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The Head Teacher/Lettings Officer  
All Schools used as Polling Stations

Dear Head Teacher/Lettings Officer

### **Use of School Premises for Polling Stations**

As you will probably be aware District Council elections are to be held on 1<sup>st</sup> May 2003. I feel it would be useful to offer advice, to those schools used as Polling Stations, on the calculation of costs to be reclaimed from the organising Electoral Officer.

Schools can only claim to cover the additional costs incurred by the use of their premises as a Polling Station. Therefore no claim can be made for the normal school day deemed to be from 8 a.m. to 6 p.m., only for the hours outside that time. Such a claim should be made in accordance with the standard scale of letting charges – set to recover costs – rather than to include any profit element. The unit charge is inclusive of caretaking costs.

An example is set out below.

Time Polling Station Open 8 a.m. – 9 a.m.

Time outside normal school day i.e. hours before 8 a.m. for setting up

Time after school day i.e. 6 p.m. – 10 p.m.

Therefore calculated as 2 sessions

**Accommodation used – e.g. Hall**

2 sessions at the Unit Rate - 1<sup>st</sup> April 2003 of £11.15 x 1.35 x 2 = £30.10

Care should be taken to ensure that the safety and welfare of children is not compromised by the provision of polling facilities in school. Wherever practicable, access to other parts of the school building should be secured against trespass.

Queries on matters of Health & Safety should be directed to Paul Commins on (01603) 223470

General queries on lettings should be addressed to Mrs Janet Evans on Norwich (01603) 222377.

Yours sincerely

Bryan Slater  
Director of Education