



# CHARGING, LETTINGS & EQUIPMENT LOANS POLICY

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## Knowsley Central School

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Reviewed	11/11/21 by K. Roberts
Approved	
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## **Mission Statement**

**Our mission is to provide a “*Centre of Excellence*” in which individuals are encouraged to develop their maximum potential.**

**We promote an atmosphere of mutual respect and support.**

**Through the work of our staff, we aim to develop appropriate, exciting and motivating learning experiences for children within the school and in mainstream schools.**

## **Introduction**

The Governors regard the school as a community resource and it is their wish to encourage as much use of the school's resources by the local and wider community as possible (where this does not detract from the education of the school's pupils).

The benefits of community partnership are evident for both the pupils and the local community and this Lettings policy will further aid the successful integration of the school and the local and wider community.

It needs to be recognised, however, that the school is not resourced to operate as a community school and that the financial resources devolved to the school on an annual basis cannot be used to underwrite the use of the building and resources by people other than the pupils. It will be necessary, therefore, to make a charge when letting the premises / resources that goes some way towards covering the cost of running the school, e.g., heating, lighting, and caretaking and management costs.

The detail of the attached policy will be reviewed annually by the School's Governing Body.

## **Scale of Lettings Charges**

A guideline scale of charges for the hire of premises is to be found attached (Appendix I)  
Governors will review and monitor these charges.

The Governors, therefore, intend to charge for letting and loans using a permutation of factors which reflect: -

- a) whether or not the hirer is a Knowsley MBC user, e.g., another school
- b) if the use of the resource is in or out of school hours
- c) whether the site manager's overtime is required
- d) which resources are being hired
- e) the length and regularity of the letting

The Governors' Resources Committee will decide on the appropriate scale of charges having taken the above factors into consideration.

The Head teacher and the School Business Manager will make consideration of requests for use of the premises, and charges to be levied. The hiring of resources / premises will be reported to Governors at regular intervals.

All requests for payment of hire charges will be made by invoice. All payments will be receipted and credited to the school's budget share in accordance with the LA and School Financial Regulations.

Charges will also be made to cover any external administration / photocopying requests, including Freedom of Information requests (see Appendix I).

## **Confirmation of Letting**

Users will be required to sign a contract of use which will include reference to health and safety procedures (Appendix II)

## **Health and Safety**

All users of the school's facilities will be required to adhere to the school's Health and Safety Policy, a copy of which can be found in the School Business Manager's office and Site Manager's office.

The attention of users is drawn particularly to the arrangements for Fire Evacuation. Fire exits and exit routes are clearly marked using green information signs. Red “break glass” Fire Alarms are also positioned throughout the school. These alarms do not automatically ring through to the emergency services, a 999 call has to be made to alert the emergency services. In the case of an emergency a telephone can be located in the school office.

A copy of the emergency procedures, including fire regulations for the relevant areas, will be included with the confirmation of letting form (Appendix III)

Any person or group hiring school facilities will be required to have suitable insurance arrangements to cover accident, injury, loss or damage to property and an indemnity form must be signed (Appendix IV)

## **Areas / Resources Relevant to the Letting Policy**

### **Meeting Room**

The Meeting room is available for hire by individuals or groups by prior arrangement with the Headteacher or School Business Manager. They can be booked for whole days, half days, twilight or evening sessions, subject to availability and the convenience of the school. Projection facilities can be made available, but notice must be given at the time of booking.

These rooms will be available to bodies within the LA e.g., advisers where payment has been made in advance by the LA on their behalf. Bookings must be made with the Administrative Officer and are subject to available dates.

### **Refreshments**

Tea, coffee, and light lunches will be available and charged as detailed in the hire rates (Appendix I) Approximate numbers must be quoted on the confirmation of lettings form, particularly those requiring lunches.

### **Minibus / school vehicles**

The minibus / school vehicles are for school use only. The decision has been made for safety reasons and to comply with relevant insurance cover.

## **Computer and electrical equipment**

This range of equipment is available for staff use only in order to assist them in becoming more familiar with the potential of the equipment and to assist them in preparing for teaching or with administrative matters. Items may only be loaned after prior agreement with a member of the Senior Leadership Team and after completion of an equipment loans form (Appendix V)

## **Charging for Educational Visits and Activities**

This policy statement should be read in conjunction with the advice and definitions contained in DfE updated guidelines “Charging for School Activities” October 2014 (see Appendix VI). Under the Education Reform Act of 1989, schools have to draw up a policy with regard to charging for educational visits and activities. Schools are no longer allowed to charge for educational visits and activities that take place during school hours.

## **Voluntary contributions**

It will be necessary to seek a voluntary contribution from parents to cover the cost of entrance fees, transport and insurance etc.

- No one will be obliged to contribute.
- No child will be excluded from the visit or activity.

However, if school cannot raise the required amount, then the visit or activity may have to be cancelled due to lack of alternative funding.

Educational trips and activities taking place out of school hours may be charged to the parents. If the visit or activity is residential, then parents of participating pupils will be asked to bear the cost of board and lodging. Parents receiving benefits may be entitled to claim assistance with the costs.

## **School fund**

The school runs a school fund which is used to raise money by fund raising events and which also attracts charitable donations. It has been agreed that monies raised in this way may be used to partly or wholly support activities for pupils both during and out of school hours, and to promote community cohesion. The school fund accounts are audited on an annual basis and are available for scrutiny.

## **School Healthy Snack**

The school supports and promotes a Healthy Eating Policy and provides a daily healthy snack of fruit, details of which can be found in the Schools Essential Information booklet. The food is purchased through the school fund account and parents are asked for a voluntary contribution of 20p per day towards the cost that is accounted for in the school fund accounts.

## **Freedom of Information Act**

If a Parent / Carer wishes to have access to data under the Freedom of Information Act, the school will provide copies of the required documents at an administration fee of cost of £10.00 plus 10p per copy of each document.

## **Subject Access Request**

If a Parent / Carer wishes to have access to information / data and makes a Subject Access Request, the school will provide copies of the required document(s) at an administration fee of cost of £10.00 plus 10p per copy of each document.

## Knowsley Central School

### CHARGING / LETTING RATES 2017 / 2018

ROOM HIRE					
	WITHIN SCHOOL HOURS		TWILIGHT/EVENING HIRE		
	Full Day	Half Day	4.00pm to 6.00pm	4.00pm to 8.00pm	6.00pm to 11.00pm
A. Hire of Rooms	£100.00	£50.00	£35.00	£50.00	£100.00
B. Caretaking	Nil	Nil	Site Manager's hourly rate @ time + half		
C. Heating and Lighting	Nil	Nil	15% of total A		
D. Refreshments (Tea/Coffee and biscuits)	£1 per person per serving i.e. on arrival / during meeting		£1 per person per serving i.e. on arrival / during meeting		
E. Light lunches (sandwiches, cakes biscuits and fruit)	At cost according to requirements		At cost according to requirements		
ADMINISTRATION DUTIES					
A. Hourly Rate	£15.00 per hour plus costs of materials				
B. FOI requests / Subject Access requests	£10 admin fee plus10p per copy				
PHOTOCOPYING CHARGES					
A4	Black & White		5p/copy		
	Colour		10p/copy		
A3	Black & White		10p/copy		
	Colour		20p/copy		



*Knowsley Central School*

## CONFIRMATION OF LETTING

Date \_\_\_\_\_

Dear \_\_\_\_\_

Name of Group Hiring \_\_\_\_\_

**Hire of Centre Facilities Reference / Invoice number** \_\_\_\_\_

I confirm that your application for use of the school premises / resources as detailed below have been agreed:

<b>Accommodation to be used</b>	
<b>Start Date</b>	
<b>End Date</b>	
<b>Start Time</b>	
<b>End Time</b>	
<b>Day of the week</b>	
<b>Number of occasions</b>	
<b>Refreshments required : times required and number to be served</b>	
<b>Number of Lunches required</b>	
<b>Number of people involved</b>	

I enclose a copy of the emergency procedure, including fire regulations for the relevant area(s).

All those taking part in or attending your activity must be made familiar with the action to be taken in the event of an emergency.

The cost of hiring is £.....and an invoice will be forwarded to you. Payment must be made in full prior to the event unless a prior arrangement has been made.

The hirer must be over 18 years of age and shall be the person who signs this form of confirmation for hiring. The person shall be responsible for payment of the cost of hiring and for the observance of the conditions and stipulations in the codes of practice.

**The Governors reserve the right to refuse an application for hiring without giving a reason. The Governors also reserve the right to refuse access to the premises hired if the whole of the fees have not been paid or if the regulations have not been complied with.**

In the event of damage occurring during the hiring, the hirer is responsible for the cost of making good the damage caused.

Please sign and return the attached Indemnity Form as soon as possible.

Yours faithfully,

Mr D McConnell  
Headteacher

## **Emergency Procedures**

### **Fire**

Any person discovering a fire should sound the alarm by breaking the glass of the fire alarm button.

On hearing the alarm staff should gather the children in an orderly line and take them out of the building by the route shown by the nearest fire exit route. Fire exit routes are also marked and should be followed if the preferred route is blocked. The safe areas are:

- The playground
- The car park
- The field
- depending on the exit route taken.

The fire muster point is on the school playground.

### **9.1 Bomb threat**

Unfortunately, the fire alarm cannot be sounded intermittently (10 short bursts then constant) which is the general alarm for bomb threats and so the alarm will be sounded and procedures followed as for fire.

## **Knowsley Central School**

### **Indemnity Form**

I / We accept free / paid use of \_\_\_\_\_  
at Knowsley Central School.

I / We understand that it is a condition of use that the School and Knowsley MBC are absolved  
from any liability for any accident, injury, loss or damage to property incurred by an individual.

I / We have suitable insurance arrangements to cover accident, injury, loss or damage to  
property.

Signed \_\_\_\_\_

On behalf of \_\_\_\_\_

Date \_\_\_\_\_

Signed on behalf of Knowsley Central School \_\_\_\_\_

Date \_\_\_\_\_

### Knowsley Central School IT Equipment policy and loan form

<b>Equipment</b>	
<b>Make &amp; model</b>	
<b>Serial number</b>	
<b>Tag number</b>	
<b>Member of Staff</b>	

The equipment shown above is issued by **Knowsley Central School** to the member of staff indicated. The equipment is issued subject to the following conditions

1. The equipment remains the property of Knowsley Central School at all times and must be returned to the school at the end of the loan period. The equipment nominated above is the sole responsibility of the named individual.
2. Maintenance of the equipment is the responsibility of the IT department. All maintenance issues must be referred to the IT technician / IT coordinator and logged in the IT visits folder.
3. From time to time, it will be necessary for the IT technician to perform software updates and maintenance for which the equipment must be made available in school when requested.
4. All installed software **MUST** be covered by a valid license agreement held by the school / LA in line with the Acceptable Use of IT Protocol.
5. All software installation **MUST** be carried out by the IT department in accordance with the relevant license agreements.
6. When equipment is to be used to access the internet other than by the school connection users **MUST** ensure that spyware protection software, antivirus software and a firewall are installed. Connection to the internet should not be by wireless router, unless the wireless connection signal is fully encrypted and password protected.
7. No software should be removed, uninstalled or disabled under any circumstances. Any software problems should be reported to the IT technician.
8. Protective software must be updated regularly in line with LA policy. For laptop computers, it will be necessary to connect them to the school network to update the antivirus software. This should be done regularly with updates continuously added automatically during normal in school use.
9. The user of the equipment is responsible for all personal files and data stored on the equipment. Backup of the data is the responsibility of the user.
10. The IT department cannot be held responsible for loss of data in the event of either a hardware or software failure or user error.
11. Internet usage is subject to the school e-Safety Policy and Acceptable Use of IT Protocol.

12. The equipment detailed must only be used by the assigned member of staff and must remain in the users possession at all times.
13. Equipment is insured by the LA whilst on school premises or the registered users home. Whilst in transit it is only covered if it is in the possession of the user. If the equipment is in a situation where it is not covered by the LA insurance, users are responsible for organising their own insurance.
14. Members of staff must
  - a. Recognise that the equipment on loan to them is specifically to support their work in the school, is of high value, highly desirable, extremely portable and vulnerable to theft
  - b. Take all reasonable precautions to use the equipment in an appropriate manner and prevent damage / loss occurring (e.g. not leaving any IT equipment unattended in a car)
  - c. Report any damage and / or loss of equipment immediately to a member of the Senior Leadership team
  - d. Provide a regular visual check of all IT equipment on loan when requested by a member of the SLT

<b>Name of Staff</b>	
<b>Staff signature</b>	
<b>Date of issue</b>	
<b>Name of SLT member of staff</b>	
<b>SLT staff signature</b>	
<b>Date of return</b>	
<b>Name of SLT member of staff</b>	
<b>SLT staff signature</b>	