



ALL SAINTS C.E. PRIMARY SCHOOL
Bishops Avenue Fulham London SW6 6ED
Tel 020 7736 2803 Fax 0207736 2350
www.allsaintsce.lbhf.sch.uk

CHARGES & LETTINGS

Written by

Carol Gray
Head teacher

Date

Autumn Term 2014

Approved by the Finance Committee

Signature of Chair

Date

Ratified by the Whole Governing Body

Signature of Chair

Date

Review Date

Autumn Term 2017

ALL SAINTS C.E. PRIMARY SCHOOL

CHARGES POLICY

In accordance with section 106-111 and 117-118 of the Education Reform Act 1988, the Governors of All Saints C.E. Primary School ("the School") hereby clarify their policy on charging for School activities.

1. Admission to School

There is no charge for admission to the School.

2. The Angel Fund

Parent(s)/Carer(s) are asked to contribute a sum towards the upkeep of the exterior of the school building. Although parent(s)/carer(s) are not obliged to pay into this fund, all Church of England Schools ask for contributions of this kind in order to pay for essential maintenance which is not covered by the LA or the Diocesan Board of Schools. Failure to make a contribution will result in a reminder letter from the Chair of Governors. In case of hardship a special arrangement can be made with the Head Teacher in complete confidence.

3. Educational visits

From time to time teachers organise visits to museums, theatres, and places of educational interest. Such visits take place during School time and costs are kept to a minimum to cover travel and entrance fees. Parent(s)/carers(s) are asked to voluntarily contribute to these costs.

Pupils in Year 4, 5 and 6 go on overnight residential visits to support the curriculum. Parents/ Carers are expected to pay for these visits. Families on income support or those who have free school meals are given a 50% discount on these costs if evidence of entitlement is provided. The cost to the school for this is covered by an annual donation of £1500 from the Friends of All Saints School.

4. Extra activities

There will be charges levied for some extracurricular activities provided by outside organisations. These charges are made by the provider and must be paid if your child is to take part.

5. Remissions

Parents receiving Income Support do not have to pay these charges. It is the responsibility of the family concerned, however, to inform the Head Teacher (*confidentially*) that they are in such circumstances; and also when such circumstances end.

6. Damage to school property

The Governors will continue their policy of expecting parents to pay for replacement/repair to all items of School property, which have been damaged deliberately through neglect or as a result of a pupil's continually poor standard of behaviour.

LETTINGS POLICY

Statement of Aims

The Governing Body of the School is committed to effectively managing the School premises and maintaining good use of the site by providing facilities for hire by the local community outside of School hours. This will provide the School with the means to raise funds for School activities and improve existing facilities thus encouraging joint activities between School and community.

The management of lettings has been delegated to the Head Teacher with the day-to-day administration being undertaken by the Site Manager.

ACCOMMODATION AVAILABLE FOR HIRE/MAXIMUM CAPACITIES

Maximum capacities as at December 2014

Hall = 402 sq metres	200 persons for standing events e.g. parties/dances with seating around walls. 120 persons for seated events e.g. meetings/conferences. Note: these are Primary School size chairs.
Scullery	For washing up, preparing ready-made food and serving drinks.
Toilet facilities	There are no showers.

TYPES OF BOOKINGS ACCEPTABLE

Meetings/Conferences
Group/Club Functions
Location Filming
Hall Based Activities

TIMES AVAILABLE FOR HIRE

Weekdays 6.30 pm – 11.00 pm
Saturdays 9.00 am – 11.00 pm
Sundays not available

Bookings for filming are only acceptable during holiday periods.

CHARGING POLICY

Concessionary Hirers

The Scale of Charges is decided by the Governing Body, and reviewed annually.

Private Hirers

Rates for hiring facilities are based on an hourly charge for summer and winter. Prices include heat and light, Site Manager's overtime, cleaning and a contribution to the maintenance of the School.

Charges for location filming

Charges for this type of letting should be negotiated on an individual basis with film/TV companies, as budgets vary considerably between different companies and between different types of productions.

Appendix AA13 gives guidance on the amounts that could reasonably be charged for this type of letting.

Deposits

50% of the total booking fee should be requested for each letting to secure the booking. The balance of payment should be received by no later than 2 weeks before the date of letting. For lettings generating more than £100 in income an initial deposit of 30% is acceptable with the balance being paid as above.

Bookings from Film/TV companies may not be able to fulfil the deposit requirements above, due to operational procedures. If this is the case, it is acceptable for major companies to pay at the end date of the booking period at the discretion of the School Governors. The Lettings Section of the LA can advise on whether a company is bona fide.

Cancellations

A handling charge of 10% for administration will be deducted from the deposit for cancellations of up to three clear days before the letting date. The whole deposit will be forfeited for cancellations of 3 days or less prior to the letting date except in exceptional circumstances as decided by the Governors.

Value Added Tax

VAT, currently at 20% will be added to the overall charge for non-educational bookings e.g. parties.

Anti Poverty Strategy

As part of the Borough's Anti-Poverty Strategy, concessionary rates may be applied to other bookings at the discretion of the Head Teacher e.g. the unemployed.

Insurance

All hirers must take up our public liability insurance to cover their function and guests; and cover damage to the premises. The insurance cover should be for at least £1, 0000.00 for any one accident. Some household policies already include this type of cover, therefore, hirers should check under sections relating to Occupiers/Owners liability to ascertain whether they are covered for outside events or speak to their insurance companies before taking out additional insurance. Evidence of adequate insurance must be shown to the Head Teacher before letting is confirmed.

LICENCES

Alcohol

Alcohol may be served within legal restrictions as part of a function, but the selling of alcohol on the premises is forbidden. A Licence is not required to serve drinks as part of a private function but will be required if alcohol was being sold.

Entertainments

A Licence is necessary for public functions i.e. functions for music, dance, exhibitions and the showing of films that the general public are allowed to attend. This does not include functions attended by students, former students, and parents of children attending School, Friends or members of a club or similar organisation or their guests, which are deemed private functions. Further guidance can be found on page 9 of the LA's booklet "Use of School Premises Outside of School Hours, Policy & Guidance Notes".

CONDITIONS OF USE

All hirers should be given a copy of the Conditions of Use, appendix AA14. For particular types of lettings further conditions, attached as appendices, should also be given to the hirer. These lettings include: -

Martial Arts/Self Defence Classes
Use of Gymnastic Apparatus
Fireworks Displays.

Administrators of the lettings function can find further guidance on issues that may arise as listed in Appendix C of the "Use of School Premises Outside of School Hours Policy & Guidance Notes" booklet.

ALL SAINTS C.E. PRIMARY SCHOOL
Bishops Avenue, Fulham, London, SW6 6ED
Tel: 020 7736 2803

LETTINGS AGREEMENT FOR USE OF HALL & OUTSIDE AREAS AT THE
SCHOOL BY THE FRIENDS OF ALL SAINTS

This agreement is made between the Governors of the School and the Friends of the School:

1. The Governors, on the terms and conditions herein, hereby permit the Friends of the School (the Hirers) to use the hall, scullery and outside areas (the facilities) for social & community events.
2. On condition of the Governors permitting the use of these facilities the Hirers shall pay to the School for each event as follows: -

Monday – Friday	April – September	£13.00 per hour
Monday – Friday	October – March	£15.00 per hour
Saturday	April – September	£17.00 per hour
Saturday	October – March	£20.00 per hour

The above rates are inclusive of all costs and will be reviewed on a yearly basis.

3. The facilities are for the use of the Hirers during the times agreed with the Head Teacher.
4. The Hirers, who have been granted regular use of accommodation, must be prepared to relinquish it at short notice if required to do so by the School for the extension of its works or for carrying out maintenance work.

The School reserves the right, for any reason which the Head Teacher or Governing body considers necessary, to withdraw permission to occupy the accommodation on any particular date or dates or for any particular period. The withdrawal of such permission shall not entitle the occupier to make any claim whatsoever against the School, but any payment made to the School for the period involved will be refunded or alternative dates provided.

5. The Hirers will supervise properly all children and adults attending functions.

Safety Regulations

- a) All necessary precautions should be taken to ensure the safety of those present at any event. Care must be taken not to impede the means of escape from the premises.
- b) Smoking is only permitted outside the building and grounds.

- c) No alterations or additions to the electrical installations may be made without prior consent from the School.
- d) Kitchen facilities are only available for serving/making drinks, washing up and preparing ready cooked food.
- e) Details of fire exits, first aid provision and emergency telephone are attached.

The Hirer and the School should hold a signed copy of this agreement.

I/We the Hirers, confirm that we have read the above and comply with and observe all of the conditions in this agreement.

Signed on behalf of The Friends of the School

.....

Signed on behalf of The Governors of the School

.....

Charges for Location Filming

For Filming Inside & Outside the School	½ Day Letting	Whole Day Letting
<ul style="list-style-type: none"> • Feature Film Major TV Company Commercials • Some Pop Promotion • Videos (dependent on artiste) • TV Drama • Dramatised documentary • Documentary (with less than 10 crew 	£500 - £750 £400 - £600 £300 - £400 £200	£1,000 - £1,500 £700 - £1,000 £500 - £700 £350
Exterior Only		
<ul style="list-style-type: none"> • Feature Film Major TV Company Commercials • Some Pop Promotion Videos (dependent on artiste) • TV Drama • Dramatised Documentary • Documentary (with less than 10 crew) 	£400 £300 £200 £90	£700 £500 £350 £150

Minimum charge should be for half a day. The above hire fees are for a standard 9.00 am – 5.00 pm day but they do not include Site Manager’s overtime or a charge for electricity. It should be ascertained whether an electricity supply will be needed and what this will be used for. Most companies will bring their own generator and just require use of electric for kettles, irons etc. If electricity is required for filming, lighting or for any equipment that would not be considered as general domestic appliances, an additional charge for electricity will apply.

Enquiries to: Mrs S Finn
Tel: 020 7736 2803
Fax: 020 7736 2350

Date:

To

Dear

I am pleased to inform you that your application to use the accommodation and facilities listed below has been approved. Permission is granted subject to the Conditions of Hire and the conditions referred to on the application form and is operative only so long as these are observed, and provided that the total stated below is paid at least two weeks before the date of use.

Date(s) of use		
Times from		To
Purpose		
Accommodation booked		
Equipment booked		
Charge		
	Hours @	
	Hours @	
Other charges		
VAT		
Less deposit		
Total payable		

Payments must be made at least 2 weeks in advance of the date of use. Cheques should be made payable to All Saints School and sent to the Head teacher at the address shown above. A receipt will not be provided unless specifically requested.

Cancellations

A handling charge of 10%, for administration will be deducted from the deposit for cancellations of up to three clear days before the letting date. The whole deposit will be forfeited for cancellations made less than three days before the letting date.

To

Date

Dear

Thank you for your enquiry to use facilities at All Saints Primary School for _____, on _____. Unfortunately, it is not possible to accept this booking due to: -

We are fully booked on that date.

We do not accept bookings for this type of function.

The accommodation is not available on that date due to circumstances listed below.

We do not take lettings for use of _____

Additional information

If you have any queries please contact Mr J Collins on tel: 020 7736 2803, fax 020 7736 2350.

Yours sincerely

Headteacher

Conditions of Use

Permission to use School facilities is given on the understanding that the conditions listed below are observed and adhered to by the hirer. Failure to comply with these conditions can result in the letting being terminated with immediate effect: -

General Regulations

- a) School facilities are available for letting only between the hours of 7.00 a.m – 11.00 p.m.
- b) No loud music is permitted after 11.00 pm.
- c) The premises must be vacated by half an hour after the stated time agreed on the application.
- d) Flags, emblems, posters, bills or advertisements may not be placed on any part of the building, inside or out, without prior permission from the School. Greetings banners are acceptable provided they are removed upon departure.
- e) No parking is allowed on the School site. Arrangements can be made with the Site Manager for deliveries and for persons with disabilities.
- f) Parents/carers or the hirer must properly supervise children and adults attending functions.
- g) All rubbish/litter must be bagged after the function and left in the red bins at the front of the building, and the accommodation left in a tidy and clean condition.
- h) No alcohol is to be sold on the premises.

Safety Regulations

- a) The hirer entering into the agreement with the School for the use of accommodation is required to take all necessary precautions to ensure the safety of those present. Care must be taken not to impede the means of escape from the premises.
- b) Smoking is only permitted outside the building.
- c) No alterations or additions to the electrical installations may be made without prior consent from the School.
- d) Details of fire exits, first aid and emergency telephone facilities will be provided to hirer at the time of booking.
- e) No use of drugs is permitted on school premises

Loss and Liability

- a) The School and Trustees do not accept any responsibility or liability whatsoever for any loss of or damage to the property of the hirer or persons attending the hirers' function same as provided for in (c) below.
- b) To the extent permitted by the updated act, the hirer shall save the School and Trustees harmless* and keep them indemnified from and against all actions, claims, demands, costs, losses and expenses which may be brought or made against them or sustained or incurred by them howsoever arising directly or indirectly out of or in connection with the permission to use the accommodation in respect of any of the following matters: -
- The death of or personal injury to any person
 - Loss of or damage to any property of the School/Trustees
 - Loss of or damage to any property belonging to any person other than the hirer or the School/Trustees.
 - Any other loss or injury which may be incurred or suffered by the hirer or by the School/Trustees or by any other person and shall not make any claim against the School/Trustees in respect of any of the above matters.

The term "save harmless" is used to relieve the School and its Trustees from liability in respect of any claim the person giving the indemnity may have against the School/Trustees as a result of or in connection with the granting of use of accommodation.

- a) The School/Trustees shall indemnify and keep indemnified the hirer for the time being against any injury to, or the death of any person, or loss, or damage to any property including property belonging to the hirer to the extent that it may arise out of the act of default or negligence of the School/Trustees, its employees or agents against all actions, claims, demands, proceedings, damages, costs, charges and expenses whatsoever in respect hereof or in relation thereto.
- b) The hirer must obtain public liability insurance for their function and guests. This should extend to cover damage to School property and have a limit of indemnity of at least £1,000,000 for any one accident. Such insurance should be affected with a reputable insurance company. Some household policies already include this type of cover.

Conditions of Use
For Martial Arts
&
Self Defence Classes

Hirers practising martial arts or self-defence on the School's premises should observe very carefully the following conditions, which have been made in the interests of personal safety.

1. **Martial Arts & Self-Defence**

- 1.1 Applications for use of premises for martial arts will only be accepted from groups that are accredited by the Martial Arts Commission. Those organisations which are not recognised by the Martial Arts Commission will not be given permission to use the premises.
- 1.2 Organisations should employ instructors recognised by the Martial Arts Commission.
- 1.3 Instructors or tutors in Self-Defence should have attended and passed a Martial Arts Commission course for instructors in Self-Defence.

Conditions of Use
For Use of Gymnastic Apparatus

It is essential that users of gymnastic apparatus should observe very carefully the following conditions, which have been made in the interests of personal safety and also to protect the apparatus itself, which in many cases is very expensive.

1. General Conditions

- 1.1 No apparatus may be used without the prior approval of the Head Teacher.
- 1.2 The hirer shall ensure that apparatus is used only under the direction of instructors with suitable experience and/or qualifications. The hirer will be responsible for satisfying himself/herself that the instructor has suitable experience and/or qualifications and that he/she is aware of his/her responsibility as an instructor. Conditions relating to the qualifications and experience required of instructors in the use of apparatus are set out in section 2. Apparatus must not be used unless the instructor is present in the hall or gym.
- 1.3 All users must wear plimsolls or have bare feet (stockinged feet are not acceptable).
- 1.4 All damage caused must be reported at once to the Site Manager or Head Teacher.
- 1.5 The hirer shall be responsible for making good any damage caused to the apparatus.
- 1.6 Apparatus, apart from benches and mats, shall not be used by anyone over the age of 11 with the exception of the Instructor.
- 1.7 Chasing games involving the apparatus are forbidden.
- 1.8 Neither the School nor the Council shall be responsible for any accident which may arise, nor for the adequacy of the experience or qualification of any person taking charge of the group.

2. Conditions Relating to the Use of Particular Types of Apparatus

- 2.1 The apparatus listed below in this paragraph may only be used where the instructor in charge of the class either: -
 - a. Is a qualified teacher in the Council's service or in the service of the Governors or managers of an establishment maintained or aided by the Council or in the employ of another LA, and who uses the particular

- type of apparatus concerned in his/her own School with his/her own pupils; or
- b. Has permission to teach gymnastics with the apparatus in the LAs further education establishments or holds a recognised qualification in the use of the apparatus. The instructors' certificates issued by voluntary organisations are also acceptable provided that the training for them has included the use of the particular apparatus concerned.

The Apparatus concerned are:

- Cave Southampton apparatus, including beams, poles and ladders.
 - Parallel ropes.
 - Climbing ropes attached to cave apparatus, trapeze, rings and ladders.
 - Other apparatus on trackway or hanging separate from cave apparatus.
 - Bar boxed, take-off boards, i.e. both spring and beating boards.
 - Essex and London agility apparatus.
 - All other fixed climbing apparatus.
 - Benches.
 - Mats
 - Vaulting box (except bar boxes in primary Schools) and vaulting bucks and vaulting horses.
 - Climbing ropes suspended from a trackway or roof beams (not attached to cave apparatus).
- 2.2 The use of the following apparatus is subject to additional conditions; and applications will be considered individually.
- Trampoline
 - Horizontal Bars
 - Parallel Bars
 - High Vaulting Table