his weekly wage for extra duties when the premises are let.

Any sums received by the Academy, in respect of the letting of the school premises, will be used to contribute to the Academy's budget for any costs incurred, for example, Caretaking fees, heating and lighting costs.

This policy covers the following issues:

- * Condition of hire
- * Lettings administration
- * School use of premises
- * Lettings charges

Condition of Hire

It is the responsibility of the hirer to ensure that activities are conducted under adult supervision in a manner unlikely to cause inconvenience to neighbouring property or to the public.

For lettings where the general public are admitted, it is the responsibility of the organisers to appoint responsible persons to maintain order throughout the letting.

The hirer must not use, permit or allow rooms/site to be used for any extremist or terrorist activities or for the dissemination of extremist views or materials

The hirer shall meet the costs of making good any damage caused to the premises or other property, and shall indemnify the Academy from and against all costs, charges, claims and demands for injury, loss or damage to persons or property. It is therefore advisable that Hirers should take out insurance cover for the period of the letting. A copy of the hirer's insurance cover must be submitted to the Academy before the first letting. A copy of this must be kept by the Academy.

The hirer must not remove or stand on school furniture and equipment or remove other fixture and fittings.

Notices may not be displayed on school premises without the prior approval of the Head Teacher.

The Governing Body does not accept liability in respect of vehicles parked at the school, which are, in any way connected to the letting.

It is essential that any electrical equipment being used is appropriately PAT tested.

The use of the school kitchen may be agreed only after full consultation with the Cook Supervisor and the Head Teacher.

In the event of a cancellation, the Head Teacher or Caretaker must be informed at least 12 hours before commencement of the letting. In default of this, the Caretaker fee and any other additional costs are to be charged to the Hirer.

No special preparation may be applied to floors; footwear likely to cause damage to the floors is not permitted.

The Hirer will be charged for the time they wish to use the premises. If they wish to have access to the premises to prepare for, and clear up, before and after a function or event, an additional charge may be made.

Storage will be only considered after discussion with the Head Teacher, and be at the hirer's expense.

A security bond of £100 will be chargeable at the discretion of the Head Teacher.

Letting Administration

Any income from lettings will accrue to the Academy as an addition to its budget share.

No payment may be made to the Caretaker, except through the payroll system.

Under the Caretaker's existing terms of contract, they must be paid at the appropriate rate agreed with the Academy.

The Governing Body will not subsidise lettings.

A full record of all lettings must be kept. All income shall be acknowledged by a receipt and accounted for. Payments into the Bank shall be by means of an official paying-in-book, separately identifying cash and cheques or BACS. All cheques/transactions shall be listed. Income shall be identified by the means of the appropriate accountancy codes.

Letting Fees

A fair basis for the remuneration of the Caretaker shall be to pay an agreed sum for the opening of the school and a further sum in accordance with the number and type of rooms used during the letting, this will include normal ancillary use of cloakrooms, toilets, corridors and staff rooms.

Scale of charges covers:

- Opening and closing of school
- Cleaning of Classroom
- Cleaning of Hall
- Cleaning of Cloakrooms
- Minimum caretaking fee for any letting

In addition to caretaking fees, there will be an additional fee of £11.30 to cover hire and premises costs.

Minimum costs per hour = £ 25.00

Lettings extending beyond 2 hours will incur additional costs of £20.00 per hour up to 10.00 pm

Any letting finishing after 10.00 pm will be £25.00 for every hour after 10.00 pm.

Holiday Club All day use letting fee = £60 per day

Equality Statement

The curriculum is inclusive and facilitates the needs of all children regardless of their age, size, mobility, gender, ethnicity and ability. Our planning aims to foster an appreciation of each other's cultures and beliefs along with the promotion of a healthy and positive self-image. This is linked to the school's role as a Christian community, Special Education Needs and Inclusion.