



**NORTH FERRIBY C E PRIMARY SCHOOL**

## **LETTINGS POLICY**

<b>Date of New Policy:</b>	<b>Spring 2016</b>
<b>Review Date:</b>	<b>Spring 2019</b>
<b>Policy Type:</b>	<b>School</b>
<b>Co-ordinator:</b>	<b>Mr Orr</b>
<b>Link Governor:</b>	<b>Derek Shepherd</b>
<b>Committee:</b>	<b>F&amp;GP</b>

**Mission Statement:**

**A Christian School with children at  
its heart.**

**Christian Values Statement:**

At North Ferriby CE Primary School, we keep Christian values at the heart of our school community where we live, love and learn together.

**Ethos Statement for North Ferriby CE VC Primary:**

Recognising its historic foundation, the school will preserve its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan level.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice.

It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils.

YORK DIOCESAN BOARD OF EDUCATION

## **STATEMENT OF GENERAL POLICY**

The school is hired for educational and community use only.

Applications are made in the first instance to the school by completing the Approved School User Scheme (ASUS) Application Form.

There are three supporting documents issues with this policy:

- Community Use of School Facilities - Conditions and Guidelines
- Approved School User Scheme (ASUS) Process Chart
- Approved School User Scheme (ASUS) Application Form

Contacts:

School Business Manager – 01482 631200

In an emergency the following person may be contacted:

Caretaker: 07974 358454

## **PROCEDURE:**

1. All requests and bookings must be made through the school office.
2. Prospect hirers will be given:
  - Copy of the Lettings Policy
  - Community Use of School Facilities - Conditions and Guidelines
  - Approved School User Scheme (ASUS) Process Chart
  - Approved School User Scheme (ASUS) Application Form
3. All potential hirers of the school facilities must complete the ASUS application form and return it to the school office.
4. Sports Clubs and Sport Facilitators must be register on the East Riding Minimum Operating Standards (ERMOS) or East Riding Clubs Accredited Sports (ERCAS) list.
5. If the proposed sessions are to be attended by juniors or vulnerable adults, then all people working and volunteering at the sessions must hold an enhanced DBS clearance (see section 4 of the ASUS form).
6. The potential Hirer will need to read and agree and sign the Conditions and General Use Instructions and return to the school office.
7. When the school is satisfied that the appropriate documents are in place (Conditions of General Use, ASUS application form and DBS clearance if required) then a letter confirming the hire and charges for the letting will be confirmed.
8. Charges are based on the 'LA Rates of Hire' document.
9. Arrangements will be made for the Caretaker to unlock and lock the school for the duration of the booking.

## **SCHOOL HIRING CHARGES**

All rates are in line with the Scale of charges for Directed Community Use of School Premises.

Concessionary rates will be applied were the activity is a non-profit making / voluntary group before 6pm - and standard rate after 6pm.

Standard rates will apply for adult groups before 6pm - and also after 6pm

Commercial rates will apply for business organisations before 6pm - and also after 6pm.

Any lettings that fall completely beyond the 6pm threshold will be arranged through the Local Authority and will be subject to charges as deemed appropriate by them.

School hire charges are reviewed annually – private school lettings are inline with the LA charges

**CONDITIONS OF USE AND GENERAL INSTRUCTIONS**

I/we have read and agree to the Community Use of School Facilities - Conditions and Guidelines document.

I/we understand that once hire is approved I/we will receive a confirmation letter and invoice which must be paid within 14 days of the first date of hire. ***Failure to pay the invoice in full within 14 days of the first date of hire will result in the hire agreement being revoked and the contract terminated and it will be my/our responsibility to reimburse parents/carers who have paid for the pupils to attend the club.***

Communication with the school regarding the hand over of pupils must be clear. It is my/our responsibility ensure a register of pupils attending the club is available for the school office after they have first registered to take up the activity. Parents of pupils who are due to attend the club have the responsibility to advise me/us of any absence.

The school will not be held liable for any damages or injuries sustained by unauthorised use of school equipment. The adequate supervision of minors is entirely my/our responsibility.

I/we should immediately acquaint ourselves with the location of fire exits and extinguishers. The hall cannot be used for more than 120 persons under fire regulations.

- All rubbish must be removed from the premises.
- It is my/our responsibility to leave the room which is hired in a reasonable condition.
- All breakages must be recorded and notified.
- Windows to be closed, lights extinguished.

It is part of the Caretaker’s letting duties to undertake a visual check of the hall and to ensure that equipment/furniture is in a safe position with particular reference to the benches/chairs which should not obstruct the kitchen hatch or fire doors. Although the Caretaker will reinstate, hall users are requested to make reasonable efforts to leave the hall as they find it.

***Public liability insurance and/or ERCAS registration is a standard requirement for use of the school facilities. If you have your own public liability insurance, please supply a copy of the policy. Please discuss this matter with the school office at the time of booking if you do not have your own public liability insurance.***

All toilets should be checked and flushed before leaving. In the event of any toilet blockages during the letting period, I/we will be responsible for the cost of clearing the toilets.

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**Please complete and return this acceptance slip to the office before hire can be agreed. Thank you.**

Name of hire/organisation: .....

I agree to the condition of use and general instructions of hire as outlined in the Lettings Policy.

Signed .....

Date .....