

Great Oak CE Learning Federation

Charges and Remissions Policy



Next review due by: April 2027

Completed by: Mrs Sam Ray

The Governing Body at The Great Oak CE Learning Federation have agreed the following conditions and changes for use of the school building, music tuition, photocopying and phone calls effective from April 2026.

School Buildings and Grounds

Conditions of Hire.

Areas of the school will be let subject to the following conditions:

1. Payment of a £20.00 deposit per day is paid in advance. In the event of cancellation this is returnable if more than 48 hours' notice is given in writing.
2. Sufficient supervisors and/or play leaders to permit the organisation of activities appropriate to the hiring and prevent the entry of any persons into any part of the premises not authorised by the Headteacher/Governors.
3. Avoid interference with any routine cleaning and maintenance work which may be in progress in any part of the premises.
4. Employ supervisors in the ratio of not more than 15 children to one supervisor.
5. Maximum number of persons to be 100 unless agreed with the Headteacher/Governors.
6. The hirer shall not use any tools, apparatus or equipment belonging to the school without prior consent.
7. The Headteacher may cancel a playing-field letting without notice if the weather conditions or the state of the ground make it likely that damage may result from use. Suitable footwear must be worn.
8. No smoking is allowed in any part of the school buildings.
9. The duration of the letting will be determined in advance.
10. The promoters of entertainment and functions to which the public are admitted on payment, shall be responsible for completing, to the satisfaction of the Governors, all formalities in connection with the use of the premises for that purpose. When the Chief Fire Officer or Licensing Authority require additional facilities for the purpose of the letting (i.e. EXIT signs or emergency lighting) which are not already installed, it shall be the responsibility of the Hirer to provide such facilities of an approved type and method of installation.

11. Payment for admission shall be deemed to include admission by tickets or programmes or by another method by which the making of payment entitles a person to admission.
12. No entertainment or function to which the public are admitted shall be allowed unless the premises are licensed for the purpose under the bye-laws of the Local Authority in whose area the premises are situated and all necessary regulations against fire are complied with.
13. No part of the school premises will be used for Religious activities which are outside of the remit of the Christian Faith and Christian Spirituality. This includes all activities which have a Spiritual root in Eastern Religion or New Age Spiritualities such as Reiki and Yoga.
14. The hiring body shall be responsible during the function or entertainment for which the premises are hired for ensuring -
 - a) all safety requirements and recommendations of any licensing authority are complied with, including a knowledge of the positioning of the fire extinguishers;
 - b) any limitations to the number of persons admitted imposed by any licensing authority or the Governors are complied with;
 - c) suitably qualified persons are employed to be responsible for the supervision of the premises and the conduct of those attending so as to avoid personal danger to the premises.
15. Permission shall not be granted for the use of an educational establishment for the production of plays or music unless the promoters have given proof either that all royalties or fees for performing rights have been paid or that the publishers have been notified as the case may be.
16. Intoxicating liquor shall not normally be brought into nor consumed at educational establishments without prior consent of the Governors.
17. The Hirer shall be responsible for reimbursing the full cost of any damage occasioned by users to premises, furniture, apparatus and equipment and will be required to indemnify the School against any liability at law in respect of any accident involving death or bodily injury to any person or damage to or loss of any property real or personal and happenings consequent upon or in conjunction with the use of the premises. The Authority has a special insurance policy which will provide cover for the Hirer, should any claim arise, with exception in cases where the hirer is a political organisation or a professional entertainment promoter who will be required to obtain separate third-party insurance cover on terms to be approved by the Governors.

18. The parking of vehicles on the schools' property shall be permitted in approved areas only on condition that persons bringing such vehicles on to the premises do so at their own risk and that they accept responsibility for any damage to the schools' property or injury to any person whether connected with the establishment or not, caused by such vehicles or their presence on the schools' premises.
19. The hiring body shall comply with such additional conditions as the County Council, Headteacher or the Governors may require in writing, to be observed for a particular letting.
20. Catering facilities may be used in accordance with the Code of Practice LSK (2) November, 1993 - "Letting of School Catering Facilities".
21. The deposit of £20.00 per day will not be refunded if the hired area is left in an unsatisfactory condition.

School Buildings and Grounds Letting Charges.

(not applicable to School, Church, Roosters or Smylers Pre-School and Wraparound)

The following hourly rates are a guide which will be applied from April 2026, with second and subsequent same day hourly rates shown in brackets.

ALL BOOKINGS WILL BE LOOKED AT ON AN INDIVIDUAL BASIS.

SUMMER RATES - April 1st to September 30th

	Mon.-Fri	Saturday	Sunday
Hall (incl. Toilets)	£9.00 (£8.00)	£10.00 (£9.00)	£11.00 (£10.00)
Playing Field (incl. Toilets)	£8.00 (£7.00)	£9.00 (£8.00)	£10.00 (£9.00)
Playground (incl. Toilets)	£7.00 (£6.00)	£8.00 (£7.00)	£9.00 (£8.00)

WINTER RATES - October 1st to March 31st

Hall (incl. Toilets)	£15.00 (£10.00)	£16.00 (£10.50)	£17.00 (£11.00)
Playing Field (incl. Toilets)	£14.50 (£9.50)	£15.50 (£10.00)	£16.50 (£10.50)
Playground (incl. Toilets)	£7.50 (£6.50)	£8.50 (£7.50)	£9.50 (£8.50)

Deposit of £20.00 per daily letting.

Please include a £20.00 fee per session to cover cleaning and locking up charges.

Reviewed _____ Agreed

Review Date: 2024/2025

Health and Safety Guidelines
For Lettings of School Premises.

The person responsible for the Letting of any area of the above premises is required to read, agree and sign the following health and safety guidelines.

School Hall (including toilets)

No person should: -

- ❖ Use any P.E. equipment including wall bars, which belong to the school.
- ❖ Climb on any equipment including chairs and windowsills.
- ❖ Children must not be allowed to touch any electrical sockets.
- ❖ Wall heaters must not be covered.
- ❖ Hazard cones must be used if anything is spilt on the floor, which must be cleaned up.
- ❖ Light switches/sockets must not be touched with wet hands.
- ❖ Nothing except toilet tissue must be put down the toilets.
- ❖ All rubbish must be disposed of in the outside bins.
- ❖ No chemical substances of any kind should be brought onto the premises.
- ❖ The person responsible must provide and ensure administration of their own first aid.
- ❖ Any breakages must be reported to key holder.
- ❖ Fire regulations must be noted and precautions for safety adhered to.
- ❖ The person responsible must remain on site until the key holder arrives to make the building secure.
- ❖ Some one in the 'party' must be in possession of a mobile phone for emergency reasons.

External Areas

- ❖ All vehicles to be parked on car park
- ❖ No one must enter the environmental area.
- ❖ No one must climb on walls or roof.
- ❖ All litter must be put in bins
- ❖ Any buildings or electrical equipment e.g. lights must not be tampered with.
- ❖ The person responsible must provide and ensure administration of their own first aid.
- ❖ Any breakages must be reported to the keyholder.
- ❖ The person responsible must remain on site until the key holder arrives to make the building secure.
- ❖ Some one in the 'party' must be in possession of a mobile phone for emergency reasons.

Declaration

I have read, understood and agree to the above guidelines and take responsibility for all members of my group.

I understand that I will be provided with an emergency contact number on arrival.

I enclose the required £20.00 deposit, which is only refundable if 48 hours notice is given of cancellation.

Signed: _____ Date: _____

Position in group: _____