



Lettings Policy

November 2018

Eastburn Junior & Infant School fully recognises its responsibilities for child protection and safeguarding. We recognise that all adults working with or on behalf of children have a responsibility to protect them. Our school procedures for safeguarding children will be in line with ‘Keeping Children Safe in Education’ (September 2018); ‘Guidance for Safer Working Practice for Those Working with Children and Young People in Education Settings’ (October 2015) and ‘Working Together to Safeguard Children (2015).

Principles

The Governing Body regards the School buildings and grounds (which belong to Bradford Council) as a community asset and will make every reasonable effort to enable them to be used as much as possible. However, the overriding aim of the Governing Body is to support the School in providing the best possible education for pupils and any lettings of the premises to outside organisations will be considered with this in mind.

Purpose

- To provide clear guidance on lettings and the hire of School premises
- To generate income for the school
- To enable community and lifelong learning access to the School site
- To promote the use of School facilities by the wider community

Definition of a Letting

A letting may be defined as “any use of the school premises (buildings and grounds) by parties other than the school and its partners”. This may be by either a community group which directly benefits children within the community (such as a sports coaching or drama group), a community group which directly benefits parents and community residents (such as a local sports team), an individual or group of individuals, or a commercial organisation (such as the local branch of ‘Weight Watchers’).

A letting must not interfere with the primary activity of the School, which is to provide a high standard of education for all its students.

The following activities fall within the corporate life of the school. These activities are not considered to be lettings and costs arising from these uses are therefore a legitimate charge against the school’s delegated budget:

- Governing body meetings
- Extra-curricular activities for pupils organised by the school and school receive the income direct from parents
- School performances
- Family learning
- Parents meetings
- Meetings of the Friends of Eastburn School
- Friends of Eastburn School organised events
- Services provided by partner organisations such as Children’s Centres, Bradford Council etc.

Insurance

The public liability insurance provided by the Council already insures schools against claims for injury or damage to members of the public that may arise due to negligence. All organisations wishing to use school premises should have their own public liability insurance to cover them for any services and activities they provide, and must have their own employers’ liability insurance if employing staff or volunteers. The original insurance document should be seen and a copy taken by the school and kept on file.

Priority for lettings

The following lettings are especially encouraged:

- Educational activities open to school pupils and their families
- Recreational activities open to school pupils and their families
- Activities organised by local community groups for the benefit of the local community
- Lettings to people living in the school's local community
- Lettings to voluntary organisations
- Lettings to children's groups

The following activities are not considered to be appropriate for lettings as they are not deemed to be compatible with the ethos of the school or are not able to be accommodated within the schools facilities:

- Commercial activities with little potential to positively impact on the children and families of the school
- Events selling alcohol
- Activities promoting gambling

Charges

The Governing Body is responsible for setting charges for the letting of the school premises. A charge may be levied in order to cover the following:

- Cost of services (heating and lighting);
- Cost of staffing (additional security, caretaking and cleaning) - including "on-costs";
- Cost of administration;
- Cost of "wear and tear";
- Cost of insurance (if the school has arranged its own public liability insurance – see terms and conditions p 5)
- Cost of use of school equipment (if applicable);
- Profit element (if appropriate).

Where there are multiple lettings taking place at the same time, the costs for services and staffing will normally be shared between the organisations/partners involved.

The Governing Body and Headteacher are responsible for setting charges for the letting of the school premises. The scale of charges will be reviewed annually by the Governing Body for implementation from the beginning of the next financial year, with effect from 1st April of that year. For the purpose of charging, the Headteacher is empowered to determine to which group any particular individual or organisation belongs. They are also able to offer any discounts or agree a subsidy for any lettings, as they deem appropriate. The basis of charging will be determined by the purpose for which a letting is arranged. The minimum hire period will be one hour.

Conduct of Users

Safeguarding

Hirers providing services to children, whether pupils at the school or others, must have policies and procedures in place to ensure children's safety, and must provide evidence of these to the school as required e.g. Safeguarding Policy and Use of Mobile Phone Policy, DBS Checks.

Security

The Headteacher has delegated authority to determine the security risk for each letting and will be responsible for allocating a continuous security presence or other control measure.

Considering applications for lettings

Organisations seeking to hire the school premises should approach the Headteacher. Details of any charges and conditions of use should be given or referred to. An Initial Request Form (Appendix 4) should be completed at this stage. A record of all enquiries should be kept on file.

The Headteacher will decide on the application with consideration to:

- The priorities for lettings agreed by Governors and set out in the school's lettings policy
- The availability of the facilities and staff
- The school's equal opportunities, health and safety, safeguarding policies
- The health and safety considerations such as numbers of users, type of activity, qualifications of instructors etc.

Issuing a lettings contract

Once a letting has been approved, a letter of confirmation (Appendix 5) will be sent to the hirer, enclosing a copy of the terms and conditions and the Lettings Contract. The Lettings Contract should then be signed and returned to the school. The school shall be in receipt of these signed copies before a letting takes place. The Headteacher on behalf of the Governing Body has the right to refuse an application, and no letting should be regarded as "booked" until approval has been given in writing. The reason for refusals should be recorded on the bottom of the application for lettings form and fully explained to the enquirer.

Payment

Payment may be made weekly directly to the School Business Manager for which a receipt will be issued. Alternatively an invoice will be issued at the beginning of each term of hire. The method of payment will be agreed upon booking. Payment in full will be expected within 30 days of the issue of an invoice. Any delay in payment may result in the letting becoming void, and re-let to any other organisation on the waiting list. The table of charges may be found in Appendix 2.

In general, the letting of rooms for activities which benefit the school or the greater community are exempt of VAT, whereas lettings which do not benefit the school or the greater community are subject to VAT (although there are exemptions under certain circumstances).

All lettings fees received will be paid into the school's individual bank account. The income and expenditure relating to lettings should be clearly recorded by the school and reported under the guidelines for Consistent Financial Reporting.

Approved by

Chair of Resources Committee _____ Date _____

Headteacher _____ Date _____

Appendix 1



Eastburn Junior and Infant School Letting of School Premises

Conditions of Hire

1. All organisations must provide qualified first aid instructors for all physical activities.
2. The School Site Manager will be responsible for opening and closing the school building, this time will be recognised as part of his designated working time.
3. Eastburn Junior and Infant School has a 'NO SMOKING' policy which must be adhered to. Any organisation not complying with this regulation may jeopardise their right to use the premises.
4. No responsibility can be taken by the Governors of Eastburn Junior and Infant School for the loss or damage to personal property whilst in the process of letting school premises.
5. Consideration must be given to the local community when hiring the building. Any use of school facilities which has a detrimental effect to the local community may result in the licence being revoked.
6. Any willful damage may be charged to the association concerned and notification of all damages or breakages must be reported to the school. Any damage resulting from the failure of a group adhering to the schools 'No Smoking' policy will be charged accordingly.
7. An additional charge of £10.00 per hour may be incurred to cover the cost of caretaking and cleaning should the premises not be left in a satisfactory manner. The Site Manager will be asked to submit a detailed report to reflect these charges.

Fire evacuation procedures

The hirer should ensure evacuation by the nearest available exit and take their members to the assembly point for the School. All rooms have clear evacuation points and these state where you should meet – please refer to our fire policy and evacuation procedures.

Once at the fire assembly point, a roll call should be made and a name count held against the days register.

I have read and agree to the above Conditions of Hire.

Signed: _____ Date: _____

On behalf of: _____
(name of association/group)

**Eastburn Junior and Infant School
SUMMARY OF LETTINGS CHARGES – ACADEMIC YEAR 2018/2019**

FACILITIES Available for Use ↓	Type of Organisation ↓		
	Community Group benefiting children, parents or community (nominal charge to reflect the benefit to the community)	Individual or group of individuals	Commercial Organisation
Classroom (Max 30) Additional Facilities: Toilets	£10.00 PER HOUR / CLASSROOM	£15.00 PER HOUR / CLASSROOM	£25 PER HOUR £40 FOR 2 HOURS
School Hall	£15.00 PER HOUR	£20 PER HOUR	£30 PER HOUR
Additional Charges apply for weekends/late nights (after 6.00 pm) to cover the Site Managers Overtime costs, including oncosts.	£22.50 on week days and £30.05 weekends per hour or part thereof	£22.50 on week days and £30.05 weekends per hour or part thereof	£22.50 on week days and £30.05 weekends per hour or part thereof

Appendix 3



Dear

Letting Request

Thank you for your recent enquiry regarding the booking of the hall at Eastburn Junior and Infant School.

Please find enclosed a formal booking application form, please complete and return it to me as soon as possible in order that I can confirm the dates you require are still available.

Should you require additional information or I can be of any further assistance please do not hesitate to contact me.

Yours sincerely

Headteacher

Appendix 4



Eastburn Junior and Infant School Booking Form

Part 1(To be completed by the applicant. Please type or use ballpoint pen)

Name of applicant:			
Name of organisation:			
Full postal address:			
Contact number:			
Email address:			
Purpose of hire:			
Day(s) of Week:			
Date required from		Date required to	
Time required from		Time required to	
Public liability insurance held			
Safeguarding policy (if working with children)		Date seen	
DBS certificates held (if working with children)		Date seen	
Use of mobile phones policy (if working with children)		Date seen	
Risk assessment for event		Date seen	
First aid trained staff:			

I agree to provide a copy of:

- Public liability insurance
- Safeguarding and use of mobile phones policies (if working with children)
- Full list of all your employees who may attend run these sessions. They will provide identification and a clean enhanced DBS with barred list check if they are to work with children.
- Risk assessment for activity/event.
- First Aid Certificate
- We agree to provide 1 qualified first aid trained staff for physical activities.

I personally agree to be responsible for the fees charged in respect of this letting and I will observe the regulations which I have read.

I personally agree to be responsible for full payment to Eastburn Junior and Infant School of all and any damages caused during this letting to an unlimited amount.

Signature of Applicant _____ Date _____

Part 2 (Office use only)

I recommend that this application is: Approved/Not approved

Approved:

Comments: (To include Type of Organisation and Rate of Charge)	
Weekly Charge	
Signed (office)	
Date	
Date caretaker informed	

Reason if not approved:

Appendix 5



Dear

Confirmation of Booking

Thank you for booking our hall/classroom (delete as appropriate). I have enclosed information for users regarding emergency exits, fire alarms, telephone and first aid equipment access (no first aider is provided). The Business Manager and/or Caretaker will be on site during use of the facilities. Please ensure all users are aware of these details.

I can confirm that the dates you require are available and I have reserved the (Specify room) for you as follows:

Day required	
Time from	
Time to	
Date required from	
Date required to	
I confirm the sole purpose is for	
I confirm the rate per hour is	

You will be invoiced half-termly in arrears and cheques should be made payable to "Eastburn Junior and Infant School – Enabling Account"

Should you need any additional information please let me know.

Yours sincerely

Documents enclosed:

- Fire policy and evacuation procedures.
- Premises management and lettings policy.
- CCTV policy
- Safeguarding Policy
- Acceptable Use Policy (Covers the use of mobile phones)

Eastburn Junior and Infant School - Information for Users

Before the start of your function please familiarise yourself with the location of the following;

1. **Emergency Exits:** Please refer to the fire sign in the room allocated for your meeting point. Should you require clarification of where the meeting point is, please ask the school office prior to your visit.
2. **Fire Alarms:** It is vital that in the case of a fire the alarms are activated.
3. **Telephone:** In case of an emergency the nearest telephone is located either in the classroom, Sports Hall or the School Office. To obtain an outside line dial 9 followed by the required number.
4. **First Aid:** The first aid box is located within the visitor toilet, staff room or dining hall.