



PensMeadowSchool

Living, Growing, Learning

Lettings Policy 2018-19

NOVEMBER 2018

NEXT REVIEW DATE: NOVEMBER 2019

Staff Responsible: Alison Austin

THERE IS NO-SMOKING ALLOWED ANYWHERE IN SCHOOL

this includes

ALL BUILDINGS AND GROUNDS ACROSS BOTH SITES

- Lettings forms are available from the School Business Manager

- Any individual or any organisation/association may apply to the School Governors to hire part of the school premises. The school reserves the right to refuse an application at their discretion.

- The building is to be left in a reasonable, tidy condition and if extra cleaning is required this will be arranged by the school and charged accordingly.

- Any damage to school buildings/premises/equipment to be paid for in full.

- Equipment and resources for functions are not to be stored on the school premises before or after events.

- Only those rooms applied for are allowed to be used.

- Only designated toilets should be used.

NO ALCOHOL TO BE SOLD ON THE PREMISES

Please see overleaf for charges

PENS MEADOW SCHOOL

	2016	2017	2018
Private/Staff Charges +			
Standard private calls	0.15	0.15	0.15
Calls to mobiles	0.15	0.40	0.40
A4 laminated sheets	0.40	0.40	0.40
A4 photocopies	0.40	0.07	0.07
A3 photocopies	0.07	0.10	0.10
Colour photocopies	0.10	0.25	0.25
Playscheme Charges			
Energy costs (per day)^	45.11	48.72	52.62
Cleaning costs (per day)*	50.22	52.23	54.32
Waste collection (one per week)#	Price upon request	Price upon request	Price upon request
Clinical Waste (one per week)	Price upon request	Price upon request	Price upon request
After School Activity Club Charges			
Cost per pupil per, per session, per week	9.50	10.00	10.00
Category 3 Lettings (per hour)*			
Weekdays up to 8.00 pm	20.68	21.51	TBC
Weekdays after 8.00 pm	21.88	22.76	TBC
Saturdays	23.69	24.64	TBC

Sundays	34.8	36.19	TBC
Caretaker Openings*			
Weekday	11.48	11.94	12.42
Saturday	18.46	19.20	19.68
Sunday	22.96	23.88	24.84

KEY

* Increase currently 4% per annum

Increase determined by new contracts April each year – Traded Services

^ Energy increase of at least 8% suggested

+ Increases at discretion of Committee