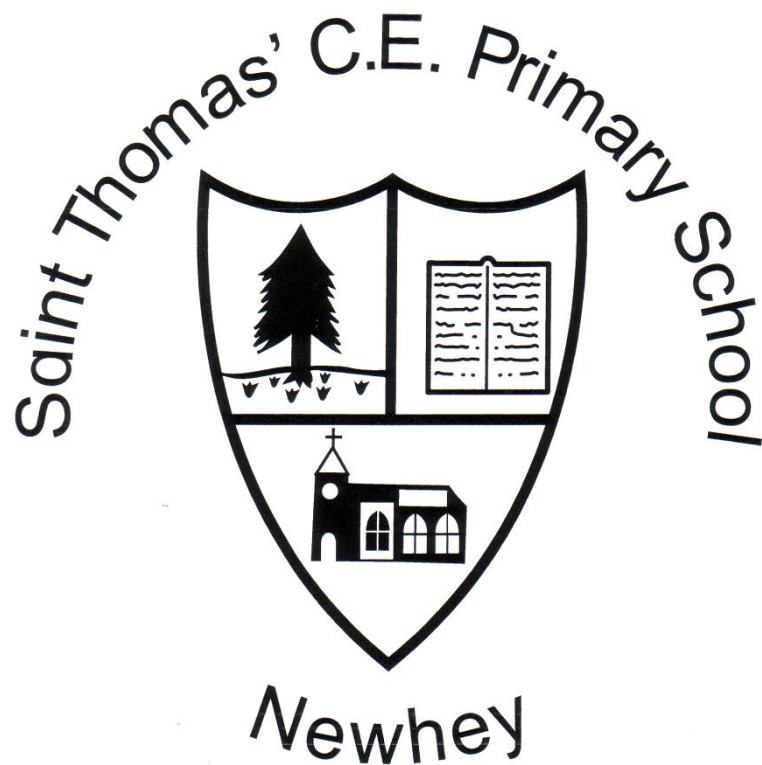


Finance Policy



Revised: October 2016

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SCHOOL FINANCE POLICY

1. ROLE OF THE GOVERNING BODY

The Governing Body is responsible for ensuring that all resources allocated to the school are used only in accordance with the terms of the Finance Scheme and will take steps to ensure that the financial management and organisation of the Governing Body are such as to enable it to fulfil its obligations.

The Governing Body recognises that it would be impractical to undertake all the day-to-day activities in discharging its responsibilities and it is necessary to delegate some of its functions through committees and the Headteacher.

The delegated powers and duties referred to within this manual apply to all committees and the Headteacher unless otherwise indicated.

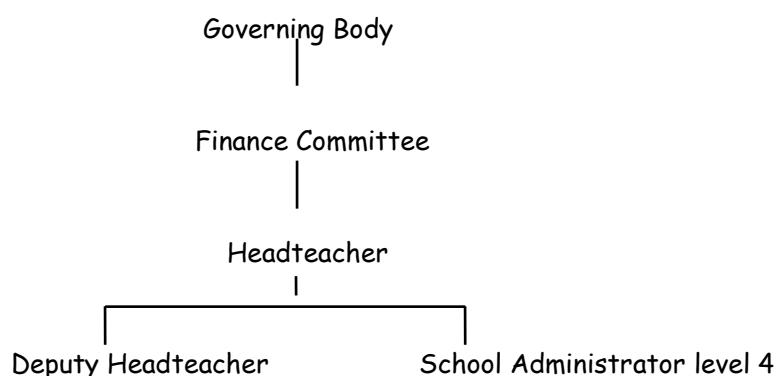
The Headteacher may also delegate, provided the terms of further delegation are clearly outlined in this Document.

The Governing Body will keep under review its financial management arrangements and make amendments as necessary. The Headteacher will advise the Governing Body where he feels such amendments to be necessary.

These procedures should be reviewed at least every three years but may be subject to more frequent amendment should DFE or Local Authority requirements change.

Compliance with the School Finance Policy is mandatory and any contravention of procedures must be brought to the attention, to the Headteacher or the Governing Body, whichever is appropriate.

2. FINANCIAL RESPONSIBILITIES STRUCTURE CHART



3. CONTROLS OF EXPENDITURE

The Governing Body will approve the annual budget and any substantial changes to the budget in accordance with this Finance Policy.

The full Governing Body must authorise any expenditure on goods and services with a value of over £50K.

The Finance Committee must authorise any expenditure on goods and services with a value of between £5K - £50K.

The Headteacher must authorise any expenditure on goods and services up to a value of £5K.

4. FINANCE COMMITTEE AND TERMS OF REFERENCE

The Committee will meet at least 3 times each year to discuss the budgets, variances, financial objectives and any other appropriate business.

The Committee has full delegated powers to make financial decisions, except as set out in para 3 (e.g. approval of full Governing Body needed for budget).

Committee Membership

Members listed:

Emerson Whitworth
Kathryn Daw
Richard McKie
Sonya O'Brian
Nicola Dawson
Amanda Bamford
Ruth Thompson
Haley Reynolds
Claire Lloyd
John Matthews

The quorum shall be 6 members.

Terms of Reference of Finance Committee

Financial management policy

1. To draft the school's financial management policy (including financial responsibilities to be delegated to the Headteacher and other senior staff where applicable):
 - in accordance with the Rochdale scheme;
 - after considering relevant advice from the LA, OFSTED, the Audit Commission and DFE; and
 - after consulting the Headteacher.
2. To present the draft policy to the full Governing Body for consideration and approval.
3. To monitor the implementation of the policy and to report to the full Governing Body.

4. To review the policy at least once every year and whenever relevant advice is received from the LA, OFSTED, the Audit Commission or DFE.

School budget

5. To draft the school budget in line with the priorities set out in the school's 3-year Development Plan (including Financial Plan) and post-inspection action plan.

6. To present the budget to the full Governing Body for information

7. To monitor actual expenditure and income against the school budget and report on the significant variances to the full Governing Body.

8. To monitor variations to the original and revised budget. To approve budget virement up to 5% of the schools ISB budget share (or £50,000) whichever is the lower, larger virements to be approved by the Governing Body.

9. To regularly monitor pupil number trends to assess the effect on the delegated budget allocation.

10. To consider and to advise the Governing Body on the financial implications of adopting any policy under consideration with significant budget implications.

11. To undertake an annual review of all expenditure with a view to achieving "Best Value" in respect of the use of the delegated budget allocation. This will include a review of all contractors and suppliers to the school to ensure the existing arrangements are appropriate in line with DFE purchasing advice to schools (on the DFE web site).

12. To undertake an annual review of all sources of income received by the school to ensure fees and charges remain appropriate and in line with any increase in costs; and to monitor income received against the budget estimate as with expenditure.

13. To draft the school's policy on lettings for consideration and approval by the full Governing Body.

14. To review the school's policy on lettings (including charges) on an annual basis (and at other times as appropriate) and reports its conclusions to the full Governing Body.

15. To approve applications for use of the school premises in accordance with the policy of the Governing Body. (The full Governing Body - but not the Committee, which cannot delegate responsibility - may wish to delegate this responsibility to the Headteacher. In such cases, the Committee should receive reports on the Headteacher's decisions).

Standards Fund resources

16. To draft proposals for the use of standards fund resources for consideration and approval by the Governing Body and to monitor progress as with the school budget.

School fund (and other funds held by the Governing Body)

17. To monitor the balance and expenditure of the school fund (and other funds held by the Governing Body) and to report on these at least annually to the full Governing Body.

18. To ensure that there is an annual audit of the school fund and of other funds held by the Governing Body, undertaken by persons independent of operating the school fund, and to ensure that the results are reported to the full Governing Body.

Controls Assurance Statement.

19. To receive an annual report from the Headteacher confirming that the financial controls required to meet the requirements of the Scheme for Financing Schools are still in place and operating as intended and to advise the Governing Body accordingly.

5. **INDIVIDUAL FINANCIAL RESPONSIBILITIES**

Headteacher

It is the Headteachers responsibility to ensure the sound financial management of the school. This entails internal financial control systems are in place and that the schools financial activities and transactions are correctly processed and accounted for.

The Headteacher is responsible for ensuring the LA's financial regulations are implemented.

Sanctioning of a draft budget is the responsibility of the Headteacher using all appropriate information provided by the School Business Manager. On completion the Headteacher shall submit the draft budget to the Finance Committee for further consideration.

It is the Headteachers responsibility to ensure all orders and requisitions are approved and ensure that such orders and requisitions are made against planned budget expenditures.

The Headteacher shall make checks on the following areas :

- a) Invoices to be paid
- b) Secure holding of monies
- c) Items detailed on the inventory

The Headteacher will maintain adequate insurance arrangements to cover those areas of school activity where this is necessary.

The Headteacher will give approval of all major resource expenditure and will continually monitor the levels of expenditure against cost codes to ensure that funds are available.

The Headteacher is responsible, in consultation with Governors and the Local Authority for tendering arrangements for services or work undertaken for the school.

Deputy Headteacher

The Deputy Headtacher has authorisation to make and sign orders on behalf of the school.

The Deputy Headteacher is a cheque signatory and should sign in the absence of the Headteacher or School Adminstrator.

In the absence of the Headteacher the Deputy Headteacher will undertake the Headteacher's responsibilities in relation to the financial management of the school.

School Administrator Level 4

The School Administrator is responsible to the Headteacher for the routine operation of all financial and administrative matters, including legislation relating to finance. Specific responsibilities are detailed below:

- * To co-ordinate budgets and monitor all finances of the school, ensuring efficient use of, and effective control of, the schools expenditure.
- * To raise and process school orders and ensure the Headteacher's authorisation for goods and services.
- * To ensure the integrity of raised cheques.
- * To provide financial information and reports to school management, the Governing Body and the LA.
- * Administration of school bank accounts.
- * Operation of the financial functions on the office computer system(s).
- * Bookkeeping of any manual accounting documents as directed by the Headteacher/Governing Body.
- * Checking of invoices against the original order and passing to the Headteacher for notification of the payment date.
- * Collection of school meals monies (including school meals arrears).
- * Completion of supporting documentation for banking of school meals monies/school meals take-up.
- * Maintain the school inventory and assist in the undertaking of physical checks on items listed.
- * Completion of insurance claims.
- * Provide advice to staff on value for money when making orders, organising visits etc.
- * Acting as cashier for other school monies, including the petty cash system, the issue of receipts and, where necessary, the preparation for and banking of monies.
- * Bank deposits; ensuring appropriate details of any deposits are retained.
- * Other general financial tasks as directed by the Headteacher. Control of financial stationary, such as official orders, cheques and deposit books.

6. REGISTER OF BUSINESS (PECUNIARY) INTERESTS

A register of business interests of all Governors will be maintained by the Headteacher and updated on an annual basis. The register will be made available for inspection by the Governors, staff and parents.

7. FINANCIAL PLANNING AND MONITORING

Link Between Academic and Financial Plans

A strategic financial plan will be maintained alongside the School Improvement Plan. The Plan will include details of projected expenditure on key activities e.g. staffing, repairs and maintenance, buildings development, other long term contracts and central support services, staff development and training. The plan should conform to the school's aims and objectives.

The plan should be drafted on a rolling basis and reviewed and updated annually with objective criticism, review and assessment minuted.

From the development of financial objectives (plan), effective management controls need to be in place to enable these objectives to be attained (App A)

Budgets

School expenditure must be appropriate, controlled and prioritised against available resources. The annual budgeting process consists of four stages:

- * planning
- * budgeting
- * monitoring
- * review

Operating budgets should be prepared within the context of a long term plan.

Budget Management

In order to distribute the budget effectively and efficiently, the budget will be divided into categories listed in the School Budget Plan (*Section 3 of the Umbrella Pack*).

Submission of Budget Plan

The Headteacher will determine appropriate levels of expenditure for each category and agree with the Finance Committee, a provisional annual budget. The provisional budget will, after scrutiny by the Finance Committee, go forward to the Governing Body as the suggested budget for their authorisation. It then becomes the authorised budget for the following financial year.

Budget Monitoring and Control

The Headteacher will be responsible on a day-to-day basis for ensuring that expenditure follows the budget plan. Where there is a variance from this plan then any unforeseen expenditure must be from either a contingency fund or virement from another budget head.

Virement

Where actual expenditure exceeds, or is likely to exceed, the budget provision within that specific budget head, then, if the sum involved is less than £1000, the Headteacher may vire monies from either the contingency fund or another budget head. If the sum involved is more than £1000 then the decision to vire monies must be taken by the Finance Committee. Decisions taken by the Headteacher must be reported to the Finance Committee at the next meeting.

The Authority will be notified of any virement decisions in the year end forecasting reports.

Financial Responsibility

The Governing Body has delegated responsibility for financial monitoring to the Finance Committee.

The Finance Committee should meet at least three times each year and be kept up-to-date with the school's overall financial position.

A budget summary is prepared monthly for all members of the Finance Committee

Timetable for Financial Reporting

The annual timetable for financial reporting is as set out in Section 3.7 of the Umbrella Pack.

8. ABSENCE OF STAFF WITH FINANCIAL RESPONSIBILITIES

In cases of emergency, when a member of the financial staff is absent, financial responsibilities may need to be transferred to the secondary member of staff detailed below.

Primary Responsibility

Headteacher
School Administrator Level 4

Secondary Responsibility

Deputy Headteacher

9. PURCHASING

The School Administrator in consultation with Headteacher/staff and relevant Governor Committee will assess the purchasing needs of the school. A clear specification will be determined and this will provide the basis by which services and supplies are sought together with comparative pricing

Orders for goods and services are placed through recognised and reputable companies or organisations. The school seeks to gain 'Best Value' at all times. Where appropriate the school uses nominated contractors provided by Central Purchasing

The school shall maintain a documented system for the processing of orders, receiving goods and the processing of invoices as outlined in the Umbrella Pack.

10. TENDERING

Specific procedures exist for the letting of contracts and the purchase of more expensive goods and this school will adopt the procedures as outlined in Section 11 of the Umbrella Pack

11. PAYROLL

The school 'buys back' the payroll services on a Service Level Agreement provided by the LA.

12. ASSETS

This school maintains an inventory of assets and it is the Headteacher's responsibility to carry out a physical check of items on the inventory annually.

Disposal of assets - see attached policy

13. INSURANCE

The school at present participates in some LA In House insurance schemes. The Balance of Risk scheme covers theft and damage to school equipment and property. The 'Staff Sickness Absence scheme currently provides cover for teaching staff only.

The school also participates in the LA's School Travel Insurance scheme.

All other insurances are arranged through Manchester Diocese.

14. INCOME

The headteacher is responsible for ensuring that all income due is received and cash collected is accounted for.

The School Administrator is responsible for the collection and banking of income and to ensure accurate records are maintained of all transactions. Receipts will be issued for all income received.

15. LETTINGS

See Lettings Policy (attached)

16. WRITE - OFF DEBTS

There will be occasions when income which is expected, is not paid. Schools can only write-off debts within the limits of the Finance Scheme (section 2.1.6 of the Umbrella Pack) and only in respect of school income (but not school meals income as separate arrangements exist for this type of debt).

The Governing Body must adhere to the scheme if they are considering writing-off debts due to the school. Schools must keep detailed records of any debts which are written-off.

The Headteacher is authorised to write off debts under £200 with approval from the Governing Body. For debts over £200 the LA will be consulted on the potential cost of recovery. Individual responsibilities will be as follows:

School Business Manager

- Verbally remind debtors that income is outstanding.
- Send out reminder letter(s) and in necessary cases, copy invoices.
- Refer the debt to the Headteacher.
- Keep detailed records of any debts which are written-off.

Head

If all attempts to recover the debt have been unsuccessful, refer the situation to the Governing Body so that a decision can be made as to whether or not the debt should be written off (if under £200).

Governing Body

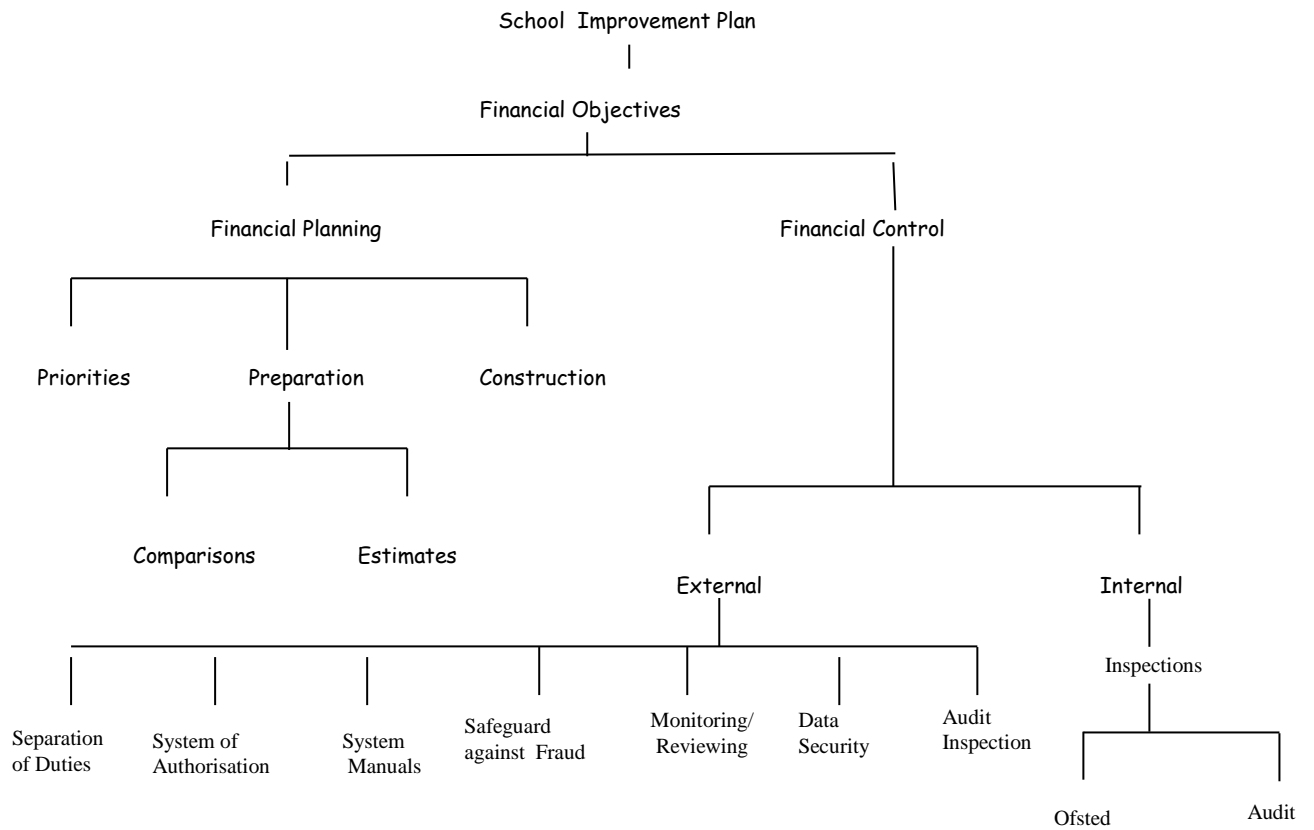
If the individual debt is less than £200 (or delegated amount), the Governing Body should make a decision as to whether or not this should be written off. If more than £200 or more than £500 in the financial year, advice or written approval for writing off the debt should be obtained from the Head of Schools Service.

17. PETTY CASH

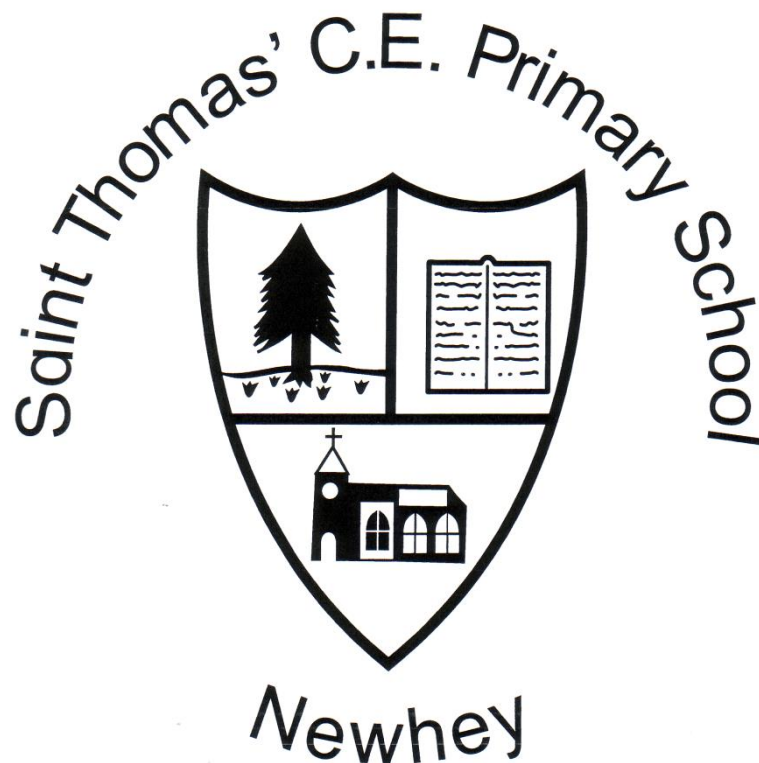
The school is operating within the terms of the Petty Cash Advice as outlined in Section 4 of the Umbrella Pack. The schools administrator is responsible for the administration of the petty cash account.

From the development of financial objectives (plan), effective management controls need to be in place to enable these objectives to be attained.

Financial Planning and Control Chart



Disposal Policy



Revised: October 2015

Reviewed June 2014

INVENTORY

St. Thoms' CE Primary School maintains an inventory of assets which shows the description, date of purchase, value and location, together with date of last physical verification.

All assets are physically verified over a three year cycle.

A register of all items taken off site is held in the office. Staff are required to insure equipment taken home (e.g. laptops) through their home insurance.

DISPOSAL

Any assets which need to be scrapped with a value of over £50 should be notified to the School Administrator.

Any assets to be scrapped above the value of £500 should be authorised by the Headteacher.

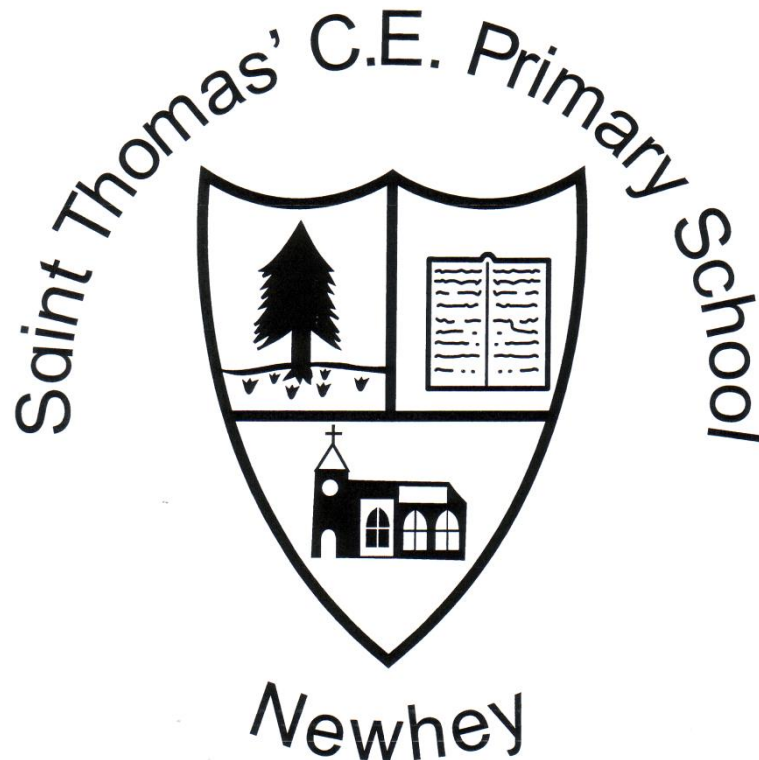
Any assets to be sold should be authorised by the Headteacher.

All assets scrapped or sold – a note will be made of the date of their disposal on the inventory.

Any monies gained from the disposal of assets will be paid into school budget and noted as income. A receipt will be given for the monies received.

All assets scrapped or sold will be reported to the finance committee.

Lettings Policy



Revised: October 2015

Lettings Policy

Written December 2009, Revised Summer 2011, Updated November 2011,
Updated November 2013

Introduction

The Governing Body 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 Governing Body is to support the school in providing the best possible education for its pupils, and any lettings of the premises to outside organisations will be considered with this in mind.

A charge will be levied to meet the additional costs incurred by the school in respect of any lettings of the premises.

Definition of a Letting

A letting may be defined as *"any use of the school premises (buildings and grounds) by either a community group (such as a local music group or football team), or a commercial organisation (such as the local branch of 'Weight Watchers')"*. A letting must not interfere with the primary activity of the school, which is to provide a high standard of education for all its pupils.

Use of the premises for activities such as staff meetings, parents' meetings, Governing Body meetings and extra-curricular activities of pupils supervised by school staff, fall within the corporate life of the school. Costs arising from these uses are therefore a legitimate charge against the school's delegated budget.

Administrative Process

Organisations seeking to hire the school premises should approach the Headteacher, who will identify their requirements and clarify the facilities available. A **School Letting Request Form** (a copy of which is attached to this model policy) should be completed at this stage. The Governing Body has the right to refuse an application, and no letting should be regarded as "booked" until approval has been given in writing. No public announcement of any activity or function taking place should be made by the organisation concerned until the booking has been formally confirmed.

Once a letting has been approved, a letter of confirmation will be sent to the hirer, setting out full details of the letting and enclosing a copy of the terms and conditions and the **Hire Agreement**. The letting should not take place until the signed agreement has been returned to the school. The person applying to hire the premises will be invoiced for the cost of the letting, in accordance with the Governing Body's current scale of charges.

The hirer should be a named individual and the agreement should be in their name, giving their permanent private address. This avoids any slight risk that the letting might be held to be a business tenancy, which would give the hirer security of tenure.

TERMS AND CONDITIONS FOR THE HIRE OF THE SCHOOL PREMISES

All terms and conditions set out below must be adhered to. The "Hirer" shall be the person making the application for a letting, and this person will be personally responsible for payment of all fees or other sums due in respect of the letting. All lettings requests must be processed directly through the school office and not via third parties.

Status of the Hirer

Lettings will not be made to persons under the age of 18, or to any organisation or group with an unlawful or extremist background. The hire agreement is personal to the hirer only, and nothing in it is intended to have the effect of giving exclusive possession of any part of the school to them or of creating any tenancy between the school and the hirer.

Persons may have to undergo, at the discretion of the Governing Body, a criminal record check via the Criminal Records Bureau (CRB). If a particular letting involves contact with the school's pupils, all personnel involved must be checked against List 99 and undergo a CRB check, in accordance with DfES guidance. These checks must be made by prior arrangement with the Headteacher, with at least half a term's notice in advance to ensure that the checks can be carried out in time.

Any adults working with the school's pupils (for example, at an after school sports club) must be appropriately qualified. Sports coaches must follow the LEA's guidelines for working in schools. All adults working with children must have DBS clearance.

Priority of Use

The Headteacher will resolve conflicting requests for the use of the premises, with priority at all times being given to school functions.

Attendance

The Hirer shall ensure that the number of persons using the premises does not exceed that for which the application was made and approval given.

Public Safety

The Hirer shall be responsible for the prevention of overcrowding (such as would endanger public safety), and for keeping clear all gangways, passages and exits. The Hirer shall be responsible for providing adequate supervision to maintain order and good conduct, and - where applicable - the Hirer must adhere to the correct adult/pupil ratios at all times.

If a fire safety inspection is required the hirer must pay for it and a copy of the inspection certificate must be handed to the headteacher.

Own Risk

It is the Hirer's responsibility to ensure that all those attending are made aware of the fact that they do so in all respects at their own risk.

Damage, Loss or Injury

The Hirer warrants to the Governing Body that it has appropriate public liability insurance to cover all its legal liabilities for accidents resulting in injuries to persons (including all participants in the activity for which the premises are being hired), and/or loss of or damage to property, including the hired premises, arising out of the letting. The minimum limit for this insurance cover is £5 million. The Hirer must produce the appropriate certificate of insurance cover before the letting can be confirmed.

Neither the school, nor the Local Education Authority, will be responsible for any injury to persons or damage to property arising out of the letting of the premises.

Furniture and Fittings

Furniture and fittings shall not be removed or interfered with in any way. No fittings or decorating of any kind necessitating drilling, or the fixing of nails or screws into fixtures which are part of the school fabric, are permitted. In the event of any damage to premises or property arising from the letting, the Hirer shall pay the cost of any reparation required.

School Equipment

Responsible adults must supervise the use of any equipment which is issued and ensure its safe return. The Hirer is liable for any damage, loss or theft of school equipment they are using, and for the equipment's safe and appropriate use.

Electrical Equipment

Any electrical equipment brought by the Hirer onto the school site **MUST** comply with the LEA code of practice for portable electrical appliance equipment. Equipment must either have a certificate of safety from a qualified electrical engineer or be inspected by the LEA. The intention to use any electrical equipment must be notified on the application.

Car Parking Facilities

Subject to availability, these may be used by the Hirer and other adults involved in the letting.

Toilet Facilities

Access to the school's toilet facilities is included as part of the hire arrangements.

First Aid Facilities

There is no legal requirement for the school to provide first aid facilities for the Hirer. It is the Hirer's responsibility to make their own arrangements, such as the provision of first aid training for supervising personnel, and the provision of a first aid kit, particularly in the case of sports lettings. Use of the schools resources is not available.

Fire Regulations

The person responsible for the security of the premises before, during and after the hire will explain the fire procedures to the hirer. The advice will specifically relate to emergency evacuation procedures, fire alarm points and fire fighting equipment, assembly points and roll call of personnel, location of telephone and how to summon the Fire Brigade and emergency services. A written copy of fire evacuation procedures will be issued to hirers.

Food and Drink

No food or drink may be prepared or consumed on the property without the direct permission of the Governing Body, in line with current food hygiene regulations. All litter must be placed in the bins provided.

Intoxicating Liquor

No intoxicants shall be brought on to or consumed on the premises unless the hirer has acquired a licence. A copy of the licence must be attached with the lettings forms.

Smoking

The whole of the school premises is a non-smoking area, and smoking is not permitted.

Copyright or Performing Rights

The Hirer shall not, during the occupancy of the premises, infringe any subsisting copyright or performing right, and shall indemnify the Local Education Authority against all sums of money which the LEA may have to pay by reason of an infringement of copyright or performing right occurring during the period of hire covered by this agreement.

Sub-letting

The Hirer shall not sub-let the premises to another person.

Charges

Hire charges are reviewed annually and the current charge is set out in the **Lettings Request Form and in appendix 1.**

Variation of Scales of Charges and Cancellations

The Hirer acknowledges that the charges given may be increased from time to time (they will be reviewed by the Governing Body on an annual basis) and that the letting may be cancelled, provided that in each circumstance at least 28 days notice either way is given. It is the Hirer's responsibility to notify parents in writing (where appropriate) of any changes in dates or venues at least a week in advance.

Security

In the instance of a non-parish letting, the Governors will hire and pay for a person to be responsible for the security of the premises before, during and after the hire, and for the cleaning of the premises after its use. An additional cost will be included in the charge for the letting. If no suitable person can be employed, then the letting will not be allowed or will be cancelled. In the event of a Parish Letting only named key holders may operate the security system. Keys should not be passed to any other person without direct permission of the Governing Body of the school.

Designated key holders:

Mrs R Williams	-	Headteacher
Mr P Gardiner	-	Site Supervisor
Mrs P. Gardiner	-	Church representative

Right of Access

The Governing Body reserves the right of access to the premises during any letting. The Headteacher or members of the Governing Body may monitor activities from time to time.

Conclusion of the Letting

The Hirer shall, at the end of the hire period, leave the accommodation in a reasonably tidy condition, all equipment being returned to the correct place of storage. If this condition is not adhered to, an additional cost may be charged.

Vacation of Premises

The Hirer shall ensure that the premises are vacated promptly at the end of the letting. The Hirer is responsible for supervising any children taking part in an activity until they are collected by a responsible adult. In the event of an emergency, occupants must leave the school by the nearest exit and assemble on the car park. The Hirer must have immediate access to participants' emergency contact details, and may use the telephone in the school office in the event of an emergency. Hirers are responsible for familiarising themselves with emergency exits and must ensure that participants are aware of evacuation procedures.

Promotional Literature/Newsletters

A draft copy of any information to be distributed to participants or through the school must be sanctioned by the Headteacher a week prior to distribution by the Hirer.

CONDITIONS OF USE

- 1 Application for a letting does not necessarily guarantee acceptance. All applications will be confirmed, or otherwise, by the Headteacher.
- 2 Organisations will be required to pay the letting charge if the premises are opened for the letting even if the letting does not take place.
- 3 Cancellation of letting must be made at least 48 hours before the letting is due to take place. Failure to comply with this condition will incur the payment of the supplementary charge of £25 by the hirer.
- 4 The School reserves the right to cancel or amend this letting in the event of the premises subsequently being required for school activities. In this event as much notice as possible will be given but the school will not be under any obligation to offer alternative accommodation.
- 5 The letting must be correctly supervised by the Hirers who will undertake to pay for any damage caused by their use of the premises and are responsible for their own third party liability cover.
- 6 Multiple Lettings: All accounts are payable within 7 days from the date of the account. The school reserves the right to refuse the hirer subsequent admission to the premises if any account remains unpaid after this period.
- 7 Single Lettings: Payment for single lettings must be made to the school before the commencement of the letting.
- 8 If a letting over-runs the time booked, an additional charge will be made. All lettings must finish by midnight and additional cost of £10 after 11.30 pm.
- 9 The school reserves the right to amend the charges giving 7 days notice.
- 10 The hirer must make him/herself fully conversant with the fire drill for the premises and the position of appliances and emergency exits. He/she must also keep a register of members for Health and Safety reasons. In the event of an evacuation of the building the hirer is responsible for informing the caretaker/keyholder or group organiser, that all members have been evacuated safely.

- 11 Once completed the School Lettings Request Form should be returned to school giving 28 days notice of the letting and indicating who the keyholder will be.
- 12 Failure to comply with the Conditions of Use may result in a letting being cancelled and may jeopardise any future application.
- 13 Once completed the School Letting Request Form should be returned to school.
- 14 Failure to comply with the Conditions of Use may result in a letting being cancelled and may jeopardise any future application.
15. Copy of Public Liability Insurance Certificate to be provided by the hirer where applicable.

Appendix 1

Costings as agreed at Resources Committee meeting on 9th November 2015

- The building will be let for a cost of £5.00 per hour.
- In the event of no key holder being present the hirer will incur an additional charge of £25.00 to ensure that the building is opened and closed by a designated key holder. If the requirement of the hire is after 11.30 pm and additional charge of £10.00 will be implemented. The letting will only be approved up to 12.00 am
- Once the building has been opened it must not be left unattended.
- The period of the hire runs from the time of opening to the time of closure and will be charged at an hourly rate accordingly.

To be reviewed November 2013

Signed _____ Chair of Governors

Date _____

Appendix 2

School Lettings Request Form

Please complete in ink and return to the school not later than three weeks before the date of the first letting requested.

Name of Group/Organisation requesting letting (Community Registration No. if applicable)

Name of Applicant: _____

Address of Applicant: _____

Telephone Number: _____

Room Required: _____

Nature of Activity: _____

Date of Single Letting: _____ Time: _____

Multiple Lettings: First Date _____ Last Date _____

Day of the week: _____ Time _____

_____ Time _____

Any date(s) during the period indicated above when the premises will not be required.

EITHER: keyholder responsible for the security of the building during this letting will be:

OR: Keyholder required: YES / NO

I confirm that the information given in this form is correct and I agree to accept the conditions outlined overleaf.

Signature of Applicant: _____

Date: _____