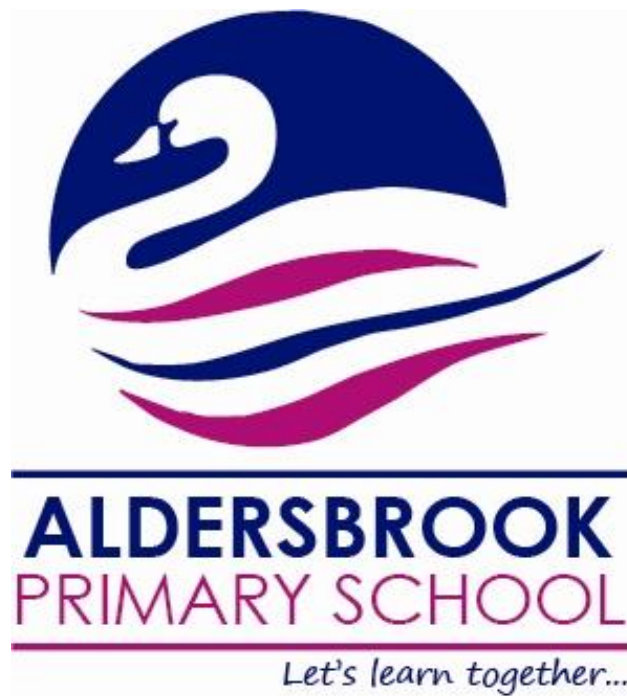


Lettings Policy



Written: March 2013

Updated: March 2015

Date Approved by GB: 16.3.15

Next review date: March 2016

1. Introduction:

The Governing Body recognises the role of the school within the community and welcomes the use of the school premises for a variety of community and leisure purposes.

Use of the school premises by the school, or on behalf of the school (e.g. PTA) are not subject to the charging elements of this policy. The school may choose to subsidise clubs for the benefit of the children at a letting fee of £15 per hour.

2. Private Functions

- £25 per hour is charges for use of the school hall by all private groups and parties. This increases to £30 per hour on Saturdays and £40 per hour on Sundays.
- £15 per hour is charges for use of the school classroom by all private groups and parties. This increases to £20 per hour on Saturdays and £30 per hour on Sundays.
- £15 per hour is charges for use of the school playground by all private groups and parties. This increases to £20 per hour on Saturdays and £30 per hour on Sundays.
- Some organisations offering school clubs will not pay a fee but will be asked to offer discounted tuition for Aldersbrook Primary pupils
- The school will consider applications from organisations and individuals seeking to hire the premises using Appendix A as a standard proforma. The school may reject applications and be at liberty to offer no explanation for their decision.

3. Payments

Fees will be paid a minimum of 14 days in advance of the letting. Specific bookings may be made for a single letting or for repetitive lettings during periods of up to 28 days.

A further refundable deposit of £100 minimum will be made to the school at the time of the deposit of the letting fee. This fee may be higher depending on the nature of the activity. This is to cover any breakages or accidental damage. All hirers will undertake to make good any damages in full caused by neglect or default of the hirer.

Payments can be made by cash or cheque.

All income will be paid into the school's LBR bank account.

The school will not hire out the school kitchen due to complications of health and safety legislation.

4. Cancellations

If a letting is cancelled a 10 day notice is required to refund the full fee.

Where the school is obliged to cancel a specific booking the fee will be fully refunded.

Any cancellation of less than 10 days will be refunded as follows:

- 10 days full fee returned to hirer
- 9 to 5 days half of the fee refunded to hirer
- 5 to 1 day a quarter of the fee is refunded to the hirer

5. Health and Safety conditions of Hiring Aldersbrook Primary School

5.1 School Responsibility

For the duration of the letting the school will be responsible for the following provision:

- Ensuring the hirers are made aware of the emergency exits
- Adequate equipment available if an emergency should arise. This includes: fire extinguishers, first aid kit and access to emergency phone
- Adequate lighting, heating and ventilation
- Safe equipment and premises
- Assistance available during the letting
- Adequate information regarding the hire and use of the premises is provided
- Where the school is hired by an outside company for specific activities with children a vetting procedure will be used
- All classes will be locked when the hall is hired

The school site manager will brief all hirers beforehand on the above points and complete a health and safety checklist. A copy will be given to the hirer and the original retained by the school.

5.2 Hirers Responsibility

For the duration of the letting the hirer is responsible for:

- Ensuring the school premises is adequately supervised
- Procedures are followed – both normal and emergency
- No school equipment, other than specified will be used (to leave in the same condition as before use)
- Familiarity with emergency equipment such as fire extinguishers, fire call points, telephones(only if hirer mobile phone not available) and first aid
- Establish who is in control should an emergency evacuation be required and how this will take place. Due consideration to be given to the needs of disabled people in this instance.

- Alcohol is not consumed on the premises
- No gambling on the premises
- Emergency exits are not obstructed
- Combustible, flammable or hazardous substances are not used
- No smoking within the school building or grounds
- All safeguarding procedures have been adhered to
- To leave the school in the same condition as it was found prior to use
- Animals, other than guide dogs, are not permitted anywhere on the school premises

6. School Vetting Procedure and approved Organisation status

Where the school enters into an arrangement with a private organisation to provide coaching to pupils within school premises a specific contract with regard to vetting will be implemented. The hirer will be required to provide the following information to the Headteacher or other designated senior member of staff. Only by doing so, will the organisation be approved by the school.

The private organisation will:

- Provide all necessary equipment to host coaching after school hours
- Provide suitable trained and qualified staff in possession of an enhanced CRB checks and an emergency first aid certificate. Qualified staff will be used for all coaching to the minimum level deemed necessary by the governing body of each individual sport. Copies of CRB and other checks, such as identity, to be provided to the school.
- To keep an up to date set of character and professional references for each of your staff.
- Ensure all coaches are in good health and fit to carry out the duties within their job description.
- Provide copies of public liability insurance certificate.
- Liaise with the school to ensure all coaches are aware of school policy.
- Ensure the school is aware of any issues around poor behaviour and discipline of pupils.
- Provide promotional material and information for the school to distribute as required.
- Keep an accurate register of pupil attendance, the collection and payment of fees.
- Hand over any late pupils at the end of session to the senior staff.
- To sign in and out of the school at the main entrance for each session.
- To undertake any relevant safeguarding training as required prior to hiring the premises.

7. Liability of Hirer

The governing body of Aldersbrook Primary School shall not be liable for any injury, including injury resulting in death, or damage to or loss of property, which may occur, or be sustained by the hirer and their staff.

8. Security

The governors will not normally insist on continuous caretaking presence. However, they reserve the right and delegate the powers to the Headteacher to insist on a caretaker being present if it is felt the school may be vulnerable to theft or damage.

9. Variations

No member of staff is allowed to vary the conditions and terms from which the school premises are hired to individuals or organisations, nor deviate from the governors published charging policy without prior permission of the school governing body.

10. Review of Policy

This policy will be reviewed each autumn term including fees. Governors may also review fees each April prior to setting the school budget

- 11. Invoices** :
- Invoices raised will quote:
 - School name
 - Authority's VAT number
 - Methods of payment
 - Address to which payment must be rendered
 - Amount payable, showing VAT as a separate element

12. Implementation of the policy

The policy will be implemented in the following way:

| | | |
|---|--|--|
| Initial Request for Hire - Appendix A completed and returned to school | Goes to Headteacher. | Suitability decided upon with Site Manager and Headteacher |
| Stage 1 | Headteacher or delegated senior teacher meets with potential hirer and agrees terms and fees | Site manager goes through health and safety terms and conditions of hire. |
| Stage 2 | Payment is made CRB and other vetting checks are in place | Letting takes place |
| Stage 3 | Hirer collect £100 refundable deposit from Office | Completes a feedback form and returns to the school office for the attention of the Headteacher. |

Initial Request for Hire -Appendix A

Aldersbrook Primary School

Aldersbrook is committed to ensuring that all organisations using school premises comply with the guidelines as recommended by the Local Safeguarding Children Board and also as set out by the Department for Education

We expect all organisations to answer the questions below and to provide evidence where requested.

Contact Details

Name, contact address and telephone number of Organisation requesting the letting of the premises:

References

The organisation obtains and keeps on file professional references and character references for all their staff that have contact with pupils. These can be provided by contacting:

Child Protection

The organisation has specific arrangements in place for dealing with situations where children are not collected after the activity. These are:

We carry out enhanced CRB checks on all our staff before they are left unsupervised with children. Copies are kept on file and can be produced by contacting:

Please note that the school will expect to see the original enhanced CRB and retain a copy for file on each individual employed who is accessing our school site.

The organisation keeps the following records and registers of all children attending the activity.

If the organisation is an after school coaching club for the use of Aldersbrook Primary School usage and fees are collected, an accurate and up to date record of these is maintained and this is available to the school on request.

The organisation keeps the following records of all staff and tutors who have contact with children on this site:

The organisation has a trained first aider in attendance at all times and suitable first aid equipment.

Yes/No

Qualifications and Registration

All staff have appropriate qualification. Please provide details of all qualifications held by staff. Use an additional sheet if necessary.

Please note that the school will expect to see the original certificates as proof of qualification and retain a copy for file on each individual employed who is accessing our school site.

The organisation is registered with the appropriate national body e.g FA for football organisations. Please provide full details.

If providing Childcare please confirm that the organisation is registered with Ofsted and provide registration details:

Health and Safety

If the organisation is using potentially hazardous equipment provided by the school (climbing frames, bikes, cooking equipment for example) then it will be operated by a suitably qualified and trained member of staff and it will be fully supervised at all times by an adult. Give details of all arrangements you will put in place:

Insurance

The organisation has Public Liability Insurance (usually insured for up to £5 million). Give details of the insurance cover with insurer, date and number of the policy.

Signed _____

Date _____

Print

Name _____

Address _____

Phone

Number _____

Email

address _____

A copy of this is to be maintained by the following personnel for files:

R. Sharif Office Manager

For Private Function Hire

Please note the school does not hire kitchen facilities.

- £25 per hour is charges for use of the school hall by all private groups and parties. This increases to £30 per Saturday and £40 per Sunday.
- £15 per hour is charges for use of the school classroom by all private groups and parties. This increases to £20 per hour on Saturdays and £30 per hour on Sundays.
- £15 per hour is charges for use of the school playground by all private groups and parties. This increases to £20 per hour on Saturdays and £30 per hour on Sundays.
- Fees will be paid a minimum of 14 days in advance of the letting. Specific bookings may be made for a single letting or for repetitive lettings during periods of up to 28 days. If a letting is cancelled a 10 day notice is required to refund the full fee. Where the school is obliged to cancel a specific booking the fee will be fully refunded. Any cancellation of less than 10 days will be refunded as follows:
 - 10 days full fee returned to hirer, 9 to 5 days half of fee refunded to lettee, 5 to 1 day a quarter of fee is refunded to hirer
 - A further refundable deposit of £100 minimum will be made to the school at the time of the deposit of the letting fee. This fee may be higher depending on the nature of the activity. This is to cover any breakages or accidental damage. All hirers will undertake to make good any damages in full caused by neglect or default of the hirer.
- Payments can be made by cash or by cheque.

Appendix B

Aldersbrook Primary School

Letting of Educational Premises – Health and Safety Checklist

To be completed on the day of the letting by the person on duty in conjunction with the person hiring the premises

Name of Establishment: Aldersbrook Primary School

Rooms to be hired:.....

Date of Letting:..... Times from:..... to:.....

Name of Person on duty:.....

Please tick

-Limits on accommodation
-Location of fire extinguishers
-Location of fire call points
-Location of first aid box
-Telephone access (for emergency use)
-Location of emergency exits
-Location of toilets
-Smoking restrictions explained- please note this is a No Smoking Environment
-Person in charge of group to explain procedures
-Person in charge of group to arrange procedures for emergency evacuation
-Person in charge to inform person on duty of any incidents/damage when leaving the site
-In the case of 'repeat' bookings the person on duty will inform of any changes

Any other information

The person on duty has explained the above items to me..

Signed:..... Date:.....

Print Name:.....

Group Name:.....

TO BE RETAINED IN THE ESTABLISHMENTS LETTING FILE

Appendix C

Aldersbrook Primary School Feedback Form

Letting date_____

We would like your views on the letting of our school premises. Please take the time to answer the following questions:

| | Yes or No |
|--|---------------|
| | Add a comment |
| The letting was a successful event | |
| The premises used met our needs | |
| We found the premises clean and well maintained | |
| We were clear about health and safety requirements | |
| The staff were helpful | |
| Any other comments: | |