



# **Charging & Lettings Policy**

**School Values**

**ENJOYMENT HONESTY CARING RESPECT  
EQUALITY**

## CHARGING

### Introduction

- This policy has been compiled in line with DfE requirements and in accordance with s457 of the Education Act, 1996.

### FEES AT SEPTEMBER 2023

**Breakfast Club** is charged at:  
£2.00 per day and between 7:30am and 8:30am

**School Dinners** are charged at: £2.50 per day

**The Hub (After School Club)** is charged at: £7.50 per day between 3.15pm and 5.30pm

**Nursery Top Up** is charged at: £25.00 per day

### School Trips

- **Day Trips.** No charge/fee will be compulsory in respect of day trips that take place during school hours or are part of the curriculum. However, a donation towards the cost will generally be requested.
- **Residential trips.** For residential trips a charge will be applied for board and lodging.

Pupils will **not be treated differently** according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it may be cancelled.

### Dinner Money

- Pupil school dinners are charged at £2.50 per meal. Parents should ensure this is paid for regularly to avoid the account going into arrears.
- In cases where the account is in arrears, parents will be contacted to make a payment to settle the balance. If the account is not settled within a set amount of time, further action may be taken which may include creating a payment plan which the parents will need to stick to, to ensure the debt is cleared.
- If payments are defaulted on a regular basis following a payment plan being created, further action may be taken. The school may no longer be able to provide a hot meal for the pupil and parents may be asked to provide their child with a packed lunch until the debt is cleared to ensure the debt does not increase.
- If regular payments are still not made a decision may be made to begin legal proceedings to recover the debt.

- **Damage/ Loss to Property**

- A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials). The charge is to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.
- A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school.
- The charge is to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

### **Nursery Top Up**

#### **Fees:**

- 15 hours per day is charged at £25.00 per day

#### **Payment details:**

- Payment is required to be paid in advance, which can be done on a weekly, monthly or termly basis. This due to the requirement of additional staff.
- Payment can be made at the school office or through the online payment service Pay 360
- Settlement of any arrears must be paid in full to avoid the Nursery Top Up Service being suspended.

#### **Other**

- Costs will not be incurred for school closures such as INSET or Polling Days. Charges will apply for non-attendance, this will include sickness, holidays and bereavements etc.
- Termination of placement will require 4 weeks' notice

### **IMPORTANCE NOTICE**

**There are always circumstances whereby parents are finding it difficult to make any payments to school. These circumstances can vary enormously and there are too many examples to list here. Where this is the case, all parents are advised to contact the school where support will be provided.**

## **LETTINGS**

All School Lettings are managed by the School Business Manager and Head Teacher. The full Governing Body will receive, consider and approve the Charging and Lettings Policy for the school. The full Governing Body should also consider and agree the scale of charges for lettings. Both shall be reviewed and approved annually

### **Aims of letting**

The aims of letting the school premises are:

- The school believes that its premises can play a major role in the community by providing a variety of accommodation and facilities for the general public
- to generate income for the school.

### **Areas/Rooms available:**

- Classrooms
- 1<sup>st</sup> and 2<sup>nd</sup> Floor Hall (Main School)
- Lower School Hall
- Outdoor Space (Playground, Car park etc)

The hire of the above will start from 4pm during term time and will cease at 10pm, during the weekdays and weekends from 9.00am – 10.00pm (this is negotiable)

- Hire charges are per hour
- Full payment including the refundable deposit of £250.00 is required 1 week before the letting unless it is an ongoing booking where the school will issue an invoice
- Hire of items of furniture and other resources can be arranged at a small cost
- Smoking is not prohibited on the school site
- Hirers must leave the premises how it was found
- As the school is situated in a residential area the hirer must leave on time with the noise level at a minimum.

The premises shall be made available for any non-political, education, social and/recreational purpose providing that the hirer:

- Is capable of meeting the rental charges
- Can be reasonably expected to act with due care and caution towards the premises and the equipment contained therein.
- Will upon request leave a deposit of £250.00 to guard against loss and damage of equipment
- The hirer shall not use the premises for any purpose other than that described in the Provisional Booking Confirmation

- The hirer shall make no permanent alteration to the structure or decorative condition of the hired premises. Upon the termination of the hire period removes all materials belonging to them.

### **Safeguarding**

For all hiring of the school building Larkhall Primary Campus seeks assurances that the body concerned has appropriate safeguarding and child protection policies and procedures. These safeguarding assurances will be requested as part of the Lettings process.

### **The Decision to Let**

The ultimate decision to let the school premises remains with the governing body. The governing body has the right to veto any let it does not consider suitable or which may be detrimental to the effective running of the school or its reputation.

### **Alcohol**

The school does not hold a licence. Consumption of alcohol is strictly prohibited onsite unless otherwise stated on your booking form. Anyone caught consuming alcohol on site without prior agreement will lead to removal from the site and may affect future hiring for the hirer.

### **Opening and Closing**

Opening and closing the school is the responsibility of the schools Premises staff

### **Declaration of interest**

Any member of the governing body who has connection with or an interest in the application for the let of the school must declare this interest. That person must not take part in any of the decision on the granting of that let.

### **Other charges**

The Head Teacher, Business Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report.

***Policy agreed by Governors December 2022***

## Booking Form for the Use of School Facilities

### Customer Details

**Organisation Name:**

**Company N°:**

**Organisers Name:**

**Address:**

**Email Address:**

**Contact Details:**

**Mobile:**

**Landline:**

**Charity N°:**

### Event Main location

**Address:**

**Agreed Activity:**

**Equipment Required:**

### Booking Summary

Use of premises on:

**Only Adults that have an Enhanced Satisfactory DBS check will be allowed to supervise these events.**

**A copy of a valid DBS will be required before the date of hire of premises is due to commence**

A maximum of ... attendees will be allowed on site for events associated with this agreement.

Any additional people arriving will be refused entry to the premises

Hire of premises required

Total Cost:

### School Payments Details

**Name of Account:**

**Name of Bank:**

**Sort Code:**

**Account Number:**

**Customer's Signature of Agreement**

I have read, understood and agree to this agreement and its Terms and Conditions.

**Name**

**Signature**

**Date**

**Our Details**

Venue Manager: Gary Nichol

Telephone: 0207 622 3820

Email: premises@larkhall.lambeth.sch.uk

## Terms and conditions

### Charges, payment, invoicing and deposits

**Charges:** Charges for all bookings are shown clearly on the Booking Confirmation Form. As well as charges for use of the space, there may be charges for use of equipment. These are all shown on the Booking Confirmation Form; and confirmed when a pro-forma invoice is issued as confirmation of the booking.

**Invoicing and payment:** Invoicing and payment is by specific arrangement, shown on the Booking Confirmation Form. Payment will be required in part or in full before an event takes place, or as agreed with the bookings team.

**Deposits Security/damage:** deposits of £250.00 will be required with all bookings. Returnable deposits will be returned after the date of hire (or after the last date of hire), less any deductions.

### Cancellation

**Confirmed booking:** Once the booking has been accepted and the deposit has been paid, the hired space will not be hired out to any other user at that time. If a Provisional Booking has been made but the deposit has not been paid by the date stated on the pro-forma invoice the "slot" may be given to someone else.

**Cancellations by the hirer and cancellation charges:** Lark Hall will be reasonably flexible in relation to modifications, postponements and cancellations, but reserves the right to make cancellation charges in the instances where not enough notice was given.

**Cancellations:** We reserves the right to cancel a booking by written notice in the following circumstances: the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election, the premises becoming unfit for the use intended by the hirer, an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters. In any such case the hirer shall be entitled to a refund of any deposit already paid, but the Village Hall shall not be liable to the hirer for any resulting direct or indirect loss or damages whatsoever.

**Access to the Hall/time periods of hire:** Bookings relate only to the specific rooms, days and times hired. Hire periods must be long enough to allow for any setting up of and putting away/dismantling any furniture/equipment.

**Any extra use is logged and will be charged for unless there are extenuating circumstances (at the discretion of the Bookings team).**

**Staff onsite during the hire period:** There will be a member of staff onsite to open/ close the building for the agreed times of hire. Any type of abuse towards a member of staff will NOT be tolerated. The person found to be abusing a member of staff will be asked to leave the site immediately. This may affect future hiring for the hirer.

**Smoking/ Alcohol:** There is NO SMOKING on the premises at any time. Anyone caught smoking will be asked to leave the site immediately. Consumption of alcohol is strictly prohibited onsite unless otherwise stated on your booking form. Anyone caught consuming alcohol on site without prior agreement will lead to removal from the site and may affect future hiring for the hirer.

### Use of premises, supervision and damages

**The hirer (or his/her authorised representative) must be present during the period of hire and ensure that terms and conditions are observed.**

Use of the Hall must always be responsible, with respect to the accommodation, neighbours, facilities and equipment. You the hirer during the period of the hiring will be responsible for: supervision of the premises and your visitors; all visitors are only to access the specific area that has been hired. If you are found accessing areas outside of the hire agreement you will be asked to leave the site immediately, and monies will be deducted from your deposit. The hirer is also responsible for the fabric and the contents; their care, safety from damage however slight or change of any sort; and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the surrounding roads.

**The hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition; utensils and equipment put away; lights, taps, equipment etc all turned off; the rooms they have used and where appropriate the building itself secured unless directed otherwise; and any contents temporarily removed from their usual positions properly replaced. If the Hirer fails to meet this requirement Lark Hall Primary School shall be at liberty to make an additional charge.**

The hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents. The hirer shall not use the premises for any purpose other than that described in the Provisional Booking Confirmation; shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way; nor do anything or bring onto the premises anything which may endanger the premises.

### Fire

All Hirers must make themselves, and any individuals using the premises as part of their Hire, aware of emergency escape routes and fire alarm procedures.

### No Alterations

No alterations or additions may be made to the premises nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the premises without the prior written approval. Any alteration, fixture or fitting or attachment so approved may at the discretion of the school.

### Parking

Parking is available on site on request. Please park respectfully to ensure other cars are not blocked in case of emergency. All vehicles and contents are left onsite at owners own risk. Lark Hall cannot accept responsibility for loss or damage to vehicles or property.