



# **ROWNHAMS ST JOHN'S CE PRIMARY SCHOOL**

## **LETTINGS POLICY**

### **RATIONALE**

The aim of this policy is to support extra-curricular provision for young people and the community. A letting is defined as any community or commercial use of the school premises/grounds and which is not associated with the corporate life of the school.

The corporate life of the school includes eg staff meetings, parents' evenings, governor events, extra curricular activities run by staff and costs for these will be fully met by the school from the delegated budget. The school may consider toilet at a reduced or subsidised cost if it enables greater access by children to extended school services.

Any letting must not restrict the primary use of facilities by the school without prior arrangement therefore the use of premises for school functions will take priority over lettings. Services which may be offered are a menu of activities/ study support, family learning, local community groups and after school clubs. No school can provide all these services for the community alone so we work with our cluster schools and other local providers.

Governing bodies can only use their delegated budget for the purposes of the school (teaching and learning) however this may embrace all activities that bring additional educational benefit to pupils of the school or registered at another maintained school.

Catering facilities remain the ownership and responsibility of HC3S and the hiring of the school kitchen is therefore not covered by this policy.

### **PURPOSES**

To share with the community the school's accommodation and resources for the mutual benefit of all parties.

To use any income generated for the enhancement and improvement of school facilities.

## **GUIDELINES**

1. To vet all enquiries for purpose and refuse permission as necessary, or as agreed by the Governors:
  - Use of the premises for school functions will take priority over lettings.
  - Lettings during the school day would not be considered appropriate.
  - Lettings for functions requiring a Public Entertainment Licence would not be permitted.
  - Lettings will not be permitted to individuals or organisations if there is reason to believe that the name of the school will be brought into disrepute.
  - If the Headteacher believes a letting should not be permitted, he/she will report the reasons to the Governing Body.
2. Enquiries for lettings to be directed to and managed by the school
3. To appraise Governors of lettings programmes through Resources Committee upon request.
4. To ensure all lettings are managed in accordance with regulations on letting form and within LA guidelines.
5. To set a table of hire fees that will be reviewed in line with the Governors' policy for charging.
6. To define and pay Caretaker costs in line with LA recommendations.
7. All persons using the facilities will be expected to conform to the relevant Health and Safety Regulations and school policy. Please see Manual of Financial Practice re conditions of hire.
8. HCC has organised an insurance policy for public liability (see Appendix 23H) during the course of a letting. The hirers must sign the application form to ensure that cover applies (see Manual of Financial Practice). Hirers will be given a copy of this with the agreement form.
9. All hirers must also carry sufficient Third Party Liability Insurance and present a copy of their certificate to the office prior to letting date.
10. Lettings to local groups will be dependent upon payment of a fee and acceptance of the terms and conditions set out in the Booking Application Form. The fees for a letting will be set at a level to ensure that income taken covers the costs (lighting, heating, staffing, etc) of the activity.
11. The School Association will normally be exempted from any charge in respect of fund raising activities or social events benefiting pupils and/or their families.

12. Where a member of the hiring committee is a school Governor or member of school staff, that person may be responsible for unlocking and locking the school. This responsibility to be made clear on the hiring agreement.

## CONDITIONS OF LETTING

- **Health and Safety** – Hirers are expected to comply fully with current H & S statutory regulations and to school policy.
- **Fees.** Charges for the hire of facilities at the school for 2015-2016 are detailed as follows:-

£12.75 per hour for activities involving children

£27.00 per hour for any other activities

Caretaker/Cleaning: per current hourly rate for out of school hours and weekends.

*\*The Governors have agreed that subsidised rates/no charge may be made to groups using the facilities who are offering a service to the children and lower rates may enable children to attend who otherwise could not.*

- **Income.** Income derived from lettings will be retained by the school and costs to the school of lettings will be met from this income.
- Where the school is used as a Polling Station, the relevant authority will be charged the actual additional costs incurred by the school.
- **Damage.** The hirer will pay the full cost of repair or replacement of any fixtures or fittings that become unserviceable or unsuitable for use through damage caused by any person attending the function.
- **Behaviour.** The hirer is responsible for the behaviour of all persons organising or attending the function.
- **Numbers of Attendees.** Health and Safety considerations restrict the School Hall to a maximum number of 200 people for any function. The Headteacher should determine the numbers.
- **Alcohol** Unless a licence has been applied for and granted by the local Clerk to the Justices, alcohol may not be resold. The Governors would not accept alcohol being consumed at events held for, and with, children without special consideration and permission granted.
- **Gambling** may not take place without Governors' permission and the appropriate licence in place.
- **Smoking.** Smoking is not permitted within any of the School buildings or grounds, including the smoking of e-cigarettes or vaping.

- **Cancellation.** The School shall have the right to cancel any booking, whether confirmed or not, without prior notice. The school will refund the charge less any incurred costs.
- **Condition of Premises.** It is the responsibility of the Hirer to ensure the premises/equipment are left in the same condition in which they were found at the beginning of the letting/hire period.
- **Sunday Lettings.** Any Sunday lettings must be approved by the Foundation Governors.
- **Safeguarding.** Providers using the facilities as a letting for children will have to be DBS checked.
- **Disability Discrimination Act.** The DDA makes it illegal to discriminate against users because of their disability. The school would not discriminate by for example offering less favourable terms, refusing to let, offering inferior facilities. The onus is on the school to make reasonable adjustments to allow participation.
- **Grounds.** Use of the playing fields will be dependent on their fitness for use at any time taking into account the school's PE provision.
- **Housekeeping.** Before the start of the function the hirer must be familiar with the location of the following:
  1. Emergency Exits
  2. Fire Alarms
  3. Telephone – in case of emergency the nearest telephone is located within the Office. To obtain an outside line dial 9 followed by the required number. However, the office may be locked, therefore alternative arrangements need to be considered.
- **Caretaker.** The School Caretaker is Mr Jamie Stokes and can be contacted in an emergency on 07496512915
- **First Aid.** Responsibility for providing appropriate qualified staff and resources lies with the Hirer.
- **Use/loan of BBQ and PA system** to include refundable deposit equipment must be 'booked' out/in to ensure tracking of whereabouts.
- The school reserves the right to request copies of documentation to support the safety of the premises and its users, together with documents to support statutory requirements, eg licences. The appropriate risk assessments must be undertaken.

Appendix I

- Use of the school field by Horns Drove Pre-school was agreed by the Resources Committee (January 2009) at a cost of £50 per year on the assumption that the After School Club does not use the field after 6.00pm, when there will be no Caretaker present. This applies to term time only.
- This letting will be deemed to fall outside the existing Lettings Policy.

Agreed by Resources Committee – February 2017

Policy Review Date – February 2018

Signed

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Chair of Resources