Charging & Lettings Policy

Policy ratified by the Finance and Premises Committee
Summer Term 2026

Review Date: Summer Term 2027 (or as required)

Policy Owner: Hayley O'Brien, School Business Manager

EXTERNAL POLICY

If you have any questions about this policy please contact info@grovepark.hounslow.sch.uk

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Introduction

The Governors recognise that the school premises constitute a valuable asset for the community as a whole both within and outside school hours. They acknowledge that the use of the premises is ultimately a matter for the Headteacher but they positively encourage the utilisation of the school building and land in a manner which is consistent with the aims and purposes of the school. Allowing the school premises to be used outside school hours is not without its costs; this policy is designed to ensure that the school is covered financially when doing so.

All post-Nursery education during school hours is paid for by the Local Authority; there is no charge for any activity undertaken as part of the National Curriculum. Many before and after-school activities are also free but for some, where we incur extra costs, there may be a small charge.

This policy should be read in conjunction with the Health and Safety Policy.

1. Extra-curricular Charges

1.1 When organising school trips or visits to enrich the curriculum and educational experience for the children, we may ask parents to contribute to the cost of the trip. All contributions are voluntary, however if we do not receive sufficient contributions, the trip may have to be cancelled. If a trip goes ahead it may include children whose parents have not paid any contribution; these children are not treated any differently to the others.

1.2 If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate. Sometimes the school has to bear the additional cost to support the visit.

1.3 The following is a list of additional activities organised by the school that may require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums;
- sporting activities which incur transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- school trips abroad;
- musical events.

1.4 **Swimming**

The school organises swimming lessons for children in Year 3 & Year 4. These take place in school time and are part of the National Curriculum. Parents will be informed when these lessons are to take place and written permission is required from parents for their children to take part. A contribution to swimming lessons is requested as children swim for one term over two years.

1.5 **Music tuition**

All children study music as part of the normal school curriculum. Individual or small group lessons are taught by peripatetic music teachers. Parents are given information about additional music tuition and charges at the start of each academic year. Pupil Premium families can request a subsidy for music tuition.

1.6 **Residential visits**

Parents are asked to cover the costs of residential trips arranged during school time as these costs are not met from school funds. We endeavour to keep these charges to the absolute minimum.

1.7 **Administrative Requests**

The school will make a charge of £10 for certain administrative services requested by parents or carers, including the completion of forms or supporting passport applications, general 'to whom it may concern' letters, or confirmation letters for external purposes.

The Headteacher will provide up to three independent/grammar secondary school references per child without charge; any additional requests will incur a charge of £10 per application. Any overseas secondary school applications will incur a charge. Payment must be made in advance via the school office. The Headteacher reserves the right to waive this charge in exceptional circumstances.

2. Lettings

Any costs of hiring premises which are charged to the school's delegated budget must be repaid to that budget from income received, for example costs of electricity, heating and payments to members of staff, before allocating income to anything else. The surplus will be available for use by the Headteacher in consultation with the Governors.

3. Procedure

3.1 Potential hirers will be given a Hire of premises letter (Appendix 1), Conditions of hire (Appendix 2) and Application for hire of premises (Appendix 3).

3.2 In addition to the hire charge, a security deposit of £50 will be required to cover any damage, extra cleaning or additional expense that may be incurred by the school in relation to the let. This is refundable if not required and is at the discretion of the Headteacher.

3.3 Whenever practical, payment will be made 21 days in advance. Bookings will not be confirmed until payment has been received.

3.4 On receipt of payment hirers will be given a receipt and contract of hire letter (Appendix 4).

3.5 The School Business Manager will account for all monies in connection with school lettings.

3.6 A diary of all lettings, including polling days, shall be kept by the School Business Manager and Site Manager.

4. Hire Periods and Charges

4.1 **3.30pm – 6.00pm**

The Headteacher may enter into an agreement to let: the school premises (hall, kitchen and main playground) by arrangement, to any group or organisation whose activities are considered suitable. Priority shall be given to groups whose activities will benefit the children of the School.

4.2 **After 6.00pm**

The Headteacher will have the authority to enter into agreements to let school premises (hall, kitchen and main playground) between 6.00pm and 11.00pm Monday to Friday and between 9.00am and 11.00pm on Saturdays, Sundays and Bank Holidays. Any agreement to let must take into account the nature of the activity proposed.

4.3 There are four distinct periods when the school premises are available for hire and the charges for each room being let will normally be as follows:

Monday – Friday	**3.30pm – 6pm**	**£35 per hour**
Monday – Friday	**6pm – 11pm**	**£50 per hour**
Saturdays	**9am – 11pm**	**£65 per hour**
Sundays and Bank Holidays	**9am – 11pm**	**£75 per hour**

4.4 The Headteacher may reduce/increase the lettings charge (at her discretion) or trade another service in exchange for the use of the premises.

4.5 The Headteacher retains an absolute discretion as to whether or not any other school equipment (such as stage lighting or the piano) shall be included in the let and if so on what terms. Any let which includes the hire of such equipment may also be subject to an additional or greater deposit.

4.6 The School Business Manager or Site Manager shall advise the proposed hirer of the cost of the let and that additional costs will be payable if the premises are damaged or not restored to the condition in which they were originally let. Such damage or additional cost will be deducted from the deposit in the first instance, with any additional sum being notified to the hirer and payable within 7 days of

such notification.

5. Insurance

5.1 Commercial hirers must show evidence of their own public liability insurance to the value of £5 million

5.2 The School Business Manager will review any changes in the insurance policy schedule annually and amend this policy as appropriate.

6. Licenses

A copy of any licence permissions e.g. alcohol licence, must be given to the School Business Manager and kept in the office.

7. Unsuitable Lets

7.1 The Governing Board will retain absolute discretion to determine what an unsuitable let is. In all instances, the decision as to suitability will rest with the Governing Board.

7.2 The Headteacher is authorised to make day-to-day decisions on behalf of the Governing Board and may seek advice from the Chair of Governors and/or the Finance & Premises Committee about any aspects of implementing this policy.

8. Cases of Disorder

8.1 If a member of the hire party is deemed to be under the influence of drugs or exhibiting drunken behaviour or is verbally or physically aggressive, they will be asked to leave the premises by the Site manager. If they refuse, the police will be called.

9. Site Manager

9.1 The Site Manager should be informed of all lettings, whether or not he will be on duty for the letting.

9.2 If the Site Manager is not on duty, the person responsible for supervising the letting must know the procedures to be followed in the event of an emergency, e.g. the whereabouts of an emergency telephone, fire extinguishers and emergency exits. He/she must also know the procedure for reporting any damage to property or premises and ensure that a report is submitted.

9.3 Where the Senior Leadership Team attends evening meetings for example Governor meetings or small social events, they may, if they wish to, dispense with the Site Manager's presence, thereby avoiding such costs.

10. Security and Keys

The Headteacher and Chair of the Governing Board have a list of key holders.

10.1 Hounslow's Out of Hours Service hold the names, addresses and telephone numbers of the key holders. It is important that the correct procedures are followed or any claim on insurance could be jeopardised.

10.2 Anyone (Governors, Headteacher or staff) going on the premises outside school hours should notify the Site Manager.

11. Use of Premises for Parliamentary, Local and European Elections

The Returning Officer may use any part or all of a voluntary controlled school for the purpose of the election. The candidates in such elections are entitled to use 'free of charge', at reasonable times, a suitable room in the school for public meetings.

11.1 'Free of charge' means that the school cannot make a 'hiring' charge for this use of the premises. However, any expenses incurred in preparing, heating, lighting, cleaning the rooms or care taking costs, are met either by the Returning Officer or the candidate, as appropriate.

12. Emergency Procedures

The Site Manager will draw up an emergency plan for each letting and ensure that the organiser is aware of the fire exits and meeting points before the event takes place. The organiser must also indicate on the hire form that they have read the Health & Safety and Emergency Action Plan procedures.

The hirer must allocate a first aider for emergencies and provide their own first aid kit.

13. Site Capacities

Governors have a legal responsibility to ensure that the maximum capacity allowed under health and safety requirements for their premises is not exceeded. The Governors have delegated this responsibility to the Headteacher.

13.1 The hirer must provide the School Business Manager with an estimate of the number of people expected. These numbers must not exceed the maximum capacity as determined by the safety guidance.

14. Review

The Finance & Premises Committee will review this policy annually or sooner if the need arises.

04/02/2025

Vanita Vara
3 Falcon Close
Chiswick
W4 3XQ

Dear xxx,

Thank you for your enquiry about hiring premises at the school.

Enclosed is:

- an application form that you should complete and return to the above address;
- the Health & Safety Policy;
- the Conditions of Hire.

Please read these carefully as they set out the user's and hirer's responsibilities.

There are four periods when the school premises are available for hire and the charges for each are as follows (the charge is halved for community lets):

Monday – Friday	**3.30pm – 6pm**	**£35 per hour**
Monday – Friday	**6pm – 11pm**	**£50 per hour**
Saturdays	**9am – 11pm**	**£65 per hour**
Sundays and Bank Holidays	**9am – 11pm**	**£75 per hour**

If you wish to use any of the school equipment as part of the let, then please advise us as to the proposed use and the identity and qualification of the person who will take responsibility for the equipment. We will consider whether the equipment can be included

in the let and will advise you of the extra cost, if any, this would incur.

The school will effect a Hirer's Policy and (for commercial let's) a copy of your insurance letter should be provided. A 'let' cannot go ahead until we have received the completed form and issued you a Letter of Offer.

If your let includes any provision for/contact with children, please provide a copy of your safeguarding policy including DBS details. A copy of Grove Park's safeguarding policy will also be provided - see guidance in section 7, page 22.

The hire fees must be paid ƒ IN ADVANCE via BACS transfer to the school's designated bank account. Details for payment will be provided by the school office. The security deposit is £50 and must also be paid via BACS in advance. Please note that you are responsible for returning the building to the standard in which you found it.

Please contact me on the above telephone number if you have any queries.

Yours sincerely,

School Business Manager

Nightingale Close, Grove Park Terrace, Chiswick, London W4 3JN
Telephone: 020 8994 7405 www.groveparkprimary.co.uk
Headteacher: Miss Rachel Davies

Appendix 2: Conditions of hire

Conditions of Hire

Emergency contact numbers

The hirer must provide the site with 2 emergency contact numbers.

Insurance

For commercial hires, the hirer is responsible for their own public liability insurance to the value of £5 million

Health and Safety

The hirer is responsible for ensuring that all people using the school premises during the hire period are aware of exits and that hirer's staff know the location of firefighting equipment. No exits or corridors may be blocked or fire-fighting equipment removed.

The hirer must allocate a first aider for emergencies and provide their own first aid kit.

It is the hirers responsibility to ensure that only the areas hired are occupied and that all guests are appropriately supervised, e.g. children in the toilets.

Relevant risk assessments will be shared by the school. Specific risk assessments for commercial hirers unique to the activities being held will need to be provided in advance of the hire.

Alcohol

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

Licences and Copyright

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

Licences are required 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.

Licences 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: 0171 580 5544.

Car Parking

No car parking is available on the school site.

Appendix 2: Conditions of hire (continued)

Smoking/Vaping

Smoking and vaping is not permitted anywhere inside the school buildings.

Dogs

Only guide dogs are allowed within the school grounds.

Payment

Fees, including insurance premium and deposit, to be paid in advance.

Block bookings: payment to be made on invoice at the beginning of each term with full payment required by the half-term.

Fixtures and Fittings

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 Headteacher.

Use of Premises, Furniture and Equipment

The hirer is only permitted to use the areas of the school as agreed on the lettings form. The movement of school furniture and equipment from room to room is not permitted, unless previously agreed in writing with the Headteacher. The use of all equipment and apparatus is subject to the prior written agreement of the Headteacher, this includes the sound system and lighting within the hall.

Hirer's Apparatus and Equipment

The hirer shall obtain the Headteacher's 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 Headteacher may allow. Any property not so removed may be removed by the Headteacher at the hirer's risk. The cost of such removal, together with any storage charges incurred by the Headteacher, shall be recoverable from the hirer.

Electrical equipment plugged into the school circuit will have a current PAT certificate.

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:

- Any failure or defect or want of repair in any of the fixtures, fittings, furniture, equipment or appliances belonging to the school or LA at the school; or
- 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
- Any theft or malicious or accidental damage to or loss of any property of any person taken or left at the premises.

Appendix 2: Conditions of hire (continued)

Numbers

The hirer must provide the School Business Manager with an estimate of the number of people expected.

Behaviour

The hirer is responsible for ensuring good order is maintained throughout the period of hire.

Advertisements

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

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

Right of Entry

The Governors, Headteacher and others appointed by the Headteacher, shall have right of entry to the premises at any time during the hiring.

Reporting Damage

Any damage to the premises or its contents by the hirer must be reported on the day of hire to the Site manager or person from the school supervising the letting. This must be followed by a written report on the damage caused.

Condition of Premises

The hirer is responsible for leaving the premises in the same condition as they were before the hire and for ensuring that everything is clean and tidy.

Cancellation

Occasional bookings: *the hirer to give at least 10 calendar days' notice of a cancellation.*

Block bookings *(of a term or longer): at least two months' notice of cancellation to be given by the hirer to the Headteacher.*

In the event of the hiring being cancelled with undue notice, the Governors shall be under no liability to refund any payment made for hiring or to compensate the hirer or any other person for any loss or damage sustained in consequence of the cancellation.

Appendix 2: Conditions of hire (continued)

Guidelines for Children's After-school Activities Hirings

- *There should be a minimum of two responsible adults present at a ratio of one adult to 10 children.*
- *The children should not be left unsupervised at any time.*
- *The children must all be collected at the end of the session. If any parents or carers are late in collecting their children it is the responsibility of the leader of the session to contact them and wait until the children are collected. The police should be contacted if no parental contact can be made. The Site Manager/Headteacher should be kept updated.*
- *No child should be left in school unaccompanied.*
- *An arrangement for collection must be made.*
- *Only the areas requested in the application form are used during the let.*
- *A safeguarding policy should be provided to the school for any activity that includes children*

Failure to abide by Conditions

If, during the period of hiring, any 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. The police will be immediately notified if there has been a serious breach.

Additional Conditions

The Governors reserve the right to impose additional conditions to those described above as and when they consider it appropriate to do so.

Application for hire of premises

Name of hirer: _____

Address: _____

_____

_____

Telephone: Home _____ Work _____ Mobile_____

Venue: main hall / kitchen / playground (delete as appropriate)

Date of hire: _____

Time of hire: from _____ to _____ number of hours _____

Emergency telephone numbers:

Name _____ Tel no. _____

Name _____ Tel no. _____

I have read and understand the Health & Safety Policy and accept full responsibility for the health and safety of those using the premises during the hire period.

If the letting involves the care of children with no parental supervision then a safeguarding policy will be provided to the school.

Signed _____ Date _____

CONTRACT OF HIRE

Dear _____

This is to confirm that we have agreed to hire out the following facility / facilities:

School hall

Playground (delete as appropriate)

Date of hire: _____

Time of hire: from _____ to _____ number of hours _____

We have received the hire charges payment of £ _____ *together with your deposit of £50, which is returnable if no damage or extra cleaning is required.*

Please report to the Site Manager 30 minutes prior to the time of hire in order to familiarise yourself with the school grounds.

Yours sincerely,

School Business Manager

Nightingale Close, Grove Park Terrace, Chiswick, London W4 3JN
Telephone: 020 8994 7405 www.groveparkprimary.co.uk
Headteacher: Miss Rachel Davies