



Bellfield Infant School

Lettings Policy

Introduction

The Governing Body acknowledges that extended services support and compliment the main teaching and learning activity within our school and can contribute to raising standards.

The Governing Body strives to integrate the school into the local community and increase use of facilities which are, at times, under used by the school.

Definition of a Letting

A letting may be defined as “any use of the school premises (building and grounds) by either a community group or a commercial organisation.”

A letting must not interfere with the primary activity of the school, which is to provide a high standard teaching and learning environment for all pupils.

Use of premises for activities such as parents’ meetings, Governing Body meetings or clubs which support the raising of attainment and achievement fall within the corporate life of the school. Costs arising from these uses are therefore a legitimate charge against the school’s delegated budget.

Charging for a Letting

The Governing Body is responsible for setting charges for the letting of the school premises.

The specific charge levied for each letting will be reviewed annually by the Finance Committee during the summer term for implementation from the beginning of the next academic year.

Current charges will be provided in advance of any letting being agreed.

Management and Administration of Lettings

The Head teacher is responsible for the management of lettings. The Head teacher may delegate all or part of this responsibility to other members of staff.

If the Head teacher has any concern about whether a particular request for a letting is appropriate or not, she will consult the Chair of the Finance and Premises Committee which has been given delegated authority to determine the issue on behalf of the Governing Body.

The Administrative Process

Groups or organisations seeking to hire the school premises should approach the Head teacher who will identify their requirements and clarify facilities available.

An Initial Request Form (a copy of which is attached to this policy) should be completed. The Governing Body has the right to refuse an application and interested parties should be

advised that no letting should be regarded as ‘booked’ until approval has been given in writing.

Once a letting has been approved by, or on behalf of, the Governing Body a letter of confirmation will be sent to the hirer enclosing a copy of the terms and conditions and the hire agreement form.

The letting should not take place until the signed hire agreement form has been returned to the school.

The person applying to hire the premises will be invoiced for the cost of the letting as appropriate in accordance with the Governing Body’s current scale of charges.

All lettings fees, which are received by the school, will be paid into a dedicated cost centre.

Income and any associated with lettings will be regularly monitored and reported to the Governing Body via the Finance and Premises Committee.

Public Liability and Accidental Damage Insurance

Each organisation will separately arrange public liability and accidental damage insurance.

Child Protection

Any organisation submitting a lettings request involving working with children must submit to the school a signed copy of their current Child Protection Policy.

Written by: G E Simm
Date written: Autumn 2018
Ratified by Governors:
Date to be reviewed: Summer 2020



BELFIELD INFANT SCHOOL

SCHOOL LETTING – INITIAL REQUEST FORM

Name of Applicant:

Address:

Telephone number:

Name of organisation:

Details of premises requested:

Dates requested:

Start time:

Finish time:

Maximum number of participants:

Age range of participants:

Number of supervising adults:

Relevant qualifications of supervising adults:



HIRE AGREEMENT FORM

1. The Governing Body of Bellfield Infant School and Children's Centre
2. The Hirer:
- Address:
-
-
- Telephone:

3. Areas of the school to be used:
4. Specific nature of use:
5. Maximum attendance:
6. Date(s) of Hire:
7. Period(s) of Hire:
8. Fee (*specify per hour or per session*)
9. The Governing Body agree to hire the premises to the Hirer on the date(s) and for the period(s) mentioned above, upon payment of the fee specified.
10. The Hirer accepts all the conditions of hire as set out in the attached Terms and Conditions document.

Signatures

..... (The Hirer)

..... (Date)

..... (On behalf of the Governing Body)

..... (Date)



TERMS AND CONDITIONS FOR THE HIRE OF THE SCHOOL PREMISES

- Any organisation submitting a lettings request involving working with children must submit to the school evidence that appropriate policies and procedures are in place with regard to safeguarding children and child protection and provide evidence to the school of DBS (Disclosure and Barring Service) checks relating to all staff working with children. The Governing Body will ensure that there are arrangements in place to liaise with the school on these matters.
- The Governing Body will require evidence of appropriate qualifications for hirers using activities for specific activities.
- The Hirer shall be responsible for ensuring that the number of persons using the premises does not exceed that for which the application was made and approval given.
- Furniture and fittings shall not be removed or interfered with in any way. No fittings or decorating of any kind necessitating drilling, or the fixing of nails or screws into fixtures which are part of the school fabric, are permitted. In the event of any damage to premises or property arising from the letting, the Hirer shall pay the cost of any reparation required.
- School equipment can only be used if requested and if its use is approved by the Head teacher.
- Any electrical equipment bought by the Hirer onto the school site MUST comply with the regulations for the testing of Portable Electrical Appliance Equipment.
- There is no legal requirement for the school to provide first aid facilities for the Hirer. It is the hirer's responsibility to make their own arrangements, which may include the provision of first aid training for supervising personnel and the provision of a first aid kit.
- No food or drink may be prepared or consumed on the property without permission from the Head teacher, in line with current food hygiene regulations.
- All litter must be placed in the bins provided.
- The whole of the school premises is a non-smoking area, and smoking is not permitted within school buildings or on school grounds at any time.
- Suitable footwear should be used. No stiletto or type of thin heel is to be worn.
- The Hirer shall not sub-let the premises to another person.
- Hire charges are reviewed annually.

- The Governing Body reserves the right of access to the premises during any letting. The head teacher, or delegated staff member, may also attend to monitor activities from time to time.
- The hirer shall ensure that the premises are vacated promptly at the end of the letting. The hirer is responsible for supervising any children until a responsible adult collects them.
- A draft copy of any information proposed for distribution which contains any reference to the school must be sanctioned by the Head teacher at least one week prior to proposed distribution by the hirer.
- One terms notice, in writing, by either party, must be given to terminate the contract.