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## LETTINGS POLICY

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An academy within:



“Learning together; to be the best we can be”



## **1. Introduction**

- 1.1 The school regards their premises as a resource for the local and wider community. As well as ensuring the best possible education and welfare for the children and young people who are pupils at the schools, the schools will consider letting to any organisation, community group or company that may give opportunities to its community.
- 1.2 A letting must not interfere with the main priorities for education and welfare for the children and young people of the schools.
- 1.3 The Local Governing Body has delegated the power of lettings to the Head Teacher. The Head Teacher is responsible for the management of lettings; where appropriate, the Head Teacher may delegate all or part of this responsibility to other members of staff.

## **2. Letting of premises**

- 2.1 Those seeking to hire the school premises should approach the Business Administration Team, who will clarify their requirements and facilities available. This information will be shared with the Head Teacher and premises staff and then the letting will be considered.
- 2.2 If the letting is approved, booking confirmation, along with necessary paperwork and a Conditions of Letting Form, will be sent to the 'hirer'. The letting should not take place until the signed agreement has been returned to school. (*Conditions of Letting – Appendix 1, Booking Confirmation – Appendix 2*)
- 2.3 If the letting is continuous then an annual review of the letting will be completed prior to the start of each new financial year showing the new rate of charge using the LA rates as a guide.

## **3. Charges for lettings**

- 3.1 The school uses, as a guide, Nexus Charges and Remissions Policy. Charges take into consideration; costs of services, staffing, administration, 'wear and tear', cleaning and caretaking. (*Lettings charges – Appendix 3*)
- 3.2 Charges, unless clearly perceived to benefit children and young people of the School, will cover all costs occurred by the letting.



#### **4. Insurance**

- 4.1 Public liability insurance has been arranged to cover all legal liabilities for accidents resulting in injuries to persons. No responsibility will be accepted for any loss of, or damage to any property owned by any person using the premises during the period of the letting. Property shall be brought on to the premises at the sole risk of the owner.

#### **5. Safety**

- 5.1 Health and safety arrangements and risk assessments will be shared between the 'hirer' and the school. The Governors will not normally insist upon continuous caretaking presence. However, they reserve the right and delegated power to the Head Teacher to insist upon caretaking presence where, in their view, the nature of the hiring may leave the school vulnerable to theft or damage. When school premises staff are not in attendance for activities outside the school day the access codes for some external doors may be needed. These are not to be shared with 3<sup>rd</sup> parties and once the period of hire has ceased the codes will be changed. We have 'visitor' swipe badges which may be used to enter and exit the school by person responsible for the hire of the building.

#### **6. Safeguarding**

- 6.1 Kelford School is committed to safeguarding and promoting the welfare of children and young people and will ensure that safeguarding is paramount to any letting agreement.

#### **7. Review**

- 7.1 The policy will be reviewed every two years by the Local Governing Body
- 7.2 The cost of lettings – Appendix 4 will be reviewed on an annual basis



## Appendix 1

### KELFORD SCHOOL PART OF NEXUS MULTI ACADEMY TRUST

#### Conditions of Letting:

The use of the school premises is permitted by the Head Teacher, on behalf of the Local Governing Body, on the understanding that the following conditions are adhered to at all times:

- There will be no access to the premises before the commencement of the letting period. Hirers must allow sufficient time for preparation before the event when booking the time of let.
- Hirers must have left the premises by the end of the booking period. Sufficient time must be included to allow for clearing away and for all participants to leave the premise by the end of the booking period.
- The hirer is responsible for ensuring that all areas are left clean and tidy as found. This includes all outside areas as well as indoor areas.
- All lettings require that the hirer identify a responsible person who will take reasonable steps to ensure that the behaviour of persons does not cause a nuisance to neighbours or loss or damage to premises and facilities.
- All children and young people must be supervised by their parent or carer except where children or young people are attending an organised group.
- The hirer must make sure that all users are aware that they are solely responsible for the security of their personal property, including vehicles.
- The school will not accept responsibility for any loss of or damage to any property owned by any person using the premises during the period of the letting. Property shall be brought on to the premises at the sole risk of the owner.
- No intoxicating liquor shall be brought or consumed on school premises. It is the responsibility of the hirer to obtain any necessary licence for the sale of intoxicating liquor and present the licence to the school prior to the let. This would need to be agreed before the licence is sought.
- The school's No Smoking Policy must be adhered to at all times. No advertising may be placed in any area of the school premises without the direct permission of the Head Teacher.
- It is not a contract requirement for the Premises staff to work weekends, lettings can only be accepted when the Premises staff are prepared to undertake additional duties.



- All Health and Safety information must be shared prior to let and hirers must adhere to the school's health, safety and welfare arrangements. The hirer must complete their own risk assessments. In the case of letting the swimming pool, a session leader who has relevant qualifications must be present at all times and the ratio of adults to users must be adhered to.
- A member of school staff must be responsible for opening up and securing the premises unless specific arrangements have been made with a known/regular hirer.
- Organisation of setting up equipment, such as chairs, can be arranged in advance and will be reflected in the lettings charge.

**Cancellations:**

Where a cancellation is made by the school, the hirer will be entitled to a full refund for the session. The school will endeavour to notify the hirer at the earliest possible moment, however, no guaranteed period of notice can be offered. Regardless of when notification is given to the hirer, the hirer will not be entitled to any compensation. If a cancellation has been made the school will be flexible in re-letting, if appropriate.

The school must be notified of cancellation of lettings by the hirer as soon as possible, with at least 24 hours' notice.



Appendix 2

**KELFORD SCHOOL PART OF NEXUS MULTI ACADEMY TRUST  
LETTING OF SCHOOL PREMISES BOOKING CONFIRMATION**

Company / Name of Hirer:			
Address:			
Name of person signing this form and accepting responsibility for all charges:			
Contact telephone number(s):* <small>*This number will be used in the event of cancellation</small>			
Area/ Rooms required:			
Date(s) required for hire:			
Time from:		Time to:	
Any equipment required? (Tables, chairs, projector)			
Cost of let:	£	Per session / Hourly / Weekly	<small>*delete as necessary</small>
Invoice to be sent:			
Before the Event	<input type="checkbox"/>	After the event	<input type="checkbox"/>
Every half term	<input type="checkbox"/>	Every term	<input type="checkbox"/>
		Monthly	<input type="checkbox"/>
		Other:	<input type="checkbox"/>
Invoices are to be paid within 30 days and should be paid as per the instructions on the invoice.			

Please check the above details and amend if necessary.

Please read the attached terms of conditions of the letting.

Sign and return one copy of this agreement, and keep one for your records.

I have read and understand the attached booking terms and conditions

Signed:

Date:



### LETTING OF SCHOOL PREMISES CONTINUED BOOKING CONFIRMATION

With reference to your regular bookings of the school premises, I have to inform you that approval has been given to continue the letting listed below for a further financial year. If you wish to continue the hire, please complete and return this form to the school and a copy will be returned to you for information.

Company / Name of Hirer:			
Address:			
Name of person signing this form and accepting responsibility for all charges:			
Contact telephone number(s):* <small>*This number will be used in the event of cancellation</small>			
Area/ Rooms required:			
Day of Hire		Dates	
Time from:		Time to:	
Any equipment required? (Tables, chairs, projector)			
Cost of let:	£	Per session / Hourly / Weekly <small>*delete as necessary</small>	
Invoice to be sent:			
Before the Event	<input type="checkbox"/>	After the event	<input type="checkbox"/>
Monthly	<input type="checkbox"/>	Every half term	<input type="checkbox"/>
Every term	<input type="checkbox"/>	Other:	<input type="checkbox"/>
Invoices are to be paid within 30 days and should be paid as per the instructions on the invoice.			

Please check the above details and amend if necessary.

Please read the attached terms of conditions of the letting.

Sign and return one copy of this agreement, and keep one for your records.

I have read and understand the attached booking terms and conditions

Signed:

Date:

## Letting Charges

	Weekday between 4 and 6pm					Saturday	Sunday
	1 hr	1.5 hr	2 hr	2.5hr	3hr		
Classroom	£17	£23	£28	£33	£37	Add £10	Add £15
Hall	£20	£26	£31	£36	£40	Add £10	Add £15
Classroom + Hall	£30	£36	£41	£46	£50	Add £10	Add £15
Swimming Pool	£35	£50				Add £13	Add £17
Swimming Pool + classroom (1hr)	£45	£60				Add £12	Add £17
Swimming Pool + Hall (1hr)	£50	£65				Add £12	Add £17

Use of the pool is dependent on having a qualified pool life guard. Qualifications must be proven by showing the certificate. School can provide a life guard for you but you will have to fund this extra to the prices shown, we will put you in touch with possible candidates if required. Please contact school to discuss your requirements on any hiring requirements. We can also provide sensory rooms. Hoists are accessible in most areas.

If you require the room after 6pm on week nights, there will be an additional charge of £10 to cover lock up costs.