

GLEBE PRIMARY SCHOOL
UNITED LEARNING ACADEMY

Hire Charging Policy
2024-2025

Updated: Summer 2024
New Review: Summer 2025

Approved by the LGB Business Committee on 23rd April 2024



Signed by: Mr. James Dempster
Position: Chair of the Local Governing Body

Standard Charge for the Use of School Premises and Conditions of Hire 2023/24 from September 2023.

Governing bodies are responsible for setting their own rates in letting school premises to external third party hirers and must adhere to insurance and VAT guidelines. In setting charges, it is recommended that schools compare their charges with other similar local providers. Non-commercial hirers who have no existing Public Liability Insurance with a preferred minimum limit of indemnity of £10 million, (although £5 million is acceptable subject to approval from the Litigation, Insurance and Risk Management Section), must as a condition of the proposed hiring, take out the Hirer's Insurance arranged by West Sussex County Council. The premium is charged at 10% of the basic hire charge, plus 12% Insurance Premium Tax (IPT). Please refer to the Insurance Guide or contact the Insurance and Litigation Section for further details.

Governing bodies are encouraged to include in their "Prevent" training the vetting of hirers to ensure their premises are not used for radicalisation purposes.

Standard Charge for the Use of School Premises by Education Services – Annex A

Charges have been set for the Standard Charge for the Use of School Premises by West Sussex County Council for education purposes including use out of hours. These charges are effective from 1 September 2022 and are mandatory for all maintained schools. Details of these charges are attached at Annex A.

Scale of Charges for the Electoral Use of School Premises 2022/23 – Annex B

The Scale of Charges for Electoral Use of School Premises effective from 1 September 2022 is attached at Annex B. School premises are publicly funded so schools can only charge the additional costs of caretaking and utilities. These costs are included in the mandatory charges shown at Annex B.

**STANDARD CHARGE FOR THE USE OF SCHOOL PREMISES BY WEST SUSSEX EDUCATION SERVICES FROM
1 SEPTEMBER 2022**

	Primary	Secondary
Fixed charge per session per site	£35.20	£43.60
Heating supplement per session per site	£13.75	£71.50

Hourly Rate charges in addition to the above		
Hall/Gym charge	£7.60	£8.90
Room Charge	£4.40	£5.05
ICT Room	£7.60	£8.90

These charges will apply to West Sussex education services using school sites and facilities.

Please note that the definition of a session is a morning, an afternoon or an evening. For morning and afternoon sessions during the school day, education services would not normally be charged for heating and opening and closing charges since such costs are already publicly funded through the school budget share. The Music Education Hub provides instrumental tuition for pupils during the school day and will not be charged for the use of premises during the school day but can be charged the standard charge for use of premises out of school hours.

A service level agreement between regular local authority service users of school premises and schools will set out the level and quality of service that is covered by the standard charge and arrangements to meet any costs that fall outside the standard charge structure.

Note to Heating Supplement:

The use of different fuel mixes and likely size of typical premises between Primary and Secondary schools is reflected within the heating supplement.

**USE OF SCHOOL PREMISES – CHARGES FOR ELECTION PURPOSES
FROM 1 SEPTEMBER 2022**

THESE CHARGES ARE MANDATORY AND SCHOOLS WILL RETAIN THE INCOME FROM THE ELECTORAL USE OF SCHOOL PREMISES.

1.

Estimated cost of caretaking £24.25 plus an additional £8.30 if polling continues after 10.00 p.m.

Plus

2.

For one polling station on the site, an additional payment of £4.30 for the cost of caretaking and £11.40 in respect of the school's expenses;

Or

3.

For two or more polling stations on the site, (a) an additional payment of £8.55 for the cost of caretaking, and (b) £11.40 per station in respect of the school's expenses.

Glebe Primary School
Lettings Policy and Premises Hire Rates

The Headteacher and Governors of Glebe Primary School agree to let the school to recognised and accredited groups for the purpose of out of hours learning and activities. The Headteacher and Governors would like the school:

- to be more accessible to the community,
- to provide facilities for the wider community,
- to make a small profit.

Who and how

Persons wishing to hire the school should apply through the school office. Premises will only be let at the Head's and Governors' discretion.

Where

Hirers will only be able to hire designated areas of the school and movement will be restricted as appropriate. For security reasons restricted areas of the school will be locked and alarmed.

When

The school will always have priority of use. Lettings will be charged for a minimum of 1 hour, then in hourly/half-hourly denominations.

Cost

Room	Per hour before 6pm Mon- Fri
Hall	£15
Playground (with option to use hall due to weather)	£10
Playground (without option to use hall due to weather)	£12
Classroom	£6
Group Room	TBC
Field	TBC

Payment

Payments should be made **in advance** and sent to the School Business Manager, with the exception of long term regular bookings where alternative payment arrangements may be negotiated with the School Business Manager. All hirers **must** agree to the conditions of hire and sign the declaration prior to the letting. Letting agreements can be set up for a whole academic year, after which time the hirer will be required to make a new application.

Parking

The school car park can be used by arrangement at the owner's own risk. Parking on any other area of the school grounds – such as the playground – is not permitted. On street parking should comply with the road traffic act with no parking on zig-zag lines or grass verges. Consideration should always be given to the local residents, especially at night.

The Head and Governing body have the right to cancel an agreement at any time. Full details of cancellation and reimbursement arrangements are listed in the Conditions of Hire.

Glebe Primary School recognises equal opportunities.