

Cragside Church of England Primary School



Lettings Policy

Revised: December 2017 (version 4.0)

Date of next Review: December 2019 (or sooner if required)

**(This document is available in an alternative format
and in an alternative language on request)**

Introduction

The Governing Body regards the school buildings and grounds 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 its pupils, the promotion of equality of opportunity and the community cohesion of the local area. Any lettings of the premises to outside organisations will be considered with this in mind. Lettings must not conflict with the work of the School, the interests of its students or the wellbeing and workload of its staff.

Definition of a letting

A letting may be defined as:

“Any use of the school buildings and ground by parties other than the school and its partners. This may be a community group (such as a local music group, Scout group or football team), or a commercial organisation (such as the local branch of ‘Weight Watchers’”).

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
- School performances
- Family learning
- Parents’ meetings
- Meetings of the PTA
- PTA organised events

Policy Objectives

The Governors adopt and endorse the School’s Letting Policy and recognise the principles therein, namely:-

- The school represents a significant capital investment and should be fully utilized.
- The school is a valuable community resource.
- Educational usage of the school constitutes a natural priority.
- The school’s budget, which is intended for the teaching and learning of its pupils, should not be used to subsidise the community use of the building.
- That profit from private or commercial lettings should be used to pay for running costs and maintenance.

Priority Usage

The governors have adopted the following categories of users, in priority order:-

1. Statutory users – school, staff and governors
2. Designated users – regular community or private user groups
3. Private and commercial users

Types of Lettings

The Governing Body has agreed to define lettings under the following categories:

- School Lettings for activities for pupils or their parents and carers that provide educational benefit to pupils, which the school wishes to subsidise
- Community Lettings for other community activities such as the provision of nursery education for pupils in the local area to the school
- Private lettings

Charges

The Governing Body is responsible for setting charges for the letting of the school premises. These are set out in the Schedule of Charges for Community Use.

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

The school is constrained by law to apply value added tax to all transactions where this is appropriate.

The minimum hire period will be one hour. The school reserves the right to require a deposit over and above the hiring charge as a surety against damage to the premises (including any equipment) or the premises being left in an unacceptable condition necessitating their incurring additional cost for cleaning, caretaking or other expenses.

The school will seek to recover any cost incurred by the school that are unavoidable and result directly from the cancellation of a letting. The timescale and charges for cancellations are set out in the Terms and Conditions of use.

Safeguarding and Conduct

This is set out in the Terms and Conditions for use of school premises (Appendix 1).

Management of lettings

The Governing Body has delegated day-to-day responsibility for lettings to the School Office Manager in accordance with the Governing Body's policy..

If the School Office Manager has any concern about whether a particular request for a letting is appropriate or not, she will consult with the Headteacher, Deputy Headteacher or Chair of the Governors.

Considering applications for lettings

Organisations seeking to hire the school premises should contact the school office. Details of charges and conditions of use should be given or referred to.

An enquiry should be made with the school office. A record of all enquiries will be kept on file.

The School Office Manager or other designated member of staff 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 schools equal opportunities, health and safety, child protection policies
- the health and safety considerations such as numbers of users, type of activity etc.

Issuing a Lettings Contract

Once a letting has been approved, a letter of confirmation will be sent to the hirer, enclosing a copy of the terms and conditions and the booking form.

The booking form 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 person applying to hire the premises will be invoiced for the cost of the letting, in accordance with the Governing Body's current scale of charges. We will seek payment in advance in order to reduce any possible bad debts and or a deposit to cover damage.

The income and expenditure relating to lettings should be clearly recorded by the school and reported under the guidelines for Consistent Financial Reporting.

The School Office Manager 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 and payment received in full. The reason for refusals should be recorded on the bottom of the application for lettings form and fully explained to the enquirer.

Responsibilities for Lettings

Governing Body

The Governing Body is responsible for ensuring that:-

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- A lettings policy is in place.
- The policy is reviewed and amended as necessary, at least annually.
- The public image of the school within the local community is maintained at all times when setting the policy.
- The school are complying with current legislation in connection with the safety of all visitors to the site.
- All staff are aware of their responsibilities in respect of health and safety whilst members of the public are on site.
- The school is provided with adequate resources to comply with the lettings policy

Headteacher

The Headteacher is responsible to the governing body for ensuring that:-

- The lettings policy is being complied with.
- The Governing body is made aware of any problems with compliance.
- In conjunction with the financial secretary, appropriate financial controls are in place to monitor profit or otherwise.
- In conjunction with the financial secretary, regular financial reports are provided.
- Staff are familiar with the lettings policy and operate within the guidelines.

The Headteacher delegates the day-to-day responsibilities of the operation of the lettings policy to the School Office Manager and Caretaker.

School Office Manager and Caretaker

The School Office Manager and caretaker are responsible to the Headteacher for:-

- Compliance of the lettings policy.
- Maintaining suitable records of all bookings.
- Maintaining appropriate financial records.
- Ensuring adequate levels of profitability within the ethos of a Christian Community.
- Ensuring the Hirer complies with the “Conditions of Use” document at all times.
- Working with the senior management of the school to ensure effective use of the school.
- Ensure the school is ready for teaching and learning at the commencement of the next school day

Specific Agreements with Named Groups

Name of Group	Rate information	Date last reviewed
Cramlington Scouts (Thursday 17.30-20.00)	£30.00 per session	December 2017
Cragside Nursery Morning Sessions 08.45-11.45 Afternoon Sessions 12.00-15.00 A separate document relating to the lettings agreement with Cragside Private Nursery exists and is reviewed annually alongside this policy.	£970 annual rent costs <u>£930</u> annual service costs £1900 total cost	December 2017

Lettings charges from January 2017 for Community Users.

Monday to Friday	08.00 – 18.00	18.01 – 20.00
School and dining hall	30.00 per hour	£30 for 1 st hour and £10 each hour or part hour after
Classroom (multiple available)	15.00 per hour	£15 per hour
	15.30-20.00	
School grounds, field or yard. Without changing or toilet facilities	£15.00 per hour	
School grounds, field or yard. With changing or toilet facilities	£35.00 per hour	

Weekends (Hourly rates)	08.00 – 12.00	12.01 – 18.00
School hall or dining hall	£40 per hour	£40
Classrooms (multiple available)	£35 per hour	£35
Whole school letting (main school only)	£90	£90
Weekends and school holidays	08.00 – 12.00	12.01 – 18.00
School grounds, field or yard. Without changing or toilet facilities	£15.00	£15.00
School grounds, field or yard. With changing or toilet facilities	£35.00	£45.00

Equipment itemised separately plus VAT

Chairs and tables – free of charge – must be replaced after the letting by the hirer.

Other equipment e.g. P.C.'s, Laptops, projectors, rackets; footballs etc. will not normally be supplied by the school.

Kitchen and kitchen equipment

This will not normally be hired out however we may be able to offer catering and refreshments for your event, please contact the school for details.

Insurance

All organisers of any activity taking place on school property will require their own Public Liability Insurance.

First Aid

All groups are required to have First Aid trained personnel. The school will not accept responsibility for any group that does not obtain their own First Aid trained staff.

Lettings charges from January 2017 for Private Users.

Monday to Friday	08.00 – 18.00	18.01 – 20.00
School and dining hall	40.00 per hour	£40 for 1 st hour and £20 each hour or part hour after

Classroom (multiple available)	15.00 per hour	£15 per hour
	15.30-20.00	
School grounds, field or yard. Without changing or toilet facilities	£15.00 per hour	
School grounds, field or yard. With changing or toilet facilities	£40.00 per hour	

Weekends (Hourly rates)	08.00 –12.00	12.01 – 18.00
School hall or dining hall	£50 per hour	£50
Classrooms (multiple available)	£40 per hour	£40
Whole school letting	£100	£100
Weekends and school holidays	08.00 – 12.00	12.01 – 18.00
School grounds, field or yard. Without changing or toilet facilities	£15.00	£15.00
School grounds, field or yard .With changing or toilet facilities	£35.00	£45.00

Equipment itemised separately plus VAT

Chairs and tables – free of charge – must be replaced after the letting by the hirer.

Other equipment e.g. P.C.'s, Laptops, projectors, rackets; footballs etc. will not normally be supplied by the school.

Kitchen and kitchen equipment

This will not normally be hired out however we may be able to offer catering and refreshments for your event, please contact the school for details.

Insurance

All organisers of any activity taking place on school property will require their own Public Liability Insurance.

First Aid

All groups are required to have First Aid trained personnel. The school will not accept responsibility for any group that does not obtain their own First Aid trained staff.

Hirer's Information	
Organisation	
Name	
Address	
Telephone Number	
Purpose of Booking	
Number of Persons	

Dates Required	
Times	
Facilities Required	CRAGSIDE CHURCH OF ENGLAND PRIMARY SCHOOL
Date:	
Information	HIRE OF SCHOOL ACCOMMODATION - BOOKING FORM
Net Charge (£)	
VAT Charge (£)	
TOTAL DUE (£)	
Cheques made payable to:	Cragside Church of England Primary School
Send to:	Cragside CoE Primary School, Westloch Road, Cramlington, Northumberland. NE23 6LW
Telephone Number	01670 714200
Contact	Wendy Storey

Booking Agreed:

School Office Manager's Signature:

Date:

I agree to pay the above amount and to abide by the terms and conditions of hire as stated in the terms and conditions within the Lettings Policy received.

Hirer's Signature:

Date:

For School Use:

Amount Received (£):	Receipt Number:
Date:	Invoice Number:

Appendix 1

Terms and Conditions of Use

- Each group/organisation is required to complete a formal application form applying for use of the premises.
- In completing an application form the hirer undertakes:
 - to abide by the School's regulations
 - to leave the Premises by the times stated on the application form
 - to make good any damage to premises, furniture, or equipment arising from any negligent act or omission for which the hirer is responsible, and
 - to accept the decision of the School should a question arise on any point.
- The hire of premises shall be in accordance with the School's approved scale of charges.
- Groups/organisations are required to pay in advance for use of the premises. Where an organisation makes a series of bookings, arrangements can be made for payment by installment.
- In the event of a cancellation at least 7 days notice is required. Otherwise, the normal charge will be payable as if the letting had taken place.
- When school halls are hired for public entertainment or meetings the hirer shall ensure that sufficient stewards are available at exits and entrances. The maintenance of order shall be the entire responsibility of the hirer.

7. No intoxicants are allowed on school premises without the prior approval of the Governors. It shall be the hirer's responsibility to ensure that the necessary licence is obtained.
8. The hirer must assume responsibility for providing any chairs or seats additional to those in the rooms hired, and must undertake the removal of such chairs or seats before the commencement of school on the following morning. The governors, staff, students or pupils of the school can take no responsibility for the acceptance or removal of any property. A fee will be charged for storage of any property not removed at the end of a hire period.
9. If the position of any movable furniture is altered during the course of a letting, the hirer shall be responsible for replacing any items so moved ready for the commencement of school on the following morning.
10. Items of school equipment such as projectors and pianos may be used only by prior arrangement with the School Office Manager. An appropriate additional charge will be levied. No alterations or additions shall be made to lighting or other electrical installations without the prior consent of the School Governors.
11. No chalk, polishes or other preparations shall be used on the school floors nor should footwear (stiletto heels etc) likely to damage floor surfaces be worn.
12. The parking of vehicles on the school playground is permitted only subject to prior agreement. Vehicles must not be driven on to grassed areas and any damage caused in this way will be the responsibility of the hirer (see paragraph 2).
13. The hirer shall not sub-let any part of the accommodation.
14. The accommodation shall be open to inspection at all times by the School Governors. The Headteacher/School Office Manager shall have the power summarily to terminate any letting or series of lettings if in his opinion he is justified in so doing.
15. Smoking is prohibited during lettings - **the school and grounds are a non-smoking area.**
16. The designated leader for the hire must ensure enhanced Disclosure and Barring Service clearances are in place for all those working with children or vulnerable adults. School safeguarding arrangements should be adhered to at all times (overview attached)
17. The hirer is responsible for the Health and Safety of all persons using the premises and must familiarize themselves with fire precautions and procedures. The hirer is responsible for their own first aid provisions.
18. The hirer must have their own liability insurance and will be responsible for all claims made. The school will not be held responsible for any theft or damage to personal property.
20. The hirer must be over 18 years old.

Appendix 2

Safeguarding

Signing in and Visitor Pass

During times when our children are in school, please would all visitors sign our visitors' book and wear the 'visitor' pass whilst in our school.

Car Parking

During times when our children are in school, if you have parked in our school car park, please be aware that the gates are locked between 08:30 and 09:00 and between 14:45 and 15:20. No vehicular movement is permitted between these times. Please drive slowly when leaving our site.

Fire

We have a weekly fire bell check at 16:30 every Friday. If you hear the fire bell at any other time, please exit the building by your nearest exit. The muster point is on the large Key Stage 2 Playground.

Child Protection

During times when our children are in school, our designated person for child protection is our Deputy Headteacher. If you need to speak with her, please let a member of staff know. All staff wear a staff pass so they are easily identifiable.

Mobile and Internet Technology

During times when our children are in school, if you need to use your mobile telephone whilst in school, please use one of the meeting rooms (provided there are no children present). Please do not use your mobile telephone in any classroom, corridor, school hall or outside playground areas. Our wireless and computer systems are protected by tracking systems to ensure appropriate usage of them.

During any lettings, visitors should not attempt to access the school wireless system which is password protected. Visitors ensure appropriate use of personal devices which can access the Internet.

First Aid

During times when our children are in school, we have trained staff to help with first aid. In the event of an emergency call 999. Telephones are available in main Reception.

We take the safety of our children and staff very seriously. Thank you, when visiting our school, for being mindful of the safety and well being of all our children.



(The term visitors/hirers in Appendix 2 relates to a person(s) who hires the school through our lettings agreement).