
*Ysgol
Gynradd
Nant Celyn*



*Nant Celyn
Primary
School*

POLICY STATEMENT

Policy for Charging and Lettings

**This Policy was adopted/updated by the
Governing Body of
Nant Celyn Primary School:**

Headteacher:	Ms Keri Smith
Chair of Governors:	K Andrews
Link Governor:	
Co-ordinator:	Ms Keri Smith and Mr Dean Davies
Date:	26/09/2024
Signed (Chair of Governors):	
Date:	26/09/2024

DOCUMENT HISTORY

ISSUE	AUTHOR	DATE
1	Mr Dean Davies	18.09.2024
2		
3		
4		
Attendance Policy		

Date	Review Date	Coordinator / Link Governor	Current Policy Committee
18.09.24	September 2025	Dean Davies DHT Keri Smith HT Sian Evans SSO	Full Governing Body

1 Aims and Introduction

1.1 The aim of this policy is to provide a clear guidance as to procedures for charging parents and outside agencies for extra-curricular school activities.

1.2 All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition.

Costs for enriched activities such as curriculum-related workshop events hosted in school are met by the school.

1.3 Out-of-School Hours lettings

The purpose of this lettings policy is to enable us to provide access to services and facilities that contribute to meeting the needs of our local community, children and young people, their families, local residents and the wider community.

The Governing Body aims to maximise school-generated income from private out-of-school hours lettings, where this can be achieved without interfering with the school's prime function. Generated income will be used to maintain the hired assets of the school and plan for future regeneration of facilities.

2 Voluntary contributions

2.1 When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

2.2 If a parent is asked to accompany their child or to be a helper on the trip, school covers this cost. If parents are invited to take part in a trip with their own child, i.e. it is a trip for both parent and child, the parent will be charged. Parents have a right to know how each trip is funded. The office staff produce a summary showing the contributions received and the associated costs incurred for each trip/event where contributions are requested. The school provides this information on request.

2.3 The following is a list of additional activities organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums.
- sporting activities which require transport expenses e.g swimming.
- outdoor adventure activities.
- visits to the theatre.
- workshops and performances from outside companies
- musical events
- extra-curricular activities provided by outside agencies

3 Residential visits

3.1 If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum. However, we do make a charge to cover the costs of board, transport and lodging and will help parents to pay for this by giving as much as notice possible and allowing payment by instalments. If the final balance is not paid in full for your child we will refer to debit to Torfaen Debtors to recoup the outstanding monies. Until the balance is settled the child/ren will not be eligible for any future residential trips.

4 Music Tuition

4.1 All children study music as part of the normal school curriculum. We do not charge for this.

4.2 There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. We make a charge for these lessons, *but this charge is heavily subsidised by the Governing Body to encourage a good level of participation by pupils.* We give parents information about additional music tuition at the start of each academic year. The cost of individual music lessons can be found at Gwent Music www.gwentmusic.co.uk/individual-tuition Please note Financial Assistance is available and more information can be found at www.gwentmusci.co.uk/financial-assistance.

5 Swimming

5.1 The school organises swimming lessons for all children in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for swimming but do ask for a voluntary contribution of £3.00 per week per child for the cost of the transport. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons.

6. Hire of School Facilities- See Lettings Section 8.

7. Commission

From time to time parents may be offered the opportunity of purchasing items such as photographs where a small commission is paid to the school by the seller. This goes into the school fund account.

8. Lettings

Outside agencies who request the use of the school for extra-curricular activities (for our pupils) as a business, must provide evidence that they have full liability insurance of at least £5,000,000 and that staff are fully qualified and hold relevant and valid DBS disclosure certificates. It is the responsibility of the outside agent to ensure that their staff have valid up to date DBS disclosures (updated every three years). It has been agreed by the Governing Body that there will be no hire charge made for these companies as any such charge would be passed on via the company to the families of pupils who attend.

Local businesses / sports clubs can hire school facilities (ATP / school halls) for certain activities which operate outside of school hours.

Appendix 1 lists the hire charges for 2024-2025 and such businesses are given and must adhere to the conditions of hire (**Appendix 2**) and complete the online booking form via www.nantcelyn.schoolhire.co.uk

This policy will be reviewed annually by the school Recruitment and Resources Committee

Signed: _____

Headteacher

Chair of Governors

Date: _____

Date: _____

NANT CELYN PRIMARY SCHOOL – Appendix 1

SCHEDULE OF HIRE CHARGES FROM 1st September 2022 – 31st August 2023

Term Time Openings

School Hall -

Days	Opening Times	Cost
Monday to Friday	5:00pm to 9:00pm	£30 per hour
Saturday	9:00am to 5:00pm	£30 per hour
Sunday	9:00am – 3:00pm	£30 per hour

ATP –

Days	Opening Times	Cost
Monday to Friday	5:00pm to 9:00pm	£60 per hour
Saturday	9:00am to 5:00pm	£60 per hour
Sunday	9:00am – 3:00pm	£60 per hour

The cost of the ATP includes the use of the different sets of goals, floodlights, access to toilets, defibrillator and shelter for public. Changing rooms are available upon request.

Parking –

There is ample parking on site for 106 vehicles (94 regular parking spaces, 7 disabled and 5 spaces for taxis/ minibuses). Please help by ensuring that vehicles are parked correctly and safely whilst onsite.

We offer block book discount

- **5% discount for booking of 10-19 sessions**
- **10% discount for bookings of 20 or more sessions.**

School Holiday Openings (See online booking form for more infomraiton)

School Hall -

Days	Opening Times	Cost
Monday to Friday	4:00pm to 9:00pm	£30 per hour
Saturday	9:00am to 5:00pm	£30 per hour
Sunday	9:00am – 3:00pm	£30 per hour

ATP –

Days	Opening Times	Cost
Monday to Friday	4:00pm to 9:00pm	£60 per hour
Saturday	9:00am to 5:00pm	£60 per hour
Sunday	9:00am – 3:00pm	£60 per hour



NANT CELYN PRIMARY SCHOOL – Appendix 2

Thank you for hiring the school's facilities here at Nant Celyn Primary School

Mr D Davies is the Premises Manager and should be your first point of contact should you require any assistance. He can be contacted on 01633 624170 (8.30am – 5pm) .

Please note – a copy of your Public Liability Insurance must accompany your Booking Form

Hire Agreement

1 Terms

'Booking' refers to a confirmed booking between the Hirer and the Venue, of which this Hire Agreement forms part of and which the booking is subject to.

'Booking Form' refers to the booking process the Hirer goes through on the SchoolHire platform which culminates in a booking request being made by the Hirer to the Venue.

'Hirer' refers to the group/person who makes the booking on the SchoolHire platform.

'Hire Period' refers only to those days, dates and times confirmed in the booking.

'Premises' refers to the part or parts of the Venue hired, as per the booking on the SchoolHire platform.

'Venue' means Nant Celyn Primary School facilities.

2 Fees

2.1 The Hirer agrees to pay to the Venue the fee stated in the Booking Form.

2.2 All charges are required to be paid at the time of booking.

2.3 The fee may be varied by the Venue at any time. The Venue will give 28 days' notice in writing of a variation to the fee. If the Hirer does not wish to accept the fee variation, then it may give 28 days' notice in writing (before the Venue notice runs out) to end the Hire Agreement and in the intervening period the then current fee will continue to apply.

2.4 The Hirer shall be liable for and must make arrangements for the payment of, any tax or royalties chargeable in respect of the purposes for which the Premises hired is used by the Hirer.

3 Use

3.1 The Hirer shall not use the Premises for any purpose other than as specified in the Booking Form.

3.2 The number of persons using the Premises hired shall not exceed the number authorised by the Venue in writing.

3.3 The Hirer shall not cause or permit any animals to be brought into or onto the Premises except with the specific prior consent in writing of the Venue and subject to such conditions as may be required.

3.4 It will be the responsibility of the Hirer to check whether the Venue's copyright and other licences are sufficient to cover the proposed activity and to apply for and obtain any additional licences which may be necessary.

4 Safeguarding and Child Protection

4.1 If the activity includes participation or officiating by anyone under the age of 18 then the Hirer specifically undertakes to ensure that all of its staff and volunteers, providing or offering a service on behalf of the Hirer, are subject to a valid enhanced disclosure check. This must be undertaken through the Disclosure and Barring Service including a check against the adults' barred list or the children's barred list, as appropriate.

4.2 DBS certificates must be provided to the Venue management prior to the first booking taking place.

4.3 The Venue specifically reserve the right to terminate this agreement with immediate effect if the Hirer does not have in force the appropriate arrangements with regards to the safeguarding of children in their care.

4.4 Hirers must have and must provide copies of first aid training, public liability insurance and any other insurance that the Venue reasonably considers necessary.

5 Health and Safety Conditions

5.1 For the duration of the period of hire the Hirer must ensure the following:

- Normal emergency procedures are followed.
- A first aid kit is provided.
- No equipment on the Premises is used without prior written consent from the Venue.
- Familiarity with emergency equipment, such as fire extinguishers, alarms, mobile telephone and first aid facilities.
- An emergency evacuation procedure is established. This will detail who will be responsible for taking control, calling emergency services and where to assemble. Consideration must be given to the needs of disabled participants. Evacuation practice must be undertaken on a half-termly basis.
- Facilities and equipment (if made available) are used in a responsible manner, an orderly way and for the purposes for which they are hired and do not compromise the safety of the Hirer and/or their clients, the Venue or the equipment.

- Alcohol is not consumed or sold on the Premises.
- Smoking/ Vaping is not permitted on or on any part of the Premises. This includes the car park and within vehicles parked onsite.
- Emergency exits, fire extinguishers, alarm points are not obstructed.
- Adequate walkways are available to allow free and easy access and egress.
- No gas cylinders or canisters are used inside the Premises.
- Combustible materials are not placed adjacent to heat sources.
- Equipment is used for the purpose for which it was designed.
- Any electrical equipment brought on site must PAT tested and comply with the British standards then applicable.
- Flammable or hazardous substances are not to be used.
- No open fires, candles or unauthorised electrical equipment will be used on the Premises.
- Noise levels must be contained to a reasonable level at all times.
- Furniture, instruments or equipment belonging to the Hirer may only be left or stored on the Premises if this has been agreed with the Venue in advance and can be stored safely.
- The Premises must be vacated on time at the end of the Hire Period and left in a clean and tidy condition.
- No dogs are permitted onsite at any time with the exception of service dogs (service dog certification and proof to be submitted to the office/ booking form).
- The wood floors (in the hall) must NOT be cleaned with any liquids or anything wet whatsoever. Please remove spillages with dry towels immediately if they occur.
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5.2 The hirer is responsible for the behaviour of all participants involved in the session. Any antisocial, threatening or violent behaviour by participants may result in the booking being cancelled with immediate effect at the discretion of the centre management.

6 Insurance, Liability and Indemnity

6.1 The Venue strongly recommends the Hirer takes out its own insurance to cover any activities which are physically demanding or at a higher risk of possible injury. Copies of such insurance documents must be provided to the Venue.

6.2 The Hirer agrees and undertakes to indemnify the Venue and keep the Venue indemnified against all losses, claims, demands, actions, proceedings, damages, costs, expenses or other liability in any way arising from this Hire Agreement.

6.3 The Venue gives no warranty that the Premises possesses the necessary consents for the use specified in the Booking Form.

6.4 The Venue gives no warranty that the Premises are physically fit for the use specified in the Booking Form.

6.5 The Venue is not liable for:

- The death of, or injury to the Hirer, its employees, customers or invitees to the Premises.
- Damage to any property of the Hirer or that of the Hirer's employees, customers or other invitees to the Premises.
- Any losses, claims, demands, actions, proceedings, damages, costs or expenses or other liability incurred by the Hirer or the Hirer's employees, customers or other invitees to the Premises.

6.6 Nothing in this clause shall limit or exclude the Venue's liability for:

- Death or personal injury or damage to the Premises caused by negligence on the part of the Venue or its employees or agents.
- Any matter in respect of which it would be unlawful for the Venue to exclude or restrict liability.

7 Damage to Property

7.1 The Hirer undertakes either to make good or to reimburse the Venue for the cost of making good (as the Venue directs) any damage to the Premises caused by the Hirer, their staff, visitors or clients and the Hirer indemnifies the Venue for all damage and loss suffered as a result of the hiring.

7.2 If the Premises hired are left in a state which requires additional cleaning above that normally expected, then the Hirer may be subject to an additional charge.

8 Security

The Venue agrees to make arrangements for the Premises to be opened and locked after each Hire Period and the Hirer agrees to notify the Venue or their authorised representative where any session is to start late or end early.

9 Temporary Unavailability of Premises by the Venue

9.1 The Venue may give verbal notice to the Hirer that the Premises are temporarily unavailable in the following instances:

- Where the Venue requires use of the facilities for other activities e.g. Exams
- Where the Premises are closed for any reason.
- Where the Premises are in the Venue's opinion unsafe to be used by the Hirer e.g. inclement weather.
- Where there are emergency circumstances which require the use by the Venue of the Premises.
- in consequence or any outbreak or prevalence of infectious disease.
- for any other cause outside its control.

10 Access and Car Parking

- Parking is available onsite in the relevant car park.
- Access to car parking spaces cannot be guaranteed and will be available on a first come, first served basis.
- Hirers must only park in the marked bays.
- Charges may apply and will be agreed at the time of hire.

11 Nuisance

The Hirer must not (and must ensure that any person entering the Premises during the Hire Period does not) cause any nuisance or disturbance to the Venue or neighbours.

12 Additions and Alterations

12.1 The Hirer will make no alterations or additions to the Premises.

12.2 The Hirer shall not treat or apply any substance whatsoever to the floor or any part of the floor of the Premises.

13 Assignment and Sub-hiring

This Hire Agreement is personal to the Hirer and the Hirer must not assign or sub-hire the whole or any part of the Premises or allow any third party to occupy them.

14 Change of Contact Person

The Hirer agrees to notify the Venue in advance if the contact person is to change and to provide the name and contact details of the new hirer.

15 Termination

15.1 The Venue reserves the right to cancel a Booking at any time without notice and without assigning any reason but would endeavour to give as much notice as possible.

15.2 In such circumstances, the Venue will accept no liability for loss incurred as a result of the cancellation, but undertakes to refund any payment made, or re-arrange the Booking.

15.3 In the event of the Hirer wishing to cancel a one-off Booking, then a minimum of 7 days' notice must be given. If less than 7 days' notice, the Venue reserves the right to keep up to 50% of the cost of the Booking.

15.4 In the event of the hirer wishing to cancel a block-booking (being a Booking with 10+ sessions), then the same terms apply, however if more than 3 cancellations of sessions within a block-booking are made within any 3-month period, the Venue reserves the right to refuse any further changes to the Hirer's Booking(s), actioning no further refunds for cancelled sessions.

16 Notices

Any notices given under this Hire Agreement shall be made via the SchoolHire platform.

17. COMPLAINTS

17.1. All complaints must be brought to the attention of Mrs S Evans in the first instance.

17.2. The provider (us) and the hirer (you) agree to attempt to resolve any complaints quickly and harmoniously.

17.3. If the matter is not resolved it will be referred to the Headteacher in line with school policy.

18 Other

18.1 The Venue may vary the Terms and Conditions of this Hire Agreement by giving the Hirer 28 days' notice in writing of the variation. If the Hirer does not wish to accept the variation then it may give 28 days' notice in writing (before the Venue notice runs out) to end the Hire Agreement and in the intervening period the then current terms will continue to apply.

18.2 The Hirer must comply with any regulations and rules that the Venue makes and notifies to the Hirer from time to time governing the Hirer's use of the Premises.

18.3 No illegal, indecent or immoral activity is permitted and no betting, gambling or gaming is permitted on the Premises.

18.4 The licence granted under this Hire Agreement is not intended to and will not create the relationship of landlord and tenant. The Venue retains control, possession and management of the Premises and the Hirer has no right to exclude the Venue from the Premises.

18.5 A person who is not a party to this Hire Agreement shall not have any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this Hire Agreement.

18.6 The Hirer shall ensure that caterers, contractors and others supplying or serving refreshments, or providing decorations etc comply with all current legislation relating to food hygiene, health, welfare and safety matters and remove from the school premises all their articles and property by midnight on the day of hire if the school is to be used next day, or in any other case by noon on the day following the day of hire, and shall observe and carry out any instructions which may be given to him/her in this connection.

18.7 The Hirer is responsible for the behaviour of all participants and spectators attending the facilities for their session. Any disruptive behaviour that could be caused to the College, local businesses or residents will not be tolerated and may result in your booking being cancelled.

18.8 Appropriate footwear and clothing must be worn at all times. For any users of the 3G AstroTurf pitch you must wear only moulded stud boots (no trainers to be worn) and for the sports hall facilities only indoor sports shoes should be worn. We from time to time inspect footwear prior to use and anyone wearing inappropriate footwear will be stopped from accessing the facilities. Fees will still be chargeable.