

FIVE RIVERS Multi Academy Trust



FRMAT

Charging and Remissions Policy

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1. Aims

Our Academy aims to:

- Have robust, clear processes in place for charging and remissions;
- Clearly set out the types of activity that can be charged for and when charges will and will not be made;
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities.

2. Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on [charging for Academy activities](#) and [the Education Act 1996](#), sections 449 to 462 of which set out the law on charging for Academy activities in England. Academies are required to comply with this Act through their funding agreements.

It's also based on guidance from the DfE on [statutory policies for Academics and academy trusts](#).

This policy complies with our funding agreement and articles of association.

3. Where charges cannot be made

Below we set out what we **cannot** charge for:

3.1 Education

Where charges cannot be made:

- Admission applications
- Education provided during Academy hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside Academy hours if it is part of:
 - The National Curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the Academy
 - Religious education
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent
- Entry for a prescribed public examination if the pupil has been prepared for it at the Academy
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the Academy
- Swimming, including transport to and from the pool, provision of a lifeguard/specialist teacher or the hire of the pool itself.

3.2 Transport

Where charges cannot be made:

- Transporting registered pupils to or from the Academy premises, where the local authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the Trust board or local authority has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the Academy
- Transport provided in connection with an educational visit
- Transport to / from swimming lessons

3.3 Residential visits

Where charges cannot be made:

- Education provided on any visit that takes place during Academy hours
- Education provided on any visit that takes place outside Academy hours if it is part of:
 - The national curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the Academy
 - Religious education
- Supply teachers, covering for teachers who are absent from Academy, accompanying pupils on a residential visit

4. Where charges can be made

For regular activities, the charges for each activity will be determined by the Trust board and reviewed in March each year. Parents will be informed of the charges for the coming year in July each year.

Below we set out what we **can** charge for:

4.1 Education

Where charges can be made:

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see section 4.2)
- Music and vocal tuition, in limited circumstances (see section 4.3)
- Residential Visits (see section 4.4)
- Certain early years provision (see section 4.5)
- Community facilities
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the Academy **and** the pupil fails, without good reason, to meet any examination requirement for a syllabus

4.2 Optional extras

We are able to charge for activities known as 'optional extras'.

When calculating the cost of optional extras, an amount may be included in relation to:

- Any materials, books, instruments or equipment provided in connection with the optional extra
- The cost of buildings and accommodation
- Non-teaching staff
- Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during Academy hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

The following are optional extras:

- Education provided outside of Academy time that is not part of:
 - The national curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the Academy
 - Religious education
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the Academy
- Transport (other than transport that is required to take the pupil to the Academy or to other premises where the local authority or Trust board has arranged for the pupil to be provided with education)
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)

4.3 Music tuition

All children study music as part of the normal school curriculum, including whole class tuition for instruments. The academies comprising Five Rivers Multi Academy Trust do not charge for this.

The academy will charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent. This teaching may be given to either an individual pupil or a group of any appropriate size and relates to musical instruments or to singing.

Charges will not exceed the cost of the provision, including the cost of the staff giving the tuition. The cost of these lessons may depend on the size and duration of the lesson as well as the type of instrument.

Charges cannot be made:

- If the teaching is an essential part of the national curriculum
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme (Wider Opportunities)
- For a pupil who is looked after by a local authority

4.4 Residential visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost. Each year the academy may organise an annual residential visit (usually for Year 6 children). The cost of this trip reflects the charges placed on the academy by the provider, along with any additional transport costs and the cost of entry into any additional activities.

While the central focus of these trips is educational, it is neither part of the National Curriculum nor is it compulsory for children to attend. For those children who choose not to attend, for any reason, suitable and appropriate educational provision is made within Academy during that period.

4.5 Early Years Provision

All children are entitled to 15 hours of free nursery provision provided over 38 weeks (Universal entitlement). Some children are eligible for extended entitlement of 30 hours per week over 38 weeks. Additional hours are sessions in Nursery over and above a child's free entitlement of fifteen hours.

Each additional session will be charged at £10 for 3 hours.

Additional hours must be paid for in advance via parentmail and are non-refundable.

Children accessing Nursery for a full day will be required to provide their own packed lunch or pay for a school dinner. Lunchtimes do not form part of the 15 or 30 hour entitlement and are provided by the schools as a goodwill gesture to parents.

4.6 Extended services

Five Rivers Multi Academy Trust is dedicated to providing a well-rounded and extensive education for our students which includes a wide range of extra-curricular activities (extended services). Extended services enable our academies to provide:

- high-quality learning opportunities either side of the Academy day;
- ways of intervening early when children are at risk of poor outcomes;
- ways of increasing pupil engagement;
- ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils;
- a breakfast club service.

The total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

4.7 Damage to property and breakages

Where academy property has been wilfully or recklessly damaged by a student or parent, the academy may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the academy has been charged, the academy may charge some or all of the cost to those responsible.

Whether these charges will be made will be decided by the Principal/Head of Academy and dependent on the situation.

5. Voluntary contributions

As an exception to the requirements set out in section 3 of this policy, the Academy is able to ask for voluntary contributions from parents to fund activities which would not otherwise be possible.

Some activities for which the Academy may ask parents for voluntary contributions include:

- educational visits
- sports events
- theatre workshops
- visiting speakers / artists / workshops
- the hire of equipment (e.g. for duck eggs)

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay.

If the Academy is unable to raise enough funds for an activity or visit then it will be cancelled.

5.1 Inability or unwillingness to pay

Fiver Rivers Multi Academy Trust is committed to ensuring fair access for and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

6. Remissions

In some circumstances, the Academy may not charge for items or activities set out in section 4 of this policy. This will be at the discretion of the Trust board and will depend on the activity in question.

Parents who are eligible for the remission of charges will be dealt with confidentially.

The Principal will authorise the remission of charges.

The academy may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the Principal.

6.1 Remissions for residential visits

The academy seeks sponsorship to assist with the overall costs and reduce these on an equitable basis, dependent on the monies raised.

All parents will be given the option of a payment plan to spread the cost of the residential visit.

Currently we undertake to reduce the cost of the trip by 25% for children of families on certain forms of income support or, in special circumstances, such as multiple siblings, to enable them to take part.

For parents who can prove they are in receipt of any of the following benefits we can reduce the cost of the residential visit by 25%:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit – provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit – if you apply on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get)

In special circumstances, such as multiple siblings, we reduce the cost of the residential visit by 25% to enable them to take part. These circumstances are considered on a case-by-case basis by the Principal.

7. Facilities Hire

Under Section 27 of the Education Act 2002, schools and academies have the power to provide community facilities for the benefit of families of pupils at the academy, or people who work in the locality in which the academy is situated. This includes childcare.

Specifically, the Act:

- Provides flexibility for academies to enter into agreements with other partners to provide services on academy premises;
- Enables academies to charge for some services;
- Requires community activities to be self-financing(at least), either through alternative funding streams or charges to users;
- Allows children, their parents, adults, families, clubs and businesses to be charged for participation in community activities or services arranged on Academy property.

We aim to:

- Make sure the Academy's premises and facilities can be used, where appropriate, to support community or commercial organisations
- Allow the hiring of the premises without using the Academy's delegated budget to subsidise this
- Charge for the use of the premises to cover the costs of hire and, where appropriate, raise additional funds for the Academy
- Not let any hiring out of the premises interfere with the Academy's primary purpose of providing education to its pupils

Any surplus funds generated by any charges levied must be used to finance further community activities or transferred into the academy's budget share. In deciding the level of any charges to be made in respect of extended Academy activities, academies should take account of the fact that many facilities, equipment and staff may be shared. All costs must be fairly apportioned between the academy's delegated budget and the extended academy budget. It may be necessary to estimate the different levels of use by the academy and other groups.

The following costs must be covered:

- Heating and lighting
- Water
- Equipment and materials
- Refreshments
- Staffing
- Cleaning
- Maintenance
- Wear and tear
- Programme management and administrative support

7.1 Rates

The rates for hiring out different areas are listed in Appendix 1 & 2.

The Trust may wish to encourage activities and services that they consider a priority, but which might not be self-financing. We may decide that certain organisations or activities can use the premises for a reduced rate, or free of charge, if it supports the core aims of the Academy.

Activities and services that generate income can be used to help support other programmes. Equally, charges can be subsidised for individual users of services who might be unable to pay to participate, but who could benefit from the activity or service.

7.2 Cancellations

We reserve the right to cancel any agreed hiring with a minimum of 24 hours' notice. A full refund will be issued if we do cancel a hire. The Academy shall not be liable for any indirect or consequential losses, including (without limitation) any loss of profits, loss of business or the loss of any revenue arising out of the cancellation of any hire.

The hirer of the premises can cancel any hire with a minimum of 24 hours' notice. If less notice than this is given, the licensee shall not be entitled to a refund.

7.3 Review

The revenue raised from hiring out will be reviewed by the Trust Board and will be fed into the Academy's financial reporting, to ensure best value is being achieved.

7.4. Application process

Those wishing to hire the premises should fill out the hire request form, which you can find in appendix 3 of this policy, and read the terms and conditions of hire set out in Appendix 4.

The hirer should fill out and sign the hire request form and submit it to the Academy office. Approval of the request will be determined by the Principal.

If the request is approved, we will contact the hirer with details of how to submit payment and make arrangements for the date and time in question. We will also send on details of the emergency evacuation procedures and other relevant health and safety documents. The hirer will also need to provide proof of its public liability insurance.

We reserve the right to decline any applications at our absolute discretion, in particular where the organisation does not uphold the values of the Academy, or reputational damage may occur.

Appendix 1a



Facilities available for hire at Tinsley Meadows Primary Academy

	Hourly Rate
Multi-Use Games Area <ul style="list-style-type: none"> ✓ Multi-Use Games Area approximately 280sq meters 	£22 per hour
Sports Hall <ul style="list-style-type: none"> ✓ Sports hall approximately 140sq meters ✓ changing facilities ✓ optional additional use of the stage ✓ includes screen & projector 	£20 per hour plus additional £10 for stage if required
Dining Hall <ul style="list-style-type: none"> ✓ Main hall approximately 260sq meters ✓ optional additional use of the stage ✓ includes screen & projector 	£22 per hour plus additional £10 for stage if required
Creative Studio <ul style="list-style-type: none"> ✓ studio approximately 59sq meters ✓ can be combined with Dining Hall ✓ optional additional use of the stage 	£15 per hour plus additional £10 for stage if required
Meeting / Training Space - Large <ul style="list-style-type: none"> ✓ multi-functional meeting & training space approximately 70sq meters ✓ includes interactive whiteboard 	£20 per hour
Meeting / Training Space - Small <ul style="list-style-type: none"> ✓ multi-functional meeting & training space approximately approximately 20sq meters ✓ includes interactive whiteboard 	£10 per hour
Practical Room <ul style="list-style-type: none"> ✓ classroom space approximately 70sq meters ✓ 3 cookers, dishwasher, 3 sinks ✓ includes interactive whiteboard 	£15 per hour
Roof Space <ul style="list-style-type: none"> ✓ large open space approximately XXsq meters ✓ views across Sheffield ✓ open air seating 	£20 per hour

Appendix 1b

Facilities available for hire at Abbeyfield Primary Academy

	Hourly Rate
Abbeyfield Burrow <ul style="list-style-type: none"> ✓ Classroom Space ✓ Changing Rooms ✓ Multi-Use Games Area ✓ includes interactive whiteboard 	£25 per hour
Multi-Use Games Area <ul style="list-style-type: none"> ✓ Changing Rooms ✓ Multi-Use Games Area 	£22 per hour
Key Stage 2 Sports Hall <ul style="list-style-type: none"> ✓ Sports hall ✓ optional additional use of the stage ✓ includes screen & projector 	£20 per hour plus additional £10 for stage if required
Key Stage 1 Sports Hall <ul style="list-style-type: none"> ✓ Sports hall ✓ optional additional use of the stage ✓ includes screen & projector 	£15 per hour plus additional £10 for stage if required
Dining Hall <ul style="list-style-type: none"> ✓ Seats up to XXX ✓ optional additional use of the stage 	£22 per hour
Meeting / Training Space <ul style="list-style-type: none"> ✓ multi-functional meeting & training space ✓ includes screen & projector 	£20 per hour

Appendix 2

Benchmarking

Multi Use Games Area (MUGA)

Sheffield Park Academy £20

Barnsley Academy £20

Sheffield Girl's High £25

St Pius Rotherham £20

Sports Hall

St Mary's Catholic £22

St Pius Rotherham £22

Barnsley Academy £20

Interserve (Firvale) ££26.50

Main Hall

St Mary's Catholic £25

Sheffield Park Academy £30

Barnsley Academy £30

St Pius Rotherham £25

Practical Room

St Pius Rotherham £18

Sheffield Park Academy £20

Barnsley Academy £20

Studio

St Mary's Catholic £22

Sheffield Park Academy £22

Barnsley Academy £22

Meeting Room

Interserve (Firvale) £26.50

St Mary's Catholic £18

Barnsley Academy £22

Sheffield Girl's High £25

Dining Hall

St Pius Rotherham £25



Appendix 3a

Hire request form ABB

Before filling out a request form, please familiarise yourself with our terms and conditions for the hire of our premises and our rates of hire, which you can find in Appendices 1 and 4 of this policy. If you have any questions, please contact the school enquiries@abbeyfield.sheffield.sch.uk

Name of applicant/organisation and company number (where applicable)	
Address	
Phone No:	
Email address:	
Purpose/activity of organisation	
Part of the premises requesting to be hired	<input type="checkbox"/> Abbeyfield Burrow (includes use of the MUGA and changing rooms) <input type="checkbox"/> KS2 Sports Hall <input type="checkbox"/> KS2 Sports Hall with use of a stage <input type="checkbox"/> KS1 Sports Hall <input type="checkbox"/> KS1 Sports Hall with use of a stage <input type="checkbox"/> Multi Use Games Area (MUGA) <input type="checkbox"/> MUGA with changing facilities <input type="checkbox"/> Meeting / Training Room <input type="checkbox"/> Dining Hall
Date and time of first hire	
Is this a recurring request, or one off? If recurring, indicate the frequency and number of occurrences (e.g. weekly, 10 weeks)	
Will any of the requests fall during school holidays?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Number of expected participants in the activity	
Additional equipment you will require from the Academy (please note we may not always be able to provide this but will inform you where this is/is not possible)	
Additional equipment you will be providing yourself	
Confirmation and details of the safeguarding and child protection arrangements you have in place	

By signing below, I agree to the terms and conditions set out in the Academy's premises hire policy.

Name		Date:	
Signed			

Please return this form via email to bbaynham@abbeyfield.sheffield.sch.uk or to the Academy office at enquiries@abbeyfield.sheffield.sch.uk. We will be in touch to inform you if your application is successful, and if so details of the full cost and documents that will need to be shared.

Office Use only		
confirmation of Liability Insurance? <input type="checkbox"/>	Date checked	By whom?
Health & Safety information sent & read <input type="checkbox"/>	Safeguarding Practices checked and are in place <input type="checkbox"/>	emergency evacuation procedures sent & read <input type="checkbox"/>

Appendix 3b



Hire request form TIN

Before filling out a request form, please familiarise yourself with our terms and conditions for the hire of our premises and our rates of hire, which you can find in Appendices 1 and 4 of this policy. If you have any questions, please contact the school enquiries@tinsleymeadows.sheffield.sch.uk

Name of applicant/organisation and company number (where applicable)	
Address	
Phone No:	
Email address:	
Purpose/activity of organisation	
Part of the premises requesting to be hired	<input type="checkbox"/> Multi Use Games Area (MUGA) <input type="checkbox"/> Sports Hall <input type="checkbox"/> Sports Hall with use of a stage <input type="checkbox"/> Dining Hall <input type="checkbox"/> Dining Hall with use of a stage <input type="checkbox"/> Creative Studio <input type="checkbox"/> Creative Studio with use of the stage <input type="checkbox"/> Creative Studio & Dining Hall <input type="checkbox"/> Creative Studio & Dining Hall with use of the stage <input type="checkbox"/> Meeting / Training Room - Large <input type="checkbox"/> Meeting / Training Room – Small <input type="checkbox"/> Practical Room <input type="checkbox"/> Roof Space
Date and time of first hire	

Is this a recurring request, or one off? If recurring, indicate the frequency and number of occurrences (e.g. weekly, 10 weeks)	
Will any of the requests fall during school holidays?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Number of expected participants in the activity	
Additional equipment you will require from the Academy (please note we may not always be able to provide this but will inform you where this is/is not possible)	
Additional equipment you will be providing yourself	
Confirmation and details of the safeguarding and child protection arrangements you have in place	

By signing below, I agree to the terms and conditions set out in the Academy's premises hire policy.

Name		Date:	
Signed			

Please return this form via email to the Academy office at enquiries@tinsleymeadows.sheffield.sch.uk . We will be in touch to inform you if your application is successful, and if so details of the full cost and documents that will need to be shared.

Office Use only		
confirmation of Liability Insurance? <input type="checkbox"/>		
Health & Safety information sent & read <input type="checkbox"/>	Safeguarding Practices checked and are in place <input type="checkbox"/>	emergency evacuation procedures sent & read <input type="checkbox"/>

Appendix 4

Terms and conditions of hire

The following terms and conditions must be adhered to in the hiring of the Academy premises. Any breach of these terms will result in cancellation of future hires without refund.

1. "Hirer" means the person or entity identified in the relevant hire request form.
2. The hirer shall pay the full amount as stipulated by the Academy, and shall not be entitled to set off any amount owing to the Academy against any liability, whether past or future, of the Academy to the licensee.
3. The hirer shall occupy the part(s) of the premises agreed upon as a non-exclusive licensee and no relationship of landlord and tenant is created between the hirer and the Academy by this licence.
4. The hirer shall not sub-licence any of the premises under the licence.
5. The hirer shall not use the premises for any purpose other than that agreed upon in the licence, as set out in the hire request form.
6. Any additional uses of the premises not agreed in writing by the Academy will result in the immediate termination of the licence.
7. The Academy shall retain control, possession and management of the premises and the hirer has no right to exclude the Academy from the premises.
8. The hirer shall be responsible for all matters relating to health and safety and shall be responsible for those in attendance during the specified time and must take out its own public liability insurance with a reputable insurer approved by the Academy and, where requested by the Academy, shall provide a copy of the relevant insurance certificate no less than 10 days before the start date of the licence.
9. The hirer shall not conduct, nor permit or suffer any other person to conduct, any illegal or immoral act on the premises, nor any act that may invalidate any insurance policy taken out by the Academy in relation to the premises.
10. The hirer shall indemnify and keep indemnified the Academy from and against:
 - a. any damage to the premises or Academy equipment;
 - b. any claim by any third party against the Academy; and
 - c. all losses, claims, demands, fines, expenses, costs (including legal costs) and liabilities, arising directly or indirectly out of any breach by the hirer of the licence or any act or omission of the hirer or any person allowed by the hirer to enter the premises
11. Save that nothing in the licence shall exclude or limit either party's liability for personal injury or death arising from the negligence of either party or any other liability that cannot be excluded by law, the Academy shall not be responsible for any losses of a direct or indirect nature, and its maximum liability to the hirer shall not exceed the total fees paid or to be paid to the Academy by the hirer under the licence.
12. Any cancellations by the hirer received with less than 24 hours notice will not be refunded.
13. Any cancellations by the Academy will be refunded.
14. The hirer will read the emergency evacuation procedures and be ready to follow them in the event of a fire or other similar emergency.
15. The hirer will leave the premises in the condition it was found in, leaving the area clean and tidy and not leaving any of their own equipment behind.

16. The hirer shall not display any advertisement, signage, banners, posters or other such notices on the premises without prior written agreement from the Academy.
17. If the hirer breaches any of the terms and conditions the Academy reserves the right to terminate the licence and retain any fees already paid to the Academy, without affecting any other right or remedy available to the Academy under the licence or otherwise.
18. The hirer shall observe the maximum capacity rules of the part(s) of the premises being hired and not allow this to be breached.
19. The hirer will acquire all appropriate additional licenses for any activities they are running, including those required for use of any third party intellectual property.
20. The hirer is responsible for carrying out any risk assessments of the premises relating to the activities it is running.
21. The hirer shall comply with all applicable laws and regulations relating to its use of the premises.
22. The Academy's premises hire policy, the relevant hire request form submitted by the hirer and the relevant hire confirmation letter issued by the Academy shall apply to and are incorporated in the licence.
23. This licence shall be governed, construed and interpreted in accordance with the laws of England and Wales.
24. The Academy and the hirer irrevocably agree that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim arising from this licence.

Safeguarding

The Academy is dedicated to ensuring the safeguarding of its pupils at all times. It is a requirement of hire that hirers abide by the Academies' requirements in respect of safeguarding. Any failure from the hirer in this respect will result in the hire being terminated.

It is the responsibility of the hirers to ensure that safeguarding measures are in place while hiring out the space.

If there is a chance that those hiring the premises will come into contact with pupils, for example if the hire occurs during Academy hours, or when pupils may be present in the Academy (during after Academy clubs or extra-curricular activities), we will ask for confirmation that the hirers have had the appropriate level of DBS check.

The hirer will be required to have appropriate safeguarding policies in place, including safeguarding and child protection, and shall provide copies of these policies on request to the Academy.

The hirer confirms that, should any safeguarding concerns present themselves during the hire of the Academy premises, they shall contact the Principal or Learning Mentor at the Academy 0114 242 0109 as soon as reasonably practicable.

By signing below, I agree to the terms and conditions set out in the Academy's premises hire policy.

Name		Date:	
Signed			

Appendix 5

Template Letter

XXX NAME XXX

XXX ADDRESS XXX

XXX DATE XXX

Dear XXX NAME XXX,

I, XXXX, the Principal of XXXX Primary Academy, confirm that we will let XXX LOCATION XXX for use by XXX WHO? XXX.

The XXX LOCATION XXX will be available for use as discussed, on XXX DATE & TIME XXX.

You provided all the documents for this letting process as follows:

- Completed Hire Request form & signed agreement
- Guides Safeguarding policies and procedures
- Liability Insurance
- Guides Health and Safety policies and procedures

XXX (Business Support Manager) has verified all the documents and confirmed that appropriate systems are in place and align with the ethos and values of the academy.

As per our agreement, you will be charged **£XXX**. We will invoice you monthly by email on the last day of every month and you can pay by BACS. Please complete the attached form so that we can add you to our finance system.

I enclose our terms and conditions of hire. We reserve the right to monitor the activity at any time and to terminate our agreement with notice at any time.

Yours Sincerely,

H Best / T Macpherson
Principal