



## Lettings/Income Policy

1. All letting requests will be made on Form E202 to the School Office. The School Business Manager will deal with them in accordance with this Policy.
2. The cost of any lettings for school business eg, staff meetings, governors' meetings etc will be met from the school budget.
3. Fund-raising activities held in the school by Melbourne Infant School Parents' Association will not incur a lettings charge where the headteacher is available for locking up the school site at the end of an event.
4. **At the Governors' discretion**, the charge may be waived when the Governors are confident that the full economic cost will be exceeded by the subsequent donation to the school, which will be given within a reasonable period.
5. Any other individual or group wishing to hire the school premises may do so only at the discretion of the Headteacher and at full economic cost. The general formula for calculating the full economic cost is:
  - 1) Energy cost: £4.43 (calculated as an average over 3 years)
  - 2) Caretaking charge plus 13.8% NI (as per current lettings calculator)
  - 3) Capitation fee: 17.29p per person (water rates, insurance, wear & tear etc)
  - 4) Hiring of the School Grounds per hour: £7.00
  - 5) Administration: £1.50*These costs are updated annually.*
6. Hirers wishing to use specialist equipment may do so only at the discretion of the Headteacher and at an extra charge per item of £10.  
Charges are subject to increase.  
The school computers are not available for hire.
7. Payment is due when the booking is made.
8. Governors reserve the right to refuse any requests for the letting of the Premises and Grounds. All Hirers of the school premises are required to be familiar with the Lettings Policy and the Health & Safety Policy.

### Phonecalls

The use of the telephone by staff for private local calls of an urgent nature will not be charged for.

### Photocopying

Parent Teacher Association -  
£15 claimed annually to cover costs

### Private copying

A4 or A3 b/w one side 3p  
A4 or A3 colour one side 6p  
A4 or A3 laminating £1.00

### Passports

At the Headteacher's discretion passports may be completed. There is no charge for children in the school, parents however will be charged £10.00.