



**Pinfold Street**  
**Primary School**



# Charging, Remissions, Lettings and Bus Policy

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## 1. Aims

Our school aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will be made
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities.

## 2. Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on [charging for school activities and the Education Act 1996](#), sections 449-462 of which set out the law on charging for school activities in England.

## 3. Definitions

- **Charge:** a fee payable for specifically defined activities
- **Remission:** the cancellation of a charge which would normally be payable

## 4. Roles and responsibilities

### 4.1 The governing board

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.

The governing board also has overall responsibility for monitoring the implementation of this policy.

Responsibility for approving the charging and remissions policy has been delegated to the Finance Committee. Monitoring the implementation of this policy has been delegated to the Finance Committee.

### 4.2 Headteachers

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

### 4.3 Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The school will provide staff with appropriate training in relation to this policy and its implementation.

### 4.4 Parents

Parents are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

## 5. Where charges cannot be made

Below we set out what we **cannot** charge for:

### 5.1 Education

- Admission applications
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)

- Education provided outside school hours if it is part of:
  - The national curriculum
  - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - Religious education
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent
- Entry for a prescribed public examination if the pupil has been prepared for it at the school
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

## 5.2 Transport

- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school
- Transport provided in connection with an educational visit

## 5.3 Residential visits

- Education provided on any visit that takes place during school hours
- Education provided on any visit that takes place outside school hours if it is part of:
  - The national curriculum
  - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - Religious education
  - Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

# 6. Where charges can be made

Below we set out what we **can** charge for:

## 6.1 Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see below)
- Music and vocal tuition, in limited circumstances
- Certain early years provision
- Community facilities

## 6.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, schools can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of school time that is not part of:
  - The national curriculum
  - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - Religious education
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority or governing board has arranged for the pupil to be provided with education)
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)

When calculating the cost of optional extras, an amount may be included in relation to:

- Any materials, books, instruments or equipment provided in connection with the optional extra
- The cost of buildings and accommodation
- Non-teaching staff
- Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

### 6.3 Music tuition

Schools can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- If the teaching is an essential part of the national curriculum
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- For a pupil who is looked after by a local authority

### 6.4 Residential visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost. **A payment plan can be provided for each residential trip.**

## 7. Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

Some activities for which the school may ask parents for voluntary contributions include:

School trips

Residentials

Some in-school visitors

**There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay.**

If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

School trips and visits – unfortunately, we will not be able to refund deposits or whole contributions towards trips once the trip has been paid for by the school. (I've added this section in).

## 8. Activities we may charge for

The school will charge for the following activities:

Sports clubs if there is a cost for the instructor

**Breakfast Club (8:00am – 8:45am - £3.00 pounds per session)**

## 9. Remissions

In some circumstances the school may not charge for items or activities set out in sections 6, **7** and 8 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.

### 9.1 Remissions for residential visits

Parents who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- Income Support
- Income-based Jobseeker's Allowance

- Income-related Employment and Support Allowance
  - Support under part VI of the Immigration and Asylum Act 1999
  - The guaranteed element of Pension Credit
  - Child Tax Credit (provided that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190)
  - Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
- Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits)

## 10. Monitoring arrangements

The School Business Manager, Vijesh Manga, monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the Headteacher annually.

At every review, the policy will be approved by the Pay and Finance Committee.

### Statement on Private Letting of School Premises

Pinfold Street Primary School may choose to hire out the school premises as a means of deriving extra income.

Where a hirer approaches the school for the purposes of hiring the premises, they will be required to complete an application form and read and sign the contract agreement (see Appendices 1 and 2)

#### APPENDIX 1 – LETTING AGREEMENT



The use of our school premises at all times is under the control of the Headteacher and the Governing Body of our school. (Education Act 1986, sect.42 no.2)

In deciding whether or not to let our premises the Governing Body will also have regard to the likelihood of any damage being caused to the premises, or neighboring premises, and any nuisance that may arise, as a result of accepting the booking.

In any event, the Governing Body reserves the right to require a reference from a Local Authority or other reputable hirer, before any booking is accepted.

The criteria for bookings will need to be discussed and decided upon by the Headteacher/Governing Body.

The final decision on compliance lies with the Headteacher and Governing Body.

#### 1. Conditions of Booking

Once the Hirer has accepted a permit to use the school premises, they are automatically bound by all terms and conditions of usage of the premises. The Governing Body have the right to vary these terms and conditions at any time.

The person signing the application form, on behalf of their organisation, (then known as the Hirer) is personally responsible for ensuring that all terms and conditions of our lettings policy are adhered to.

The requirements of the school Governing Body on or in connection with the issue of licenses for public dancing, music or any public entertainment must be strictly fulfilled. As those licenses lay down stringent regulations, the hirer must study the regulations of the Local Education Authority on the issue of licenses for such purposes.

The hirer must arrange public liability insurance to protect the hirer against third party claims for loss, damage, injury or death arising out of the use of the premises for not less than £2 million, and to provide an indemnity cover in respect of damage to the premises hired for not less than £2million where such damage can be attributed to the negligence of the hirer or his/her employees or agents; indemnity should be extended to include the governing body of the school.

The hirer shall indemnify the Governing Body of the School against all claims, loss, damage or injury which may be brought against or suffered by the Governing Body arising from or in consequence of their hiring of the school premises or equipment; the cost of reinstating or replacing any part of the premises or any property which shall be damaged, destroyed or removed during the period of the hiring of the premises; any infringement of copyright which may occur during the hiring (if applicable).

The Governing Body will not accept responsibility for any loss of or damage to any property owned by any person using the premises during the period of the letting. Property shall be brought on to the premises at the sole risk of the owner.

The hirer must make sure that all users are aware that they are solely responsible for the security of their personal property. If tickets are issued for any event, this statement should also be printed on the ticket.

The hirer is responsible for informing the Governing Body, of any person sustaining injury or loss on the school premises during the period of the letting. This information must be presented in writing to the Governing Body within 24 hours of the event. Any further information required by the Governing Body must be made available on request.

Alcohol may not be consumed on the school premises without the written permission of the Governors.

It is the responsibility of the hirer, on behalf of the recognised organisation, to obtain any necessary license for the sale of alcohol, which must be presented to the school prior to the event.

The hirer is responsible for obtaining all necessary licenses and copyright consents. The Governors are entitled to require proof of a license and copyright consent 48 hours before the hiring.

Licenses are issued by the local authority and are usually required for:

- Any function at which alcohol is sold;
- An entertainment advertised to the general public, whether on payment or otherwise.

Licenses are not required for:

- Bazaars, jumble sales, car-boot sales, bingo, whist-drives etc. where the proceeds are for the school;
- Wedding receptions, private parties.

Copyright consent may be obtained from the Performing Rights Society.

The hirer and the guarantor shall indemnify and keep indemnified the Council, Education Committee or the Governing Body from and against all costs, claims and demands which may be made against the Council, Education Committee or the Governing Body for any breach or infringement of copyright.

The Governing Body may cancel any permission granted to use the premises:-

- a) If any damage has been caused to the premises or to any property of the LA thereon by reason of any previous use of the premises by the person or body now wishing to use the premises.
- b) If, for any reason, the Local Authority Committee or the Governing Body deem it necessary or expedient to cancel the license or permit.
- c) If, for any reason, the school is closed, no compensation shall be payable by the Local Authority or the Governing body, to the hirer or any other person by reason of any such cancellation.

No person under the age of 16 years is permitted on the premises without adequate adult care and supervision.

No alterations or additions to the electrical installations at the school may be made whatsoever.

No additional staging, curtaining or scenery may be erected.

Furniture, including chairs, must not be removed from the school premises nor may they be for use in the playground or in any other building outside the school unless prior permission has been applied for and granted by the Headteacher or Governing Body.

No advertisements, emblems or slogans shall be displayed outside the school premises without the prior written permission of the governors.

The hirer shall remove from inside the premises any advertisement, emblem or slogan if, in the opinion of the Governors, is unlawful, unseemly, likely to lead to a disturbance or expose the premises to undue risk of fire.

If the terms and conditions of hiring are contravened in any way, the Headteacher and Governing Body reserves the right to cancel any permission for further use and will inform the hirer in writing. In such event, the hirer will not be entitled to any compensation or refund of any payment made in respect of such use.

It is the responsibility of the hirer to ensure that any area of accommodation used in the course of the letting is left in the condition in which it was found and is maintained in a safe condition during the letting.

Prices for lettings are available on request from the Governing Body. Charges are reviewed annually.

## APPENDIX 2 – APPLICATION FORMS

<b>Terms and Conditions</b> <b>(to be attached to application form)</b>
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### 1. Conditions of Usage

#### I. Insurance

The hirer must take out public liability insurance cover with the Local Authority as part of their booking agreement unless proof of equivalent adequate insurance is shown to the school.

**The hirer must arrange public liability insurance:**

- a) to protect the hirer against third party claims for loss, damage, injury or death arising out of the use of the premises for not less than £2 million, and
- b) to provide an indemnity cover in respect of damage to the premises hired for not less than £2million where
- c) such damage can be attributed to the negligence of the hirer or his/her employees or agents;
- d) indemnity should be extended to include the governing body of the school.

**The hirer shall indemnify the Governing Body of the School against:**

- a) all claims, loss, damage or injury which may be brought against or suffered by the Governing Body arising from or in consequence of their hiring of the school premises or equipment;
- b) the cost of reinstating or replacing any part of the premises or any property which shall be damaged, destroyed or removed during the period of the hiring of the premises;
- c) any infringement of copyright which may occur during the hiring (if applicable).

#### II. Liability

The Governors shall not be liable for any loss or damage caused to the hirer or to any other person as a result of:

- a) any failure or defect or want of repair in any of the fixtures, fittings, furniture, equipment or appliances belonging to the school or Local Education Authority at the school;
- b) any failure or interruption in the supply of water, gas or electricity to the accommodation; or any defect or want or repair in the premises or in the means of access to the premises; or
- c) any theft or malicious or accidental damage to or loss of any property of any person taken or left at the premises.

#### III. Health and safety

The hirer will adhere to all Health and Safety requirements as required by the school. The hirer is responsible for ensuring that all people using the school premises during the hire period are aware of exits, emergency exits and that the hirer's staff know the location of fire-fighting equipment. The hirer is also responsible for providing a first aid kit and ensuring a qualified first aider is available on site.

No exits or corridors may be blocked or fire-fighting equipment removed.

#### IV. Alcohol

No alcoholic drinks may be consumed or brought onto the premises unless written permission has been applied for and received from the Governing Body. No alcoholic drinks may be sold without a magistrate's license, and this must be shown in advance to the Governing Body. Safety regulations require that no alcoholic drinks are stored or consumed in the kitchen area.

#### V. Smoking

The school's No Smoking Policy must be adhered to at all times. Smoking is not permitted anywhere inside or around the surrounding parameters the school building. This includes e-cigarettes and non-nicotine cigarettes.

#### VI. Advertising

No advertisements, emblems or slogans shall be displayed outside the school premises without the prior written permission of the governors.

The hirer shall remove from inside the premises any advertisement, emblem or slogan if, in the opinion of the Governors, is unlawful, unseemly, likely to lead to a disturbance or expose the premises to undue risk of fire.

#### VII. Fixtures and Fittings



No furniture or apparatus is to be used without prior permission. Any movement of furniture required must be undertaken by the hirer under the direction of the Site Manager.

No fixtures or fittings or other objects shall be driven into the fabric or furnishings, or affixed to them, without the prior written agreement of the Governors.

The movement of school furniture and equipment from room to room is not permitted, unless previously agreed.

The use of all equipment and apparatus is subject to the prior written agreement of the Governors.

### **VIII. Hirer's apparatus / equipment**

The hirer shall obtain the Governors' written agreement to the bringing onto the school premises of any apparatus or equipment.

The hirer shall ensure that such apparatus or equipment is removed within such time as the Governors may allow. Any property not so removed may be removed by the Governors at the hirer's risk; the cost of such removal, together with any storage charges incurred by the Governors, shall be recoverable from the hirer.

### **IX. Numbers**

The hirer shall not allow on the school premises more than the number of persons stated in the application form. There is no access whatsoever into the main school kitchen.

The authorised hirer is responsible for those attending the function and in particular for leaving the site in a quiet and orderly fashion by the time stated in the booking agreement.

### **X. Cancellation**

- a) Occasional bookings: The hirer to give at least 10 calendar days' notice of a cancellation.
- b) Casual Bookings (Football Pitch Bookings): the hirers to give at least 48 hours' notice of a cancellation.
- c) Block-bookings of a term or longer: at least two months' notice of cancellation to be given by the hirer or Governors. Shorter periods of notice may be mutually agreed.
- d) If the Governors consider it likely that any one of these conditions will not be complied with by the hirer, the Governors may terminate the hiring forthwith by written notice to the hirer.
- e) If, during the period of a hiring, the Headteacher, any Governor or any other authorised member of staff who may be present is of the opinion that any of these conditions have not been complied with or that disorder, damage to property or an illegal act has taken place or is threatened, that person may summarily terminate the hiring by oral notice to the hirer, or (in his/her absence) to any other person or persons apparently in control of the proceedings, whereupon the premises shall be vacated forthwith.

**In the event of the hiring being cancelled under either c) or d) above the Governors shall be under no liability to refund any payment made for the hiring or to compensate the hirer or any other person for any loss or damage sustained in consequence of the cancellation.**

### **XI. Car Parking**

Where car parking is required, the hirer must undertake the proper stewarding and control of the parking area in collaboration with the police where necessary. The hirer must maintain safe entry and exit from the premises and provide and maintain clear access for emergency vehicles and service vehicles.

### **XII. General Terms and Conditions**

The hirer is responsible for the protection of the premises from damage, for the good behaviour of all associated users, and ensuring that alcoholic drinks, where permitted, are consumed in moderation when brought onto the premise for a function.

The hirer is responsible for ensuring that all areas are left clean and tidy as found. This includes all outside areas as well as indoor areas. If this is not found to be the case the hirer will be charged a penalty sum to cover costs of any repairs or cleaning required.

No school staff are permitted to accept hospitality gifts, either cash or in kind, at any time. We request that no gifts of this nature are offered.

No litter of any kind is to be left or thrown on the premises. It must be gathered in appropriate refuse bags and disposed of in the bins located in the car park.

The hirer will adhere to all aspects of the lettings policy at all times through the procedure of applying for and accepting a let on our premises.

All children will be supervised at all times by their parents/carers except where children are attending an organised group or care scheme. Where the latter applies, the group/care scheme will adhere to all regulations set out in the Children Act 1989, including those of registration with the relevant registering body.

Pinfold Street Primary School should be reasonably satisfied that the Hirer is able to manage the let in accordance with adequate care, health and safety procedures, etc. before agreeing to accept the booking, e.g. check adults: child/young person supervision ratio.

If the school does not feel that satisfactory management procedures will be in place during the let they should not accept the booking application.

### **XIII. Booking Procedures**

- a) Applicants should fill in an application/booking form and returned to the School office
- b) The person signing the application form (then known as “the Hirer”) is responsible for all aspects of the letting.
- c) By signing the application form, the person signing is acknowledging and agreeing to adhere to all aspects and conditions of our school’s lettings policy.
- d) A signed application does not guarantee the booking will be granted.
- e) Where the application for a letting is accepted, the applicant will be sent a letter provisionally confirming the booking and an invoice to cover the cost of the letting and any additional returnable deposit required.
- f) The hirer should then pay the booking invoice, in full, 14 days prior to the date of the letting, and ensure that they receive a receipt of payment. This will then confirm the booking agreement. Any returnable deposit required (i.e. for special functions) must be paid immediately within 72 hours of the date the booking form was sent. Failure to pay the invoice and returnable deposit (where required) will result in the application for the let becoming void.
- g) Hirers will automatically be charged for public liability insurance at a cost of 5% of hire fee as part of the booking charge unless proof of adequate equivalent insurance is shown to the school (a photocopy will be taken for the records).

### **XIV. Booking Times**

- a) There will be no access to the premises before the commencement of the period. Hirers must allow sufficient time for preparation before the event when booking the time of the letting.
- b) Hirers must have left the premises by the end of the booked period. Sufficient time must be included to allow for clearing away and for all participants to leave the premise by the end of the booked period.
- c) Availability of premise is negotiable. Please contact the school to find out the current hours of access.

### **XV. Safeguarding**

- a) The use of school premises by external groups (e.g. agencies contractors, clubs, associations) is regularly reviewed and the school implements appropriate safeguarding measures (e.g. employment checks, insurance, training, clarity of safeguarding arrangements and named DSL). Keeping children safe in-out-of-school settings code of practice.

## Application Form

To be completed by the person, aged 21 or over, who will be responsible for the payment of the charges for the use of the accommodation and other facilities and who will give the indemnity required by the condition usage and Booking Procedures document.

This application must be forwarded to the School Business Manager to consult with the Head Teacher as early as possible and not less than **14 calendar days** before the date of the proposed use.

PART A - APPLICATION (please complete in black for good photocopying and print throughout)

1

### Organisation / Person applying

#### 2 Person responsible for payment

Address (including postcode)

Telephone numbers:

#### 3 Contact person (if different from No.2)

Address (including postcode)

Telephone numbers:

#### 4 Nature or object of meeting

#### 5 Accommodation required

ACCOMMODATION REQUIRED	TIME FROM TO	DATES	TOTAL HOURS	COST PER HOUR	TOTAL COST
SCHOOL HALL					
OTHER AREA (please specify)					
ARE YOU A BUSINESS OR A CHARITY ORGANISATION?					
ADMINISTRATION CHARGE					
PUBLIC LIABILITY INSURANCE					
RETURNABLE DEPOSIT					

<b>TOTAL COST</b>	
How many chairs will be required?	
How many tables will be required?	
Adult: Children:	
Any other equipment required?	

6 **Number of people** expected to attend \_\_\_\_\_

**To the Governing Body of Pinfold Street Primary School**

I \_\_\_\_\_ (please print)

of \_\_\_\_\_ Organisation, being over the age of 21 years, hereby apply for permission for the above stated Organisation to use the school premises as stated above. I understand that if permission is granted, it will be subject to all conditions of usage within the school's letting policy. I have read this lettings policy and understand that the permission to use the school premises will only be effective provided the conditions and regulations stated in the school's letting policy are adhered to.

I, on behalf of my Organisation, hereby agree to follow all conditions of the school's letting policy should permission be granted to use the school premises.

I understand the school maintains a Policy of Insurance in respect of the use of the above accommodation which, subject to its terms and conditions, will indemnify the applicants against liability at law and claimant's costs and expenses in respect of:

1. Death of or bodily injury to or illness of any person (fatal or otherwise) or damage to property other than property belonging to the School to a limit of £ 2 million in respect of any one accident.
2. Damage to any property belonging to the School to a limit of £ 2 million in respect of any one incident in respect of each hiring.

**Provided that I, on behalf of my organisation, take out Public Liability Insurance as a requirement of the conditions to use the school premises within the school letting policy.**

I am aware that paying this premium does not absolve me and my organisation (as the Hirer) of the responsibility for injury or damage caused by our neglect during the hire.

I understand I must give immediate notice in writing, to the Site Manager, of any accident, damage or proceedings and no repudiation of liability negotiation or admission of liability shall be made to any Third Party. I will also give the same immediate notice, in writing, to the Chair of Governors of the School.

I, on behalf of my Organisation, agree to indemnify and keep indemnified the Governing Body of the school and Walsall Council from and against all loss, damage, costs, claims, demands, expenses or charges which the Governing Body, school or Council may sustain or incur in respect of any matter arising out the use of the school premises.

I understand it is my responsibility, on behalf of my organisation, to ensure that any area of accommodation used in the course of the letting is left in the condition in which it is found. This includes the room hired and the toilets. I must also ensure that my organisation leave the premises at the time stated on the Permit.

Signature of Applicant (Mr, Ms, Mrs)

Date \_\_\_\_\_

### **APPENDIX 3 - LETTINGS INVOICES/REMINDERS**

Date: \_\_\_\_\_

Dear

With reference to your application to let school premises dated \_\_\_\_\_ we are pleased to inform you that permission has been given to use the accommodation/facilities at our school, details as stated below. This permission is dependent on;

1. All regulations and conditions stated in our Charging Policy being met
2. The receipt of payment of any deposit required within \_\_\_\_\_ days of the date of this invoice, and;
3. The cost of your let (as stated below), being paid within \_\_\_\_\_ days of the date of this invoice.

<b>ACCOMMODATION REQUIRED</b>	<b>TIME FROM TO</b>	<b>DATES</b>	<b>TOTAL HOURS</b>	<b>COST PER HOUR</b>	<b>TOTAL COST</b>
<b>SCHOOL HALL</b>					
<b>OTHER AREA (please specify)</b>					
<b>ARE YOU A BUSINESS OR A CHARITY ORGANISATION?</b>					
<b>ADMINISTRATION CHARGE</b>					
<b>PUBLIC LIABILITY INSURANCE</b>					
<b>RETURNABLE DEPOSIT</b>					
<b>TOTAL COST</b>					
How many chairs will be required?  How many tables will be required?  Adult: Children:					
Any other equipment required?					

Yours sincerely

All cheques should be made payable to Pinfold Street Primary School and returned to the school office.

## **REMINDER RE: LETTINGS INVOICE**

Dear

We note from our records that the balance of payment for the above letting is now due.

Please pay, by \_\_\_\_\_ (date) the sum of £\_\_\_\_\_ which is the balance now due.

Cheques should be made payable to Pinfold Street. Primary School and returned to the school at the address as show above.

\*We would also like to remind you that a deposit of £\_\_\_\_\_ is also due for payment now.

**Failure to pay the amount due by \_\_\_\_\_ (date) will mean that your booking to let part of the school premise will NOT be able to go ahead.**

We thank you for your co-operation.

Yours sincerely,

On behalf of the School.

(\*delete as appropriate)

(Place on headed paper)

## **APPENDIX 4 - CONFIRMATION OF BOOKING TO LET SCHOOL PREMISES**

Dear

This is to certify confirmation of your booking to let the school premises as detailed in the Letting Invoice dated \_\_\_\_\_ which was previously sent to you.

Please find enclosed a receipt for payment covering the cost of this let.

We hope you will find our premises a satisfactory venue for your let and will consider using us again in the future.

Yours sincerely,

On behalf of the school.

(Place on headed paper)

**APPENDIX 5 - HIRER'S AGREEMENT WITH PINFOLD STREET PRIMARY SCHOOL**  
**(Site Manager Certificate)**

This agreement must be signed by both the Hirer (and Agent) and the Site Manager.

This agreement calls for the Hirer (or Agent) and the Site Manager to check the condition of the area and facilities covered by the Hirer's booking at the beginning and end of the letting.

This agreement also covers any time which is spent by the Site Manager or their designated agent on duty beyond that of the Hirer's booking.

**We have agreed that the condition of the area is acceptable on taking charge of the hired area.**

Hirer: Signature: .....

Site Manager: Signature: .....

Date: .....

Time: .....

Hirer: Signature: .....

Site Manager : Signature: .....

Date: .....

Time: .....

**APPENDIX 6 - Insurance Cover for School Lettings**

**NOTE: FREE HIRING**

**As the policy rating is based on hiring fees charged and declared,  
A nominal sum must be charged to each hirer to validate insurance  
cover.**

Although the insurance company does not require for any letting to be supervised, it is in the school's interest to make a cursory check of the premises after the hirer has left, in the event of a window being left open or unlocked for example; this will guard against damage from occurring.