



# **SPRINGWOOD PRIMARY SCHOOL**

## **Charging, Remissions and Lettings Policy**

**Executive Head Teacher: Mrs. Jacqui Wennington**

Executive Head Teacher:	Jacqui Wennington
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## **1. Introduction**

The Local Governing Board regards the School buildings and grounds as a community asset and will make every reasonable effort to enable them to be used as much as possible.

However, the overriding aim of the Local Governing Board is to support the School in providing the best possible education for its pupils, the promotion of equality of opportunity and the community cohesion of the local area. Any lettings of the premises to outside organisations will be considered with this in mind.

## **2. Charging**

- It is the policy of this School that no charge will be made for any activity which is an essential part of the curriculum or for a public examination.
- All parents will, however, be asked to make a voluntary contribution for Educational Visits. The School will give parents/carers adequate notice of any visit and the costs involved in order that they may make contributions over a period of time if necessary.
- It is the policy of this School that a charge can be made for optional activities such as after school clubs.
- The cost of any voluntary contribution should not exceed the actual cost of the trip or visitor.
- The maximum voluntary contribution for any educational visit will not exceed £10 per half term or £20 per term.
- All monies are to be recorded in accordance with the Finance Policy.
- Parents/carers will be given the option to pay for voluntary contributions/school meals/school uniform etc either by cash, cheque (made payable to The Link Education Trust ) or by paying online through the School Gateway online payment website.
- The minimum payment made through the online payment website is £1.00. All transaction fees will not be passed on to parents/carers but will be paid through the School's budget.
- Any commission made from selling products to parents/carers will be accounted for within the School budget or the Friends of Springwood accounts.

## **3. Remission of Charges (Families qualifying for remission or help with charges)**

In order to remove financial barriers from disadvantaged pupils, the Local Governing Board has agreed that some activities and visits, where charges can legally be made, will be offered at no charge or a reduced charge to parents/carers in particular circumstances. The following sets out the circumstances in which charges will be waived. Parents/carers in receipt of the following may qualify for remission:

- 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 you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)
- Pupil Premium entitlement.

#### **4. Lettings - Policy Objectives**

The Local Governing Board adopts, endorses and recognises the following principles:

- a) That School premises represent an immense capital investment and should be fully utilised.
- b) School is a valuable community resource.
- c) Educational usage of education premises constitutes a natural priority.
- d) That a profit margin would be welcome when derived from private or commercial usage but this is not the objective when facilitating education activity by designated users.

#### **5. Priority Usage**

The Local Governing Board has adopted the following categories of priority user:

- a) Statutory Users
- b) Designated Users.
- c) Private Users: (Hirers)

#### **6. Administration of Lettings**

The Local Governing Board recognises that it would be impossible to personally vet every applicant or organisation who wishes to make use of the School premises. Accordingly, it has delegated the authority to accept applications for hire to the following Designated Person: **School Business Manager**. A booking request should be completed and a record of all enquires should be kept on file.

#### **7. Application for Designated Status**

The Local Governing Board has delegated its power to determine designated status to the Executive Head Teacher, who will exercise discretion on its behalf and determine applications. The outcome of such decisions will be reported to the Local Governing Board each term. The School Business Manager will arrange for a list of approved

organisations to be maintained. This does not preclude the Executive Head Teacher from referring sensitive applications to the Local Governing Board at its discretion.

The following activities fall within the corporate life of the School and are classed as Statutory users. These activities are not considered to be lettings and any costs incurred will be covered by the schools delegated budget.

- Governing Board meetings.
- Extra-curricular activities for pupils organised by the School.
- School performances.
- Parents/carers' meetings.

The following activities are insulate to the life of the school and are classed as designated users. These activities are not considered to be lettings and any costs arising from these users may be covered by the schools delegated budget or a legitimate charge against the School's delegated budget may be arranged at the Head Teachers discretion.

- Meetings of the Friends of Springwood
- Friends of Springwood organised events.
- Services provided by partner organisations such as SRFT.
- Cubs and Beaver events.
- Social Committee meetings/events.

Any activities, clubs and activities that take place outside of the corporate life of school is classed as a third party user and as such are considered to be letting/ hiring the school facilities.

Private users will be charged on a cost plan and income margin for the School.

## **8. Lettings Documentation**

All formal hiring of the School premises, including those for which no charge is made, shall be properly documented. All hirers will be given a copy of the Conditions of Hire and **must** complete a Letting of Hire request (Appendix 1).

Once dates have been agreed by the School, the Hire Agreement, which is a contract that the Governing Board may enforce at law, will be issued to the Hirer. The Lettings Contract should then be signed and returned to the School (Appendix 2). If the letting relates to hiring the carpark, Appendix 3 should be used.

If staff/hirers are given key holding responsibility, an appropriate key holding contract must be completed prior to the keys being released. Contracts for keys should be no longer than one year for private hirers or for the length of the employment contract for Springwood staff (Appendices 4 and 5).

## **9. Scale of Charges**

In arriving at the Scale of Charges, the Governing Board have the following principles:

- a) That statutory users will not be charged an amount commensurate with cost recovery.
- b) At the discretion of the Head Teacher designated users may be charged no more than cost (it is permissible to charge designated users at less than cost/or nothing provided that the subsidy is generated from other lettings at cost plus income).
- c) That private users (Hirers) will be charged on a cost plan and income margin for the School.
- d) That there will be parity of treatment for similar users.
- e) That overall the cost of letting School facilities will be recovered from users.

For the purpose of charging, the Executive Head Teacher is empowered to determine to which group any particular individual or organisation belongs. The basis of charging will be determined by the purpose for which a letting is arranged.

## **10. Value Added Tax**

The Governing Board is constrained by law to apply VAT to all transactions where this is appropriate. VAT will be chargeable unless a minimum of ten sessions have been booked.

## **11. Minimum Charges and Deposits**

***The minimum hire period will be 1 hour.***

The Governing Board reserves the right to require a deposit over and above the hiring charge as a surety against damage to the premises (including any equipment) or the premises being left in an unacceptable condition necessitating incurring additional cost for cleaning, caretaking or other expenses.

A charge of £100.00 will be issued for any lost keys. This is to cover the administration and replacement of locks/keys.

## **12. Cancellations**

The Governing Board and Designated Person reserve the right to cancel both Designated and Private Users' Hire Agreements should it be found that the Hirer or persons associated with the Hirer are found to be bringing the School into disrepute or by jeopardising the School's integrity or ethos in any manner.

Wherever possible, the Governing Board or the Designated Person will endeavour to give Designated and Private Users as much notice as reasonably practicable in the circumstances should the premises become unavailable for hire. The Governing Board

and/or School will not be responsible for any costs that may be incurred as a result of this cancellation of use.

The Governing Board will seek to recover any cost incurred by the School, which are unavoidable and result directly from the cancellation of a letting. Details of the charges are shown in the scale of charges.

In the event of a closure of pool facilities, we will endeavour to inform the relevant stakeholders as soon as possible and no charge will be made on these occasions.

### **13. Payment Methods**

The Governing Board is mindful of its responsibilities in safeguarding the School from bad debt. Therefore, payment at the time of bookings is the norm or invoiced monthly for regular users. BACs payments are the preferred option however Cheques are acceptable. Cheques should wherever possible be supported by a guarantee card.

### **14. Indemnity & Insurance**

The Hirer agrees to indemnify Springwood Primary School, its employees and agents against all actions, proceedings, claims, damages, awards or costs in respect of loss, damage, death or personal injury during the period of hire. The indemnity must be covered by public liability insurance (min £10 million) and include property damage extension which will allow for a claim for damage to the property and fire damage to premises and its contents. It will be necessary to produce documentary evidence of the cover when booking.

### **15. Induction**

All hirers must attend an induction before using the premises (see Appendix 6).

### **16. Security**

The Governing Board will always insist upon continuous caretaking presence. However, it reserves the right and delegates power to the Executive Head Teacher to insist upon caretaking presence where in his/her view the nature of the hiring may leave the School vulnerable to theft or damage.

### **17. Conditions of Hire**

- 17.1 The Hirer will be responsible for the proper use of the School and must take all reasonable precautions to ensure that there is no damage to the fabric of the buildings, furniture and fittings, or School equipment.
- 17.2 No equipment is to be brought onto the Premises without prior written permission e.g. hairdryers, music systems etc. All electrical equipment permitted must be PAT tested and have a current PAT test certificate.

- 17.3 If School hoists are to be used, then the Hirer must receive training from an authorised member of Springwood Moving and Handling Team before use.
- 17.4 The Hirer must be advised that they cannot rely on the School's risk assessments for any activities carried out during the letting and must complete their own risk assessments, a copy of which must be held by the School. A copy of the School's Normal Operation Procedures (NOP) and Emergency Evacuation Procedures (EEP) will be made available to the Hirer.
- 17.5 The Hirer must comply with all laws relating to the Premises and the occupation and use of the Premises by the Hirer, including but not limited to Health and Safety legislation.
- 17.6 The Hirer should, as far as is possible, have an accurate list of those present.
- 17.7 The Hirer must ensure they are aware of the Fire and Emergency Evacuation Procedures and the location of the fire exits. These will be clearly displayed in each of the designated areas.
- 17.8 It is the responsibility of the Hirer to ensure first aid equipment and trained personnel are available. Walkie talkies are available for communication between the Site staff and Hirer. The Hirer must organise their own fire procedure and have their own accident reporting documents, to be available on request.
- 17.9 Fire exits must not be blocked or locked, nor should furniture, equipment or other obstructions be placed in corridors during the hiring.
- 17.10 The Hirer must use only that area of the building hired and must observe any instructions given by the School concerning the area available. Any furniture or equipment moved by the Hirer should be returned to its original position at the end of each session.
- 17.11 The Hirer is responsible for ensuring that good order is kept on the premises, respect for staff and other users is shown, and that the premises are left in a clean and tidy condition.
- 17.12 No food or drink may be prepared or consumed on the property. All litter must be placed in the bins provided. No illegal substances shall be brought on to or consumed on the premises. No alcohol shall be brought on to the school premises.
- 17.13 The whole of the School premises, including car parks and grounds, are non-smoking areas and smoking is not permitted.
- 17.14 Use of the car park is at the owners own risk.
- 17.15 Children must be supervised at all times and not left unattended.
- 17.16 Springwood is a working school; safeguarding procedures would dictate that no groups or individuals will be allowed on the premises until after 3.30pm.
- 17.17 The Hirer must communicate the rules and procedures set out in this Policy to its members/users. A failure to do so may restrict future use of the facilities, which may lead to the Hire Agreement being terminated.

## **18. Review of Policy**

The Governing Board will review this Policy each year along with the scale of hire charges for the forthcoming financial year.



## **Springwood Primary School Lettings Request**

### **Conditions of Lettings**

#### **Scale of charges**

	<b>Users</b>	<b>Charges</b>
1.	School Designated Users	N/A
2.	Private Users	£40.00 per hour room bookings £45.00 per hour pool bookings

### **Minimum Charges and Deposit**

***The minimum hire period will be 1 hour.***

The Governing Board reserves the right to require a deposit over and above the hiring charge as a surety against damage to the premises (including any equipment), or the premises being left in an unacceptable condition, which necessitates additional cost for cleaning, caretaking or other expenses.

A charge of £100.00 will be issued for any lost keys. This is to cover the administration and replacement of locks/keys.

### **Cancellations**

The Governing Board and Designated Person reserve the right to cancel both Designated and Private Users' Hire Agreements should it be found that the Hirer or persons associated with the Hirer are found to be bringing the School into disrepute or by jeopardising the School's integrity or ethos in any manner.

Wherever possible, the Governing Board or the Designated Person will endeavour to give Designated and Private Users as much notice as reasonably practicable under the circumstances should the premises become unavailable for hire. The Governing Board and/or School will not be responsible for any costs that may be incurred as a result of this cancellation of use.

The Governing Board will seek to recover any costs incurred by the School, which are unavoidable and result directly from the cancellation of a letting. Details of the charges are shown in the scale of charges.

In the event of a closure of pool facilities, we will endeavour to inform the Hirer/relevant stakeholders as soon as possible and no charge will be made on these occasions.

## **Payment Methods**

The Governing Board is mindful of its responsibilities in safeguarding the School from bad debt. Therefore, payment at the time of bookings is the norm or invoiced monthly for regular users (at the discretion of the School). Cheques, BACs or cash are acceptable, but cheques should wherever possible be supported by a guarantee card. In all cases, where cash is paid then an official receipt must be issued.

## **Indemnity & Insurance**

The Hirer agrees to indemnify Springwood Primary School, its Governing Board, employees and agents against all actions, proceedings, claims, damages, awards or costs in respect of loss, damage, death or personal injury during the period of hire. The indemnity must be covered by public liability insurance (min £10 million) and include property damage extension which will allow for a claim against damage to the property and fire damage to premises and its contents. It will be necessary to produce documentary evidence of such cover when booking.

## **Induction**

All hirers must attend an induction before using the premises.

## **Security**

The Governing Board delegates power to the Executive Head Teacher to insist upon caretaking presence where in his/her view the nature of the hiring may leave the School vulnerable to theft or damage.

## **Conditions of Hire**

- The Hirer will be responsible for the proper use of the School and must take all reasonable precautions to ensure that there is no damage to the fabric of the buildings, furniture and fittings, or School equipment.
- No equipment is to be brought onto the Premises without prior written permission e.g. hairdryers, music systems etc. All electrical equipment permitted must be PAT tested.
- If School hoists are to be used then the Hirer must receive training from an authorised member of Springwood Moving and Handling Team before use.
- The Hirer must be advised that they cannot rely on the School's risk assessments for any activities carried out during the letting and must complete their own risk assessments, a copy of which must be held by the School. A copy of the School's NOP and EEP will be made available to the Hirer.
- The Hirer must comply with all laws relating to the Premises and the occupation and use of the Premises by the Hirer, including but not limited to Health and Safety legislation.
- The Hirer should, as far as is possible, have an accurate list of those present.

- Any portable electrical equipment to be used must have a current PAT test certificate.
- The Hirer must ensure they are aware of the Fire and Emergency Evacuation Procedures and the location of the fire exits. These will be clearly displayed in each of the designated areas.
- It is the responsibility of the Hirer to ensure first aid equipment and trained personnel are available. Walkie talkies are available for communication between the Site Manager and Hirer. The Hirer must organise their own fire procedure and have their own accident reporting documents, to be available on request.
- Fire exits must not be blocked or locked, nor should furniture, equipment or other obstructions be placed in corridors during the hiring.
- The Hirer must use only that area of the building hired and must observe any instructions given by the School concerning the area available. Any furniture or equipment moved by the Hirer should be returned to its original position at the end of each session.
- The Hirer is responsible for ensuring that good order is kept on the premises, respect for staff and other users is shown, and that the premises are left in a clean and tidy condition.
- No food or drink may be prepared or consumed on the property. All litter must be placed in the bins provided. No intoxicating liquor shall be brought on to or consumed on the premises.
- The whole of the School premises, including car parks and grounds, are non-smoking areas and smoking is not permitted.
- Use of the car park is at the owners own risk.
- Children must be supervised at all times and not left unattended.
- Springwood is a working school; safeguarding procedures would dictate that no groups or individuals will be allowed on the premises until after 3.30pm.
- The Hirer must communicate the rules and procedures set out in this Policy to its members/users. A failure to do so may restrict future use of the facilities, which may lead to the Hire Agreement being terminated.



# **SPRINGWOOD PRIMARY SCHOOL** **REQUEST FOR LETTING OF PREMISES**

Organisation	Name: _____ Address: _____ _____ Lead Person: _____
Tel. _____	No.: _____ Email: _____ _____

Please tick/complete the appropriate boxes when you would like to use the School:

Date of Use	Day of Week	Time From	Time To

N.B. Please build in setting up and clearing away times.  
 All rooms must be left clean and tidy after use.  
 No food to be consumed on the premises.

Please state the site and facilities that you wish to use:

Chosen School Site (please tick)	Swinton	<input type="checkbox"/>	Irlam	<input type="checkbox"/>
Facilities Used (please tick)	Pool	<input type="checkbox"/>	Sensory Studio	<input type="checkbox"/>
	Hall	<input type="checkbox"/>	Bike Track	<input type="checkbox"/>
	Sports Field	<input type="checkbox"/>	Meeting Room	<input type="checkbox"/>

<b>Special Requirements</b>	<b>Equipment that you require for your Session must be removed at the end of each session.</b>
<b>Please detail equipment you wish to use</b>	

**PLEASE ANSWER THE FOLLOWING QUESTIONS**  
**(\*DELETE AS APPROPRIATE)**

<b>The main entrance must be manned at all times. Do you intend to provide your own staff member?</b>	* YES / NO
<b>Please attach a copy of your Public Liability Insurance?</b> (The indemnity must be covered by public liability insurance (min £10 million) and include property damage extension.	* YES / NO
<b>Do all adults leading the sessions hold a DBS check? If YES, please attach relevant information verifying this procedure has been undertaken and relevant numbers.</b>	* YES / NO
I agree that I understand and adhere to the conditions of lettings and that the above information is true and correct.	
Name of User:	Signature:  Date:

## Appendix 2



# **SPRINGWOOD PRIMARY SCHOOL** **LETTINGS CONTRACT**

### **Conditions of Lettings**

#### **Scale of charges**

	<b>Users</b>	<b>Charges</b>
1.	School Designated Users	N/A
2.	Private Users	£40.00 per hour

### **Minimum Charges and Deposits**

***The minimum hire period will be 1 hour.***

The Governing Board reserves the right to require a deposit over and above the hiring charge as a surety against damage to the premises (including any equipment), or the premises being left in an unacceptable condition, which necessitates additional cost for cleaning, caretaking or other expenses.

A charge of £100.00 will be issued for any lost keys. This is to cover the administration and replacement of locks/keys.

### **Cancellations**

The Governing Board and Designated Person reserve the right to cancel both Designated and Private Users' Hire Agreements should it be found that the Hirer or persons associated with the Hirer are found to be bringing the School into disrepute or by jeopardising the School's integrity or ethos in any manner.

Wherever possible, the Governing Board or the Designated Person will endeavour to give Designated and Private Users as much notice as reasonably practicable under the circumstances should the premises become unavailable for hire. The Governing Board and/or School will not be responsible for any costs that may be incurred as a result of this cancellation of use.

The Governing Board will seek to recover any costs incurred by the School, which are unavoidable and result directly from the cancellation of a letting. Details of the charges are shown in the scale of charges.

In the event of a closure of pool facilities, we will endeavour to inform the Hirer/relevant stakeholders as soon as possible and no charge will be made on these occasions.

## **Payment Methods**

The Governing Board is mindful of its responsibilities in safeguarding the School from bad debt. Therefore, payment at the time of bookings is the norm or invoiced monthly for regular users (at the discretion of the School). Cheques, BACs or cash are acceptable, but cheques should wherever possible be supported by a guarantee card. In all cases, where cash is paid then an official receipt must be issued.

## **Indemnity & Insurance**

The Hirer agrees to indemnify Springwood Primary School, its Governing Board, employees and agents against all actions, proceedings, claims, damages, awards or costs in respect of loss, damage, death or personal injury during the period of hire. The indemnity must be covered by public liability insurance (min £10 million) and include property damage extension which will allow for a claim against damage to the property and fire damage to premises and its contents. It will be necessary to produce documentary evidence of such cover when booking.

## **Induction**

All hirers must attend an induction before using the premises.

## **Security**

The Governing Board will not normally insist upon continuous caretaking presence. However, they reserve the right and delegate power to the Executive Head Teacher to insist upon caretaking presence where in his/her view the nature of the hiring may leave the School vulnerable to theft or damage.

## **Conditions of Hire**

- The Hirer will be responsible for the proper use of the School and must take all reasonable precautions to ensure that there is no damage to the fabric of the buildings, furniture and fittings, or School equipment.
- No equipment is to be brought onto the Premises without prior written permission e.g. hairdryers, music systems etc. All electrical equipment permitted must be PAT tested.
- If School hoists are to be used then the Hirer must receive training from an authorised member of Springwood Moving and Handling Team before use.
- The Hirer must be advised that they cannot rely on the School's risk assessments for any activities carried out during the letting and must complete their own risk assessments, a copy of which must be held by the School. A copy of the School's NOP and EEP will be made available to the Hirer.
- The Hirer must comply with all laws relating to the Premises and the occupation and use of the Premises by the Hirer, including but not limited to Health and Safety legislation.

- The Hirer should, as far as is possible, have an accurate list of those present.
- Any portable electrical equipment to be used must have a current PAT test certificate.
- The Hirer must ensure they are aware of the Fire and Emergency Evacuation Procedures and the location of the fire exits. These will be clearly displayed in each of the designated areas.
- It is the responsibility of the Hirer to ensure first aid equipment and trained personnel are available. Walkie talkies are available for communication between the Site Manager and Hirer. The Hirer must organise their own fire procedure and have their own accident reporting documents, to be available on request.
- Fire exits must not be blocked or locked, nor should furniture, equipment or other obstructions be placed in corridors during the hiring.
- The Hirer must use only that area of the building hired and must observe any instructions given by the School concerning the area available. Any furniture or equipment moved by the Hirer should be returned to its original position at the end of each session.
- The Hirer is responsible for ensuring that good order is kept on the premises, respect for staff and other users is shown, and that the premises are left in a clean and tidy condition.
- No food or drink may be prepared or consumed on the property. All litter must be placed in the bins provided. No intoxicating liquor shall be brought on to or consumed on the premises.
- The whole of the School premises, including car parks and grounds, are non-smoking areas and smoking is not permitted.
- Use of the car park is at the owners own risk.
- Children must be supervised at all times and not left unattended.
- Springwood is a working school; safeguarding procedures would dictate that no groups or individuals will be allowed on the premises until after 3.30pm.
- The Hirer must communicate the rules and procedures set out in this Policy to its members/users. A failure to do so may restrict future use of the facilities, which may lead to the Hire Agreement being terminated.



## **CONTRACT FOR LETTING OF PREMISES**

Organisation	Name: _____ Address: _____ _____ Lead Person: _____
Tel. _____	No.: _____ Email: _____ _____

Please tick/complete the appropriate boxes when you would like to use the School:

Date of Use	Day of Week	Time From	Time To

N.B. Please build in setting up and clearing away times.  
 All rooms must be left clean and tidy after use.  
 No food to be consumed on the premises.

Please state the site and facilities that you wish to use:

Chosen School Site (please tick)	Swinton	<input type="checkbox"/>	Irlam	<input type="checkbox"/>
Facilities Used (please tick)	Pool	<input type="checkbox"/>	Sensory Studio	<input type="checkbox"/>
	Hall	<input type="checkbox"/>	Bike Track	<input type="checkbox"/>
	Sports Field	<input type="checkbox"/>	Meeting Room	<input type="checkbox"/>

<b>Special Requirements</b>	<b>Equipment that you require for your Session must be removed at the end of each session.</b>
<b>Please detail equipment you wish to use</b>	

**PLEASE ANSWER THE FOLLOWING QUESTIONS**  
**(\*DELETE AS APPROPRIATE)**

<b>The main entrance must be manned at all times. Do you intend to provide your own staff member?</b>	* YES / NO
<b>Please attach a copy of your Public Liability Insurance?</b> (The indemnity must be covered by public liability insurance (min £10 million) and include property damage extension.	* YES / NO
<b>Do all adults leading the sessions hold a DBS check? If YES, please attach relevant information verifying this procedure has been undertaken and relevant numbers.</b>	* YES / NO
I agree that I understand and adhere to the conditions of lettings and that the above information is true and correct.	
Name of User:	Signature:  Date:

### Appendix 3



## **SPRINGWOOD PRIMARY SCHOOL** **CONTRACT FOR LETTING OF CAR PARK**

Organisation	Name: _____	
	Address: _____ _____	
	Lead Person: _____	
Tel. _____	No.: _____	Email: _____ _____

Please tick/complete the appropriate boxes when you would like to use the School:

Date of Use	Day of Week	Time From	Time To

Facilities Used (please tick)

Carpark

☐

Sports Field

☐

<b>Please attach a copy of your Public Liability Insurance?</b> (The indemnity must be covered by public liability insurance (min £10 million) and include property damage extension.	* YES / NO
I agree that I understand and adhere to the conditions of lettings and that the above information is true and correct.	
Name of User:	Signature:  Date:

## Appendix 4



# **SPRINGWOOD PRIMARY SCHOOL** **CONTRACT FOR KEY HOLDING**

Organisation	Name: _____ Address: _____ _____ _____
	Person responsible for keys: _____ _____ _____
Tel No.: _____ _____ _____	Email: _____ _____

Details of keys held	
Reason	
Date keys to be released	
Date keys to be returned	

Actual Date of Key Release	Authorised By	
	Signed	
	Received By	
	Signed	

Actual Date of Key Returned	Returned By	
	Signed	
	Received By	
	Signed	

**All keys remain the property of Springwood Primary School.**

**Keys must not be duplicated or used by anyone other than the responsible person.**

**Failure to return the keys on the date specified will result in a penalty charge of £100.00**



## Appendix 5

### **SPRINGWOOD PRIMARY SCHOOL** **STAFF CONTRACT FOR KEY HOLDING**

Person responsible for keys	
Designation	

Details of keys held	
Reason	
Date keys to be released	
Date keys to be returned	

Actual Date of Key Release	Authorised By	
	Signed	
	Received By	
	Signed	

Actual Date of Key Returned	Returned By	
	Signed	
	Received By	
	Signed	

**All keys remain the property of Springwood Primary School.**  
**Keys must not be duplicated or used by anyone other than the responsible person.**  
**Failure to return the keys on the date specified will result in a penalty charge of £100.00**

## Appendix 6



### **SPRINGWOOD PRIMARY SCHOOL** **Scale of Charges and Induction**

	Users	Charges
1.	School Designated Users	N/A
2.	Private Users	£40.00 per hour

#### **Induction Information**

- Point out Fire Exits and Assembly points. Fire evacuation and alarm procedure explained. Hirers must keep a record of all visitors attending their session.
- Provide a map of the School with highlighted areas of use e.g. Toilets.
- Go through the Lettings Conditions of Hire.
- Obtain risk assessment.
- Discuss security arrangements.
- Procedures for operation of front doors.
- Cleaning schedule – will the Hirer effect the cleaning procedures.
- Hirer to provide their own First Aider, the School's First Aid box and defibrillator can be used. Please inform Springwood Staff of items used.

#### **Pool Hire**

- Pool Alarm instruction – how to turn it off.
- Provided - NOPS and EAPS.
- Button marked 'DO NOT TOUCH' empties the water from the pool.
- Always check the board in the pool corridor to ensure the pool has been tested. If no test carried out seek assistance from a member of the School staff.
- 999 calls. Hirers to use their mobile phone, alternatively the phone in the pool corridor may be used. However, the phone is registered to the Authority at the Civic Centre so give the Full address of the School: Barton Road, Swinton, Manchester, M27 5LP.
- Always ensure the pool is locked at the end of your session and return the key to the hook outside the door.
- If using wheelchairs ensure they do fit through the fire exit.
- Blue overshoes must be worn at all times.

Signed: \_\_\_\_\_

On Behalf Of: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ On behalf of Springwood Primary School