



# KIMPTON PRIMARY SCHOOL LETTINGS POLICY

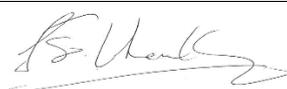
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## REVIEW RECORD

Name of Policy	
Lettings Policy	
Staff Responsible for Review (e.g. Headteacher, Subject Leader)	Date reviewed with staff
Headteacher	April 2018
Governors and Committee Responsible for Review	Date of Review
Resources Committee	May 2018
Date Adoption recorded in Governing Body minutes	Date of Next Review
23 <sup>rd</sup> May 2018	May 2019
Last Reviewed	
November 2017	

## COPY OF POLICY KEPT IN POLICIES FOLDER IN STAFFROOM

RECORD OF AMENDMENTS SINCE LAST REVIEW	
Page/Clause Amended	Brief Details of Changes
Whole document	Appendices have been included: booking form, Conditions of Use and Fire Evacuation Plan and inclusion of safeguarding throughout

Signatories		
Headteacher:		23 <sup>rd</sup> May 2018
Chair of Governors:		23 <sup>rd</sup> May 2018

## 2. PURPOSE

The purpose of this policy is to ensure that the most effective use is made of the school premises. At Kimpton Primary School, we believe that our school should be a centre for lifelong learning and a resource for parents and the wider community. We recognise that the facilities could generate resources for the school. This policy sets out the criteria for making decisions on requests for use by external organisation, providing there is no interference or interruption to school use.

## 3. SCOPE

The Local Authority (LA) and staff were consulted when formulating this policy. Relevant DfE guidance has also been considered. In addition, we have considered representations from the Kimpton Memorial Hall, Dacre Rooms and other village options.

This policy should be read in conjunction with the following policies:

- Accessibility Plan
- Equal Opportunities Policy
- Health and Safety Policy
- Curriculum Policy

## 4. RESPONSIBILITIES

### 4.1 The **Headteacher** will:

- Establish a central booking system
- Apply the criteria agreed by the governing body and consult the **Resources Committee** on requests for bookings which do not meet them or where there is a potential conflict of interest
- Ensure that users complete a booking form (Appendix 1)
- Ensure that users sign an agreement that covers conditions of use (Appendix 2)

### 4.2 The **Governing Body**, with advice from the Headteacher, will:

- Balance the desire to generate income against the desire to support “worth” groups within the community
- Agree the criteria to be used when deciding which groups are to be allowed to use the premises and consider requests for bookings against those criteria (e.g. the need for safeguarding to be a priority. All bookings linked to a child based activity will require a valid DBS certificate)
- Take a positive approach to enhancing learning opportunities for the whole school community through promoting community use of the school
- Ensure that use by external organisations does not degrade the standards of the facilities to the extent that they are no longer suitable for use by pupils
- Consider issues of political balance
- Consider the implications of all requests received for the health, safety and security of pupils and staff
- Consider the implications for workload of all staff of any decisions it makes

## 5 ARRANGEMENTS FOR MONITORING AND EVALUATION

The **Resources Committee** will receive reports from the Headteacher on a termly basis of the schedule of use of the school outside of the school day, the number of groups involved and the gross and net profit from such activities. Noting the costs of reasonable wear and tear to the furniture and fabric of the school premises, costs of additional heating, lighting, water, cleaning, etc. and payments to staff.

Issues that required intervention by the Headteacher will be noted, together with the action taken and the outcome. The committee will consider whether the additional use of the school premises is achieving the purposes set out at the start of the policy.

**Kimpton Primary School**  
 Lettings Enquiry and Booking Form

If necessary, has the DBS Certificate been seen?

DBS number:

Name: .....  
 Address: .....  
 Phone Number: .....  
 Date of booking: .....



Type of booking: Children's party / Adult party / Fitness Class / Other (please specify)

.....

For our information please advise if any entertainment is being provided, for example disco, magician etc. ....

If any food is being provided, please note that Kimpton School is a completely nut free premises.

Are you intending to serve any alcohol? Yes / No

Will you be applying for any licence(s), for example Music & Entertainment, Gambling. Yes / No

If yes, please give details: .....

**Time of booking**, including set up and clear up time:

Start: ..... End: ..... Total number of hours: .....

**Facilities required:**

- School Hall
- Dining Hall
- Toilets
- Playground/Field (weather permitting)

**Equipment required:**

- Chairs  Number
- Tables  Number
- Climbing Frames
- Hall PA System

(Unfortunately the kitchen is not available for hire as it is the property of Herts Catering Ltd)

**Cost:**

Mon - Fri £17 per hour, Sat & Sun £20 per hour (which includes a Caretaker's fee).

Total cost based on date and times stated above: £.....

I have read, and will ensure observance by persons using the premises of, the school's Lettings Policy and Conditions of Use. I agree to be responsible for making good any loss or damage to the premises or equipment resulting from this hiring and will ensure the premises are left in good order. I agree to pay the charge agreed at the time of hire and shown on this form. I am over 18 years of age.

Signed: .....

Date: .....



### LETTINGS CONDITION OF USE

Area	Comments
<b>Purpose</b>	Hire of the school premises in accordance with the completed Booking form.
<b>Premises occupied</b>	<p>As specified in the Booking form. May include:</p> <ul style="list-style-type: none"> <li>School Hall</li> <li>Dining Hall</li> <li>Playground, school field (weather permitting) and climbing frames.</li> <li>Car Parking to be used entirely at users own risk</li> <li>Other areas by prior arrangement only. The school kitchen is not available for hire.</li> </ul> <p>The hirer shall confine his/her activities to the accommodation and specific equipment hired, and is not to use any other part of the school except insofar as is necessary for access purposes.</p>
<b>Duration of let</b>	As specified in the Booking form. The time of the hire must be strictly adhered to.
<b>Cost</b>	<p>Hourly rate as specified in the Booking form, subject to a minimum charge of £30.00.</p> <p>£25.00 of the amount paid will be regarded as a deposit which will be non-refundable in the event of cancellation within 7 days of the booked event.</p> <p>In addition to the hourly rate a Caretaker's fee may be required, which will be advised at the time of booking.</p>
<b>Damage</b>	<p>The hirer is expected to see that the building and its surroundings are treated with respect and maintain good order for the duration of the letting until the premises are vacated. All areas must be left in a state acceptable to the school and all equipment returned to the correct place. The hirer must ensure that a responsible person will be present on the premises at all times during the period of the letting.</p> <p>Damage or breakages of school property or equipment must be reported to the Headteacher without delay.</p> <p>The school reserves the right to invoice the hirer for making good damage by way of repair or replacement.</p>
<b>Health and Safety</b>	<p>The hirer is to conform to school procedures. The school has a separate Health &amp; Safety Policy available on the school website:  <a href="http://www.kimpton.herts.sch.uk/parents/policies">http://www.kimpton.herts.sch.uk/parents/policies</a></p> <p>The hirer accepts that he/she should familiarise himself/herself with the positions of escape routes, fire exits, fire alarms and firefighting equipment.</p> <p>Notices regarding the procedures in relation to the action in the event of a fire should also be studied and the information disseminated to all attendees.</p>
<b>Supervision</b>	There MUST be an adult with a valid DBS certificate on site for the full duration of the letting – the certificate must be shared with the school office as safeguarding is a priority.

	The hirer must supervise any children attending the event at all times and ensure that there are sufficient adults present.
<b>Security</b>	Hirer to ensure that they follow the school's security procedures. Doors are not to be left open when unattended.
<b>Licences</b>	<p>It is the responsibility of the hirer to obtain any necessary licences and to ensure that they comply with its conditions. The school will not be in any way responsible. The hirer must inform the school at the time of booking about any licences they are hoping to obtain.</p> <p>Alcohol may only be sold on the premises with the prior agreement of the Headteacher and if a licence has been obtained. It is illegal to sell alcohol to, or for, a person under 18 years of age.</p> <p>If the nature of the function for which the premises are used is the public performance of a play, music, dancing etc. then a Leisure &amp; Entertainment licence must be obtained.</p> <p>It is a requirement of the Gambling Act 2005 that a licence is required for raffles, for example, unless tickets are sold on the day only, not beforehand and not for more than £1.00 per ticket.</p>
<b>Smoking</b>	The school is a non-smoking site.
<b>Consumables</b>	Any food provided by the hirer must comply with the school's strict "No Nuts" policy, even if none of the children/adults attending the event have a nut allergy.
<b>Non-Consumables</b>	All non-consumable items, with the exception of furniture, to be provided by the hirer. School equipment may be used with prior permission of the Headteacher.
<b>Cleaning</b>	<p>The hirer must remove all surface dirt/litter in areas hired. All rubbish must be removed from the premises. Unfortunately there is not space in the school dustbins.</p> <p>All table tops/worktops to be wiped clean.</p> <p>All furniture to be returned to original position.</p> <p>All equipment to be stored tidily and appropriately.</p>
<b>General</b>	<ul style="list-style-type: none"> <li>• The school accepts no liability for the loss of personal property brought onto or left in the premises during the letting.</li> <li>• Work, displays and equipment should not be touched, and furniture moved only when necessary and replaced in its original position unless otherwise directed.</li> <li>• The hirer agrees that no equipment will be used without approval of the Headteacher and that no electrical equipment should be used on the site which has not been PAT tested.</li> <li>• No screws, nails or placards may be fixed to any part of the premises. Those responsible for the hire of the premises shall prevent anyone sitting, or standing on the sills, or standing on chairs, tables or any other equipment.</li> <li>• The hirer is responsible for providing appropriate first aid equipment.</li> <li>• The hirer shall not bring onto the premises any article of inflammable or explosive nature, nor any article producing an offensive smell nor any other substance, apparatus or article of a dangerous nature.</li> <li>• No dogs are allowed in the school grounds or on the premises (except guide dogs).</li> </ul>

## **Fire Evacuation Procedure**

The signal to evacuate the building is the sounding of the alarm bell in the main building. If necessary the verbal message "Fire drill now!" will accompany the bell.

On the signal:

1. If it is safe to do so a 999 call will be made from the school office, Head's office or staffroom. If it is unsafe to remain in the building a call will be made from a mobile phone or a phone in neighbouring premises.
2. A telephone call will be made to the Old Schoolroom.
3. In the event of a power cut whistles and an air horn will be used to sound the alarm.
4. The adult in charge in each room will assume control and instruct all children to:
  - a. Line up quietly
  - b. Leave the building in an orderly manner by the nearest safe exit
  - c. Line up at the assembly point on the Infant Playground (Foundation and Key Stage 1 pupils) or the Junior Playground (Key Stage 2 pupils)

An adult should always bring up the rear to ensure that no children are left behind. This adult should check toilets on their way out of the building.

5. Children not in their classrooms when the alarm sounds will leave the building by the nearest safe exit and join their classes at the assembly point.
6. All other adult visitors, if class based, will accompany their class out of the building and then proceed to the Junior Playground.
7. Windows should be closed where this can be done without endangering anyone. Doors should always be shut by the last person through.
8. Adult visitors and additional adult staff e.g. premises and kitchen staff should be checked off by Office staff.
9. No one should re-enter the building until the senior adult indicates that it is safe to do so.