

Bridgewater Primary School  
Bridgewater Street  
Little Hulton  
Salford  
M38 9WD



**BRIDGEWATER**  
PRIMARY SCHOOL

## Charging and Letting Policy

*Reviewed January 2021*

## **Charging**

It is the policy of this school that no charge will be made for any activity which is an essential part of the curriculum or for a public examination.

- All parents will, however, be asked to make a voluntary contribution for curriculum trips and visitors. The school will give parents adequate notice of any visit and the costs involved in order that they may make contributions over a period of time.
- If the school has received less than 75% of the contributions required one week before any planned trip, the trip may be cancelled and all money refunded.
- The cost of any voluntary contribution will not exceed the actual cost of the trip or visitor.
- It is the policy of this school that a charge can be made for optional activities such as after school clubs e.g Art Club, Cooking etc.
- A charge will be made for after school activities provided by an outside group e.g. Karate Club. This cost will be determined by the group providing the activity.
- Lledr Hall is a residential visit lasting for up to 5 days. The centre charges a flat rate for the 5 day period for the entire site (up to 60 children) and the cost is arrived at by dividing that flat rate by the number of pupils attending. The school subsidises the cost of transport and a proportion of the trip. Refunds will not be given if a child withdraws unless another child can be found to take their place.
- A charge will be made if a pupil has musical instrument tuition in a group of up to 4 pupils during the school day. The charge will cover the cost of providing the service.
- A voluntary contribution of 50p per week is required for all pupils in KS2 who have swimming lessons. This will not exceed the actual cost of the lesson. Transport to and from the pool is paid for by the school.
- There will be no charge for transport provided in connection with an educational visit.

## **Letting**

### *General*

It is the policy of the Governors that school premises and facilities shall be available for use by outside bodies at the discretion of the Headteacher, subject to them not being required for use by any organised activity within the school. It is a basic principle that premises and facilities are provided for use in the normal educational and extra-curricular life of the school, hence any use by external bodies, groups or individuals will always be of a lower priority than any internal use.

### Application

All bookings are to be made using the attached booking form, and the person signing the application shall be deemed to be the hirer. Upon receipt of the booking form, the booking will be confirmed in writing. No booking will be noted until the booking form is received by school.

### Cost of hire

Lettings to all hirers will be charged at Site Officer costs plus £25 per session to cover utilities.

### Payment

An invoice for the hire shall be given on the day of the actual hire, if the use of the school hall is for a 'one off' use. If the hall is to be hired on a contractual basis, an invoice shall be issued every 4 weeks. Charges shall be payable within 21 days. If the hire is for the school fields, an invoice shall be sent seven days before the date of the hire. If the fields are to be used on a regular basis with pre arranged dates, all costs are to be paid immediately. If the hire is not paid within 21 days, the school reserve the right to make an interest charge of 5% of the booking fee for each week or part thereof, until the charge is paid. If there is found to be any damage after the letting, then a further charge may be made.

### Purpose of Use

The premises must only be used for the purpose, for which they are hired, and the hirer shall not assign the whole or any part of the benefit of this agreement nor may the premises be used for a longer period than that specified at the time of hiring. No interference is to be made with school property/equipment/premises which do not form part of the letting.

### Cancellation

The school reserves the right to cancel a booking at any time without notice and without assigning any reason, but would endeavour to give as much notice as possible. In such circumstances, the school can accept no liability for loss incurred as a result of the cancellation, but undertake to re-arrange the booking. In the event of the hirer wishing to cancel the booking, then a minimum of 7 days notice must be given. No charge will be made.

### Equipment

The hirer shall ensure that no additional lights or extensions from the existing electric light fittings or power sockets are used. No person shall use any specialist equipment without prior permission of the school. Electrical appliances brought on site are to be safe and carry a current safety test certificate label as required by law. Intoxicants or hazardous chemicals are not to be brought onto the premises without prior authority.

### Competence/Health & Safety/First Aid

Hirers are to provide competent instructors/supervisors suitable for the activity for which the letting has been made, and shall ensure such persons are present throughout the whole lettings period as well as ensuring the highest levels of Health & Safety at the school. The school fire, emergency and evacuation procedures will be forwarded to the hirer and it is the hirer's responsibility to ensure that your whole party is aware of these. Any dangerous incident injury or damage to the school property is to be reported to the Site Officer without delay. The school premises must be left clean and tidy. All persons hiring the premises must follow child protection guidelines.

### Indemnity & Insurance

The hirer agrees to indemnify the school against actions, proceedings, claims, damages, awards or costs in respect of loss, damage, death or personal injury occurring during the period of hire. All hirers must carry sufficient Third Party liability insurance to satisfy LEA requirements. Evidence must be given to the Headteacher or School Administrator at the time of the booking. For small community groups, who may have no insurance then the hirer should complete the attached form on behalf of the group, and accept full responsibility for any injuries or damages that may occur during the letting.

### Seating Capacity

The school may stipulate a maximum number of persons to be admitted. The hirer must ensure that attendees do not exceed the stipulated figure at any time during the hiring. Where any room is laid out with gangways in the interests of public safety, the hirer shall not interfere with the gangways.

### Security

It shall be the responsibility of the hirer to protect and safeguard the premises during the period of hire, and if any damage or destruction occurs or is sustained during the period of hire, the hirer shall be liable and will be charged.

**The signatory on the lettings agreement is the sole person to whom keys may be given. Should any additional visitors be given access to security arrangements (e.g. keys and alarm codes), the school reserves the right to cancel the agreement without notice.**

### Property

The school shall not be responsible for any article brought or left in any part of the premises, or theft or loss of, or damage to vehicles parked in any car park provided. The premises should be left in a clean and tidy condition.

### No Smoking

The school operates a no smoking policy. All hirers must adhere to this. If any damage is caused due to smoking, the hirer will be liable for any such damage.

**Bridgewater Primary School**



*Lettings Booking Form*

Name:	
Address:	
Telephone:	
Purpose:	
Location:	
Date of Hire:	
Time and duration:	
<b><u>For long term hire</u></b>	
Number of weeks:	
From date:	
Until date:	
<b>The hourly rate will be reviewed every financial year – this does not necessarily mean that the cost will increase, but it may do.</b>	
<ul style="list-style-type: none"><li>• I confirm that I have read the school's Lettings Policy and agree to comply with its requirements.</li><li>• I confirm that I have received and read a copy of the school's Emergency Situation and Critical Incidents policy</li><li>• I confirm and agree to pay the fee of £.....</li></ul>	
Signed:	Date:

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*Indemnity & Insurance*

Name:		
Date of Hire:		
Time of Hire:		
<p><u>From the School Letting Policy:</u> <b>Indemnity &amp; Insurance</b> The hirer agrees to indemnify the school against actions, proceedings, claims, damages, awards or costs in respect of loss, damage, death or personal injury occurring during the period of hire. All hirers must carry sufficient Third Party liability insurance to satisfy LEA requirements. Evidence must be given to the Headteacher or School Administrator at the time of the booking. <u>For small community groups, who may have no insurance then the hirer should complete the attached form on behalf of the group, and accept full responsibility for any injuries or damages that may occur during the letting.</u></p>		
<p>As per the above regarding indemnity and insurance:</p>		
<p>The hirer, are unable to provide documentary evidence of the indemnity and insurance cover effect upon our booking but <b><i>can and will accept full responsibility for any injuries or damages that may occur during the letting details of which are on the booking form provided by the school and completed and signed.</i></b></p>		
<p>By signing this document I confirm that I am authorised to sign as 'The Hirer'</p>		
Name:	Signature:	Date: