



## Lettings Policy

Mission Statement (5 Promises)	
<b>Keep Everyone LEARNING</b>	<i>Because God calls us to fullness of life in Christ we provide varied exciting opportunities for children to achieve highly.</i> God invites us to promise; <b>to keep everyone learning</b>
<b>Keep Everyone INCLUDED</b>	<i>Because God calls us to love our neighbour we respect and include each other and develop the skills of confidence, resilience, independence, empathy and understanding.</i> God invites us to promise; <b>to keep everyone included</b>
<b>Keep Everyone SAFE</b>	<i>Because God shows us the best way to live we get to know ourselves and learn how to be safe.</i> God invites us to promise; <b>to keep everyone safe</b>
<b>Look After the World Around Us</b>	<i>Because God calls us to live as faithful members of the community we respect the world around us.</i> God invites us to promise; <b>to look after the world around us</b>
<b>Be Honest</b>	<i>Because God calls us to be like him we get to know ourselves and learn to respect the truth.</i> God invites us to promise; <b>to be honest</b>

Approved by	Approval date	Review date
FGP&P	17.05.2021	Summer 2022

# LETTING POLICY

## Introduction

The Governing Body will determine the charging policy for lettings and the supply of other goods and services. This will determine the rates of hire and will be reviewed on an annual basis. The Governing Body has the discretion to deviate from the scale of charges, due to special circumstances. All lettings will be authorised by the Head Teacher in accordance with the charging policy agreed by the Governing Body.

## Prevent Duty

The Caretaker will submit an incident report if he suspects that the letting or gathering has been used for political purposes not previously authorised by the Head Teacher, the dissemination of inappropriate material or other purposes which could be reportable under the new statutory Prevent duties or which contravene current legislation in any way.

## General

- The completion of an 'Application for use of Premises Form CC.110' will be required in all cases. This form will detail the income due to school.
- The School Business Manager is responsible for ensuring that the responsibility for identifying sums due to the school is separated from the responsibility for collecting and banking such sums.
- Invoices will be issued promptly by the Business Manager following the delivery of the service. This period of time will not exceed 30 days. Wherever possible, income should be collected in advance of the letting or service taking place.
- All invoices and other records of income will be securely retained.
- All cash and cheques will be held securely to safeguard against loss or theft. The amount of money held at any one time will not exceed the amount covered by the Schools insurance policy. Where possible payments will be requested to be paid by BACS.
- All monies will be paid into the relevant bank account 'Nottinghamshire County Council – Holy Family Catholic Primary School' promptly and in full. Where a school closure period exceeds 24 hours, all significant income should be banked prior to this.
- The Governing Body does not permit the encashment of personal cheques from income collections or the use of income collections to make payments.

The School Business Manager is responsible for ensuring that monthly reconciliation takes place between the income collected and the sums deposited at the bank. This reconciliation is fully documented and available for inspection when required.

Debts will be written off in accordance with section **2.1.6** of the *Nottinghamshire Scheme for Financing Schools*. The Governing Body will be informed of any such debts prior to them being written off. A record of any sums written off will be maintained.

The Head Teacher will ensure that any transfers of money between staff are recorded correctly and signed for.

### Scale of Charges

In order to cover the costs involved such as the administration of the service, heating, lighting and cleaning the following table of charges has been agreed. All lettings are attended by the Caretaker for the opening and locking up of the School.

Time of Hire	Cleaning Cost Incurred + Administration	Nominal Elec / Heating per hr	First Hour of Hire	Hourly Cost of Hire thereafter
Mon-Fri	£16.13 + £6 = <b>£22.13</b>	£2.50	<b>£25</b>	<b>£12</b>
Weekend	£27.10 + £6 = <b>£33.10</b>	£6.25	<b>£40</b>	<b>£18</b>