

St Catherine's Catholic Primary School

"Loving and Learning Together as Jesus taught us"



St Catherine's Catholic Primary School

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Lettings Policy

Date of policy review: October 2016

Next review: October 2017

Policy Reviewed & Passed by the Governors
Key Person Responsible: Maureen Kelly

1 Introduction

Under section 42 of the Education (No 2) act 1986 the use of all county school premises outside of school hours is under the control of the governing bodies subject to any direction given to them by the Local Education Authority (LEA). In exercising control governing bodies are required to have regard to the premises being made available for community use

Governing bodies, therefore, have authority to hire their premises and set their own charges. Any surplus from these hiring's accrues directly to the school

2 Organisation and Responsibility

2.1 Governing Body

- Responsible for setting the Lettings Policy
- To Set and ratify the Lettings Policy
- Setting the terms and conditions of hire
- To set the scale of charges
- To review the scale of charges annually
- Write off bad debts
- Mediate in disputes

2.2 Headteacher

- Signing Caretakers Overtime
- Signing refund cheques
- Review charges
- Review reports profit and loss
- Ensure LEA insurance repaid to the Authority (year end)
- Mediate in disputes

2.3 Lettings Manager

- Responsible for monitoring profit and loss
- Booking and confirming the lets
- Invoicing and collection of income
- Issuing receipts
- Chasing payment prior to letting
- Ensuring income is banked ten days prior to let taking place
- Making sure public liability insurance is in place and a copy kept in the school
- Ensuring terms and conditions are adhered to
- Authorise refund when schools has to cancel a let
- Authorisation of refunds on deposits

2.4 Finance Administration

- Banking income into official funds
- Keeping receipts with blue copy of the invoice
- Issuing additional invoices for cleaning (if applicable)
- Issuing refund of indemnity deposits
- Issuing of credit notes (if applicable)

2.5 Caretaker

- Diary kept up to date
- Supervision of the let
- Completion of overtime/additional cleaning form
- Liaison with Lettings Manager re additional charges

3 Use of the Premises

The hirer/organisation shall only use the accommodation for the purpose stated and shall have a designated person in charge at all times. This person must make themselves know to the caretaker on duty upon arrival at the school
A charge will be made at the discretion of the headteacher.

Premises must be completely vacated and left clean and tidy by the finishing time of the proposed booking

The hirer shall not unreasonably offend neighbouring residents by parking cars in the vicinity and agrees that, upon request by the duty caretaker, he/shall arrange for offending cars to be moved

In the event that the duty caretaker has to do additional cleaning this will be charged for at a cost of £10 per hour

The kitchen can be let in addition to the main school hall but the hire must be for a minimum of 3 hours, a kitchen supervisor must be in attendant and this will be charged at £20 per hour. The hirer will be given a full set of the terms and conditions

4 Payment Procedures

Payment for accommodation is to be paid in full ten working days prior to the let taking place

In the event of either damage or additional cleaning an invoice will be raised and the amount taken from the indemnity deposit. The balance will be refunded to the hirer by cheque or in the event of neither the amount of the indemnity will be refunded in full

Hirers will have to purchase insurance from the LEA which will be charged at 7.35% net. If a hirer wishes to have his/her own insurance it must be for a minimum of two million pounds and must also cover for damage, a copy of the policy will be held in the school office together with the invoice and any other documentation

Tracking

DfE Stat Policy	Best Practice	Web	MyUSO	Signed by Staff	Version
-	✓	✓	-	-	1.0
-	✓	✓	-	-	1.1

Lettings Policy (Ratified) Oct 2016