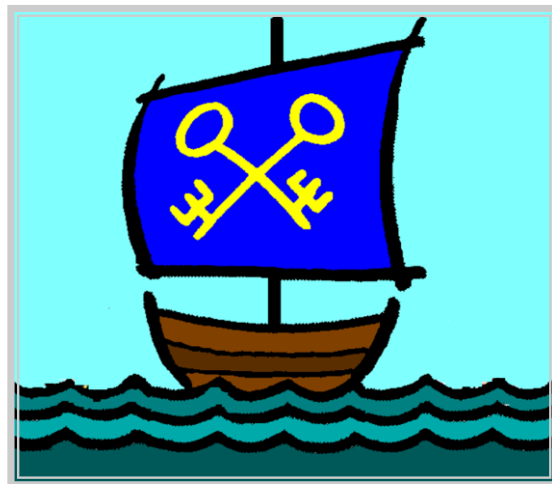


ST PETER'S CATHOLIC PRIMARY SCHOOL
SHOREHAM



LETTINGS POLICY

Approved by *Governors (Finance & Buildings Committee)*: February 2011

Reviewed by *Premises & Buildings Committee*: February 2014

Reviewed : March 2015

Reviewed : September 2017

Reviewed : September 2019

Reviewed : September 2020



ST PETER'S CATHOLIC PRIMARY SCHOOL



LETTINGS POLICY

(Including Conditions of Hire & Application for Hire of School Premises Form SL1)

Principles

The Governing Body believe that the letting of the premises can be of benefit to both the school and the wider community.

Policy

1. The Governing Body permit the use of the school premises in accordance with the vision and aims of the school. However the school reserves the right to refuse any lettings it may choose without giving a reason.
2. The Governing Body will ensure that the school budget does not subsidise non-school activities and that all costs are recovered. The Finance & Buildings Committee of the Governing Body will review charges annually or as required.
3. Hirers must adhere to the Conditions of Hire at all times.
4. The letting application form (FORM SL1) must be completed by all applicants except for Group A (School Users). A signed copy of the application form, if approved by the school, will be returned to the hirer. For long-term lettings application forms will be reviewed on an annual basis.
5. Any hirer who uses the school must be properly insured and relevant insurance documents must be attached to the application.
6. Smoking is not allowed on the premises, including on the school field.
7. In the event of the school needing to cancel an agreed letting, the school /governors will not be liable for any claim for compensation (financial or otherwise) other than the return of any deposit money received.
8. The Governing Body has agreed to work within the WSCC A Guide to Insurance for Schools: Third Party Hirers Insurance (Dec 2006 or latest version available) which can be requested.
9. The Governors recognise that it would be impossible for them to personally vet every applicant or organisation who wishes to make use of the school premises. Accordingly, they have delegated the authority to accept applications for hire to the Headteacher.
10. There is a charging policy (outlined below), which categorises lettings. The Governors may, at their discretion, add further users within the appropriate categories.

Group A – School Use

All school events (parent consultations, governors meetings, performances, fundraising, PTA events etc) will not be charged for the use of the premises. Additional cleaning/caretaking costs may be charged if required. The person responsible for a PTA event should complete Form SL1.

Group B – Regular Community Use

These lettings are for those who book a room/space on a regular basis; i.e. once a week/month. The person/group hiring is non-profit making. It is intended for community groups/Church Based Groups (if non profit making).

Group C – Casual/Occasional Use

These lettings are for those who book on an occasional basis. The person/group hiring is either profit-making or non-profit making (but may be fund-raising).

Group D – Regular Use

These lettings are for those who book a room/space on a regular basis, i.e. once a week/month. The person/group hiring is profit making, i.e a business, sports club etc hiring part of the school for a club or similar activity.

Extraordinary Lettings

School Holiday lettings, whole/large part of the school. Special charges will be fixed at the discretion of the Governors.

Standard Charges (Please confirm current charges with the school office)

Currently in line with the standard charge for the use of school premises by WSCC from 1st September 2017

	Hire Fee	Insurance Premium (9%)	Insurance Premium Tax (12% of the 9%)	Total
Fixed charge per session per site*	£32.95	£2.96	£0.35	£36.26
Hall charge	£7.10	£0.64	£0.08	£7.82
Room charge	£4.10	£0.37	£0.04	£4.51
ICT Room charge	£7.10	£0.64	£0.07	£7.81
Heating supplement per session	£11.80	n/a	n/a	£11.80

*Please note that the definition of a session is a morning, an afternoon or an evening.

Caretaking charges per half hour or part thereof:

Week time - day	£10.00
Week time - evenings	£10.00
Weekend - day	£10.00
Weekend - evenings	£10.00

Child Protection

The school will ensure the suitability of adults working with children on school premises at any time by means of a DBS (Disclosure & Barring Service) Enhanced Check etc. Any organisation hiring the school to work with children on the premises will be given a copy of the school's Child Protection Policy and will be required to confirm that they will comply with the school's policy, guidelines and procedures and confirm their commitment to abide by them.

Health and Safety

Hirers are responsible for ensuring health and safety requirements are met. The list below is not an exhaustive checklist but some of the key areas to consider (Check also the conditions for hire):

1. Be safe with electricity
 - a) Don't overload power sockets
 - b) Keep water away from electrics
 - c) Ensure cables are not a trip hazard
 - d) Ensure that electrical equipment brought onto the site is safe to use.
2. Child Health
 - a) Have a first aider and first aid kit
 - b) Have sufficient helpers to run the event and ensure appropriate child/adult ratios
 - c) Be clear - who is responsible for child supervision (Parents? Teachers? Organisers?)
 - d) Ensure that children are supervised if using the car park.
3. Food Safety
 - a) Check for hot/burn hazards including hot drinks, urns, hot food, BBQs etc
 - b) Check for food allergy sufferers
 - c) Check safety re knives
 - d) Work with normal food hygiene requirements
4. Fire Safety
 - a) Check Fire Exits are clear - especially furniture
 - b) Check escape routes are free from trip hazards especially wires and cables
 - c) Ensure that all users know the evacuation routes in the event of a fire

5. General safety

- a) Slip, trip and fall hazards are identified and minimised.
- b) Check access to a phone and emergency numbers

6. Clearing up

- a) Ensure that sufficient people are enlisted to help
- b) Have enough equipment to clean up
- c) Check that all doors and windows are shut (if locking up).