

MARK RUTHERFORD SCHOOL LETTINGS AND CHARGING POLICY

Policy Name: Lettings and Charging Policy

Policy Owner: Robbie Garner

Policy Review Date: July 2018

Any Change Recorded in Review: Yes

Next Review Date: July 2019

A LETTING OF THE SCHOOL PREMISES

There are a large number of facilities available for use by pupils and adults on the school site. It is therefore essential that any lettings are carefully managed and that an effective Lettings and Charging Policy is in place.

1 Conditions of Hire

These are set out in Appendix 1. The conditions are given to all new hirers when their first booking is made.

2 Value Added Tax (VAT)

Mark Rutherford School Trust is not VAT registered so VAT will not apply to lettings.

3 Site Security

The Assistant Site Agent is responsible for patrolling the building internally and externally and is, therefore, responsible for the security of the premises. In accordance with arrangements elsewhere in the county there is no security supervision by the Site Agent. On these occasions known as 'B Lettings', every effort is made to minimise the area of the school, which is open. Should there be any threat to the security of people or premises, then the Site Agent should be advised if he is resident at home on the site or the Police informed.

B CHARGING POLICIES

1 Lettings

1.1 The Governors continue to review on an annual basis their lettings charging policy, the rate of charges and any free/concessionary lettings of the school premises. The hire charges remain as detailed below:

Per hour or part thereof

	£
Sports Hall	36.85/hr
Drama Hall	33.00/hr
Drama Studio	16.00/hr
Activity Hall	26.00/hr
Space for Learning	24.75/hr
001	26.40/hr
Classrooms	14.00/hr
Vicinity	14.00/hr
Car parking Hire* minimum 5 hours hire	15.00/hr
Football Pitch	27.27 per match

Prices for and availabilities of other facilities are available on an individual basis from the Business Manager.

- 1.2 The Governors indicate that as a general policy, and to reflect the community nature of the provision, external organisations will be given a concessionary 50% discount if more than half of the youngsters attending are current pupils at Mark Rutherford School so long as this charge would cover at least the known cost to the school of the letting, i.e. Site Agents' Lettings costs.

Discounts for all clubs with children under 18 can be offered by the Business Manager so long as the charge meets any costs incurred by the school.

- 1.3 The Conditions of Hire be reviewed annually by the Finance Committee.

2 Minibus

- 2.1 The School leases two minibuses. It is unable to totally fund the running of it but is able to make a contribution towards the running costs.

- 2.2 **All** use has to be separately funded, not absorbed within the Minibus budget.

- 2.3 **All** use by budget holders must be debited from an appropriate account, whether from the School Fund or a Supplies and Services account.

- 2.4 A separate 'Transport' fund is used within the 'Supplies and Services' budget to fund the following:

- i Minibus use by the PE Department
- ii Costs of hiring minibus and coaches for PE matches/transport
- iii Other non-funded use:
 - a Site Agent use for Buildings Maintenance purposes
 - b Taking funds to Bank and items to Post Office
 - c Use by Music/Drama Departments. where there is a definite benefit to the school as a whole, e.g., Church, concerts, Assemblies
 - d Drama Dept. doing Assemblies at Middle/Lower Schools
 - e Others agreed by the Headteacher

- 2.5 A sum from the School budget is allocated to the Transport fund to cover the uses itemised in 2.4 above. This budget balance should not be carried forward from one financial year to another. It will be reviewed annually as part of the budget setting process.

- 2.6 All fuel, maintenance and repair work, road licence, MOT, AA membership and other overheads are funded from the Minibus account.

- 2.7 School use of the minibus will be charged at £1.17 per mile to cover the cost of 2.6 as well as the costs of Minibus Driver Assessment (MIDAS) and Supply Cover for this training.

- 2.8 When fuel is purchased other than from Cornwall's on Queens Drive or using the 'Overdrive' card, the cost will be refunded upon production of a receipt.

2.9 Non-school use shall be charged at the school rate plus 10% i.e. 1.28p per mile at present.

3 Fieldtrips

3.1 Fieldtrips, visits and other events are organised by the School to enhance the education of our pupils. For those events which are not a compulsory part of the curriculum it is necessary to charge parents for any costs incurred. These may include such items as accommodation, transport, insurance, equipment, additional tutoring, consumables (e.g. files, worksheets, leaflets), entrance fees, VAT and so on. An additional administration fee of £3.00 per Students will be charged for each trip to cover administration and Auditors fees.

3.2 Finances for these trips will be organised through the School Fund. All money will be taken directly to the Finance Office by the pupils to reduce the risks to staff carrying large amounts of cash.

3.3 Whilst it is necessary to ensure that each trip is self-financing, every effort will be made to ensure that there is no profit or loss for any trip, event etc.

3.4 If a 'loss' is made, this must be funded from another account held within the School fund or from the appropriate Capitation account.

3.5 If a 'profit' is made the following procedure must be followed:

a If the excess is **more** than £5 per paying person on the trip, this **must** be refunded to the family.

b If the excess is **less** than £5 per paying person on the trip, this will be transferred to a relevant 'Departmental General Account'.

3.6 The School will make every effort to ensure that no pupil will be barred from attending an event on the grounds of financial hardship alone. It may be possible to finance such cases from the School Fund or the 'Public' fund.

3.7 The cost of Insurance for each at:
a. Non hazardous activity 71p per Student
b. Hazardous activity £1.16 per Student

4 Catering

Current meal prices from Sept 17 are:

- Student Dinners 2.60
- Staff Dinners 3.80
- Breakfast 1.95

Prices for other kitchen prepared items are regularly reviewed to ensure all costs are covered. Prices may be changed after consultation between the Kitchen Manager, Principal and Business Manager.

5 Design Technology

Project costs:

- The department will endeavour to keep project costs low.
- All pupils will have access to the full range of activities in schemes relevant to their course.

- No pupil will be disadvantaged through lack of personal financial contribution.

At KS3 parents are asked to make a standard voluntary contribution towards the cost of materials used throughout the craft units of work.

At KS4 & 5 it is expected that students will contribute towards the cost of projects if ownership is desired. Cost will be calculated and billed as materials are issued.

Food Studies students are expected to provide ingredients as needed. In the case of difficulties these can be provided by the school if sufficient notice is given.

6 Reprographics

Any non-school photocopying undertaken within Reprographics is charged at a higher rate than for school work.

7 Exam Charging and Debts

The school has a legal obligation to pay for students' exam entries. However, when a student fails to complete an exam without good reason (normally a Doctor's Certificate or similar) they are charged for the cost of the exam. If a debt situation arises, the school has a duty to recover the debt.

The cost of re-sits of modular exams is borne by the student unless there are extenuating circumstances. An Appeals Procedure has been implemented.

8 Library Fines

Overdue library books will be charged at a rate of 2p per day per item up to a maximum of 50p per item. Discretion will be used in special circumstances.

9 Shop

The School Shop will offer a range of items including uniform, books and basic administration items at a price which covers costs including staffing costs and VAT.

10 Review

All charges contained within this policy will be reviewed annually. Fuel charges may be increased at any time to reflect changes in fuel prices.

CONDITIONS OF HIRE

1. Hirers should indicate exact accommodation required: Sports Hall, Drama Hall or Activities Hall, Foyer, Classroom(s), Toilets, Kitchen, Changing Rooms, Field, etc.
2. Usually **SEVEN** days' notice is required for the hire of the premises. However, this may be reduced by the Business Manager.
3. Payment must be made **at least 24 hours** before the event takes place unless previously agreed by the Governors. A deposit of £50 is required for Lettings other than for sport.
4. The hours of Hire **MUST** include time preparing for the event and cleaning up afterwards.
5. Hirers will be charged for additional work not undertaken by the Hirer at the end of the let e.g. removal and replacement of furniture, apparatus, equipment, etc. Cleaning will be carried out by the Site Agent at a charge of £29 per hour (£36 per hour on Sundays) should the accommodation not be left in a similar condition at the end of the letting period to that found at the start. An invoice will be raised as soon as costs are known.
6. The Hirer must be able to indemnify the Governing Body of the school against all actions, claims and demands of any kind which may arise as a result of their activities. The Hirer is responsible for all people attending their function. No school equipment is to be used without prior written permission. The school is not responsible for any unsafe use of this equipment. It is the Hirer's responsibility to provide sufficient public liability insurance as the school will not be responsible for any insurance claim.
7. **HEATING.** During the winter months a supplementary heating charge may be made if the Hirer has sole use of the premises at weekends or bank holidays when the school is not otherwise in session.
8. Cancellation of Hire must be made to the Business Manager **24 Hours** before the date of the booking. If cancellation is not received, for any reason, the Hirer will still be liable for the full cost of Hire. If emergency cancellation occurs on the day of the booking the school must be informed for security reasons.
9. **SPORTS HALL/ACTIVITIES HALL** Outdoor shoes must not be worn in these two areas. A regulation five-a-side football must be used for this event. All equipment must be returned to its original storage position and the facilities must be left in their original condition.
001 No footwear shall be worn in this area and no food or drink to be consumed inside this hall.
DRAMA HALL No food or drink to be consumed inside the hall.
10. Vehicles are not allowed on grass areas or the school playing field unless by prior agreement with the school. Any damage resulting will be the subject of a charge to the Hirer.
11. Hirers should note that the changing facilities must be left in a good condition at the end of the letting - litter should be removed, muddy boots should not be worn inside nor cleaned in the showers, the school's strict no smoking policy applies.
12. Hirers are reminded that spectators as well as active participants are bound by the Conditions of Hire.

13. The Site Agent or Business Manager may be forced to cancel the letting of sports pitches because of poor ground conditions.
14. The charges of Hire will be those in force on the date of Hire. If charges are increased between the date of application and the actual date of Hire, then a supplementary charge will be made.
15. The Hirers should familiarise themselves with the escape routes and the position of fire alarms and fire extinguishers. They should ask the school Site Agent to show them these. A map of the school site should be given to every Hirer. The Site Agent and Assistant Site Agent, who are both resident on the site, also have a telephone.
16. Users of the Sports Complex must ensure that the outer entrance door is **LOCKED** and colleagues should then use the bell on the PIN number board for entry. **Under no circumstances should the door be left 'on the catch' or be 'propped' open.**
17. The Hirer shall agree that should the accommodation be required for a school function or by the Authority or if maintenance of the grounds/premises is necessary, then alternative accommodation or dates will be offered to the Hirer, or, if agreement cannot be reached, then the Hire fees will be refunded.
18. Animals (except for guide dogs) are not permitted on the school site.
19. No intoxicated person shall be admitted or allowed to remain on the school premises.
20. No additions, adaptations or alterations of the electrical installation shall be carried out nor shall any material be affixed to the school walls without permission from the Site Agent. Hirers are responsible for ensuring that any electrical equipment which they bring onto the site complies with normal health and safety standards. The school has no liability for any electrical equipment brought onto the school site.
21. The Governors will only allow the use of the school premises for activities which they consider consistent with the character of the buildings and the educational purposes for which they are provided.
22. The Governors and the Local Education Authority will not accept any responsibility for any loss, or other expenses, however incurred by the Hirer, in the event of the cancellation by the Governors or the Local Education Authority of the Hire.
23. Vehicles are parked on the school site at their owners risk. The school cannot accept any responsibility for damage or theft.
24. **The school has a strict NO SMOKING policy.**

There must be no smoking on the premises at any time

MARK RUTHERFORD SCHOOL

Lettings Booking Form

Booking Number:

Name of Hirer:

Address:

Name of Organisation:

Type of Organisation:
(ie Charitable, Voluntary, Sports Club, Youth Organisation)

Telephone No: Home:

Mobile:

Email Address:

Date(s) of Hire: From:

To:

Time of Hire: From:

To:

Insurance Company:

Policy No:

Facilities Required

Sports Hall		Activity Hall		Sixth Form		Football Pitch		Changing Rooms	
Drama Hall		Drama Studio		Dance Studio		Rugby Pitch		Classroom	
Month	Date								

Have you used our facilities before? Yes () No ()

When?:

What for?

I agree to abide by the Terms & Conditions of Hire at Mark Rutherford School

Signature:

Date:

Total Amount Due:

Cheques should be made payable to **Mark Rutherford School Trust**

Contacts: **Carmela McHugh or Susan Hamby (Finance Dept)**

Entered onto calendar:		
Previous Booking Number:		

**MARK RUTHERFORD SCHOOL
INTERNAL LETTING FORM**

Name of Organiser:

Name of Responsible member of Staff:

Date of Hire:

Any alteration to times must be pre-approved by James Mayes, Site Supervisor

Time of Hire:

From:

To:

Purpose of Hire:

Number Attending:

Room/s Required:

Facilities Required:

Catering Services – please email pam.lorenc@mrus.co.uk

Furniture Movement – please email james.mayes@mrus.co.uk

I agree to abide by the Terms & Conditions of Hire at Mark Rutherford School
please tick box []

Signature of Organiser:

Signature of Responsible Member of Staff:

Date:

Date	Changes/updates
10 th July 18	Prices updated