

Milverton Primary School



Charging Policy for School Clubs and Lettings

Date of publication May 2020 (amended June 2021) **Review date** May 2023

Aims

Children will have a wide variety of activities and club experiences available to them before during and at the end of the school day. The local community has cost-effective access to some of the school facilities for approved activities which take place outside the normal school day.

Club Usage

Milverton Primary School now offers wrap around care and will only offer the opportunity to outside providers to rent school space at the times indicated in very special circumstances.

The school requires club providers to pay a fee for this opportunity.

Amount of children in club	Before School 8.00am-8.50am	Lunchtime 30 mins between 12.00-1.20	After School 3.20 – 4.15/4.30
0-5	No Charge	No Charge	No Charge
5-10	£2.50 per session	£2.00 per session	£2.50 per session
10-15	£5.00 per session	£2.00 per session	£5.00 per session
15-20	£7.50 per session	£5.00 per session	£7.50 per session
20+	£10.00 per session	£5.00 per session	£10.00 per session

The amount will be payable to the school at the conclusion of the school term.

The school may request additional charges if the club's activities result in additional charges to the school e.g. additional cleaning costs.

If a club is free to the children then there is no charge from the school.

When the letting is not a club hosting children from Milverton School the following letting schedule applies.

Facility	Rate (All included insurance)	Time
Dining Hall - Birthday Party	£ 27	Up to 3 hours
Dining Hall - Holiday Club	£ 43	Day rate *
Dining Hall - Community Activities	£ 32	Up to 3 hours *
Main Hall *	Community Rate: £ 20 Commercial Rate: £ 27	Per hour 50% reduction after first 2 hours
Field *	Community Rate: £ 20 Commercial Rate: £ 27	Per hour 50% reduction after first 2 hours
Playground *	Community Rate: £ 20 Commercial Rate: £ 27	Per hour 50% reduction after first 2 hours

* for a long term booking arrangement this fee can be negotiated with the head teacher.

Lettings arrangements

- The Dining Hall is hired through a key release system, the Site Manger will not be on site.
- A deposit of £20 will be needed when the keys are handed over.
- The Community Rate applies to events for use by school/parents.
- The Commercial Rate applies to events where profit making is an objective.
- In accordance with Warwickshire County Council policy all hirers must have personal liability insurance, the school will provide cover for this and this is included in the hire fee.
- All hirers must comply with the schools terms and conditions of letting as part of the booking process and use the facilities in line with school health and safety policy and arrangements.
- All hirers must use the facilities for lawful purposes in line with current government guidance in particular reference to COVID 19 restrictions.

Policy review

It is the responsibility of all Milverton staff to follow this policy.

This policy will be reviewed and updated, by the Premises Committee

It will be reviewed every 3 years by the Premises Committee

Written by

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