



Sharman's Cross Junior School

LETTINGS POLICY

Rationale

The primary purpose of the School site and buildings is for the education of pupils attending Sharmans Cross Junior School. Public lettings during the school day are not considered appropriate, as groups of visitors onto the site are potentially disruptive to the educational environment and may cause potential safeguarding dangers.

It is recognised that the school operates within the wider community. Its facilities should therefore be made available to local groups when this does not conflict with either the interests of its pupils, the work of its staff or the peace of our neighbours.

It is the governors' policy that whenever it is reasonable and practical, use of the school's physical resources outside the school day be permitted by members of the local community. Lettings to local groups will be dependent upon payment of a fee and acceptance of the terms and conditions set out in the Lettings Agreement Form (See Appendix One).

All lettings are subject to authorisation by the Head Teacher on behalf of the School Governors.

Notice of lettings will be made available to the Site and Buildings Committee.

Fees.

- Lettings to local groups will be dependent upon payment of a fee and acceptance of the terms and conditions set out in this document. The fees for a letting will be set at a level to ensure that income taken covers the costs (lighting, heating, staffing, etc) of the activity.
- Any profit generated by such lettings shall be solely used to benefit the education of pupils who attend the school.
- The Friends of Sharmans Cross Junior School will be exempted from any charge in respect of fund raising activities or social events benefiting pupils and/or their families.
- Concessions are given to religious and charitable organisations. Concessions will also be given where organisations provide a service above 50% of their clients for Sharmans Cross Junior School children.
- The Schools decision on the charges for each hiring shall be final.

Charges for the hire of facilities at the school are:

School Hall:	£21.50 per hour
	£19 per hour concessionary
Classroom:	£16 per hour
	£9 per hour concessionary
Sports Hall/Field [includes changing facilities]:	£21.50 per hour
	£19 per hour concessionary

February 2015

Signed

Head Teacher

Chairman of *Governors*

Review Date: February 2016

Appendix 1



SHARMANS CROSS JUNIOR SCHOOL LETTINGS AGREEMENT

- Permission to use school premises out of school hours may be granted by the school, subject to the following: -
The use will not, in their opinion, conflict with the educational functions of the school, create any disturbance or inconvenience to the neighbourhood or interfere with any existing school use.
- Be compatible with the overall aims and ethos of the school.
- Playing fields may also be made available for general use out of school hours at the discretion of the school providing the school are satisfied that the fields are in a fit state for such use.
- School premises will not be regarded as booked until the completed application form has been submitted and formally confirmed with the hirer with details of the hiring charges and any other fees.
- Any application may be refused without stating reasons. No public announcement of a function to be held in school should be made until the booking has been formally confirmed.
- Detailed arrangements for the use of the premises shall be made by the hirer with the Head Teacher or the Head Teacher's representative, including, when necessary, arrangements for the erection and/or dismantling of staging.
 - Any persons hiring the premises or working with children or vulnerable adults must comply with the school safeguarding regulations. To include;
 - The holding of a valid DBS.
 - Proof of the right to work in the UK.
 - Signed Disqualification Regulation form.
 - Signed Indemnity letter on headed notepaper.
- No stiletto heels, studded shoes, or other types of footwear likely to cause damage to floors should be worn. The hirer shall be responsible for making good any damage done to the school premises, furniture, equipment or material.
- If a session is cancelled for any reason it is the organisers' responsibility to inform school as soon as possible. Organisers' are also responsible for contacting parents.
- Should parents not be informed and children are left in school they will be accommodated in the before or after school club until parents can be contacted and collect their child/ren or school commences. The organisers of the club will then be responsible for any fees incurred for the before/after school club session.

- In an emergency or in the event of the cancellation of a session all clubs operating before school and directly after school should contact Lyn Hoban Extended Services Manager on 0121 705 2379 or in an emergency on 07970810878, if there is no response please then phone Nik Reich on the mobile number 07572702716 Clubs starting after 6.00pm and operating at weekends should contact Nik Reich Site Manager directly- on 0121 705 2379 or in an emergency 07572702716.
- The hirer will pay the full cost of repair, or replacement of any fixtures or fittings that become unserviceable or unsuitable for use through damage caused by any person attending the function, whether deliberate or otherwise.
- The hirer is responsible for the behaviour of all persons organising or attending the function, and to be liable for any costs incurred by Sharmans Cross Junior School, or any third party that results from any actions of any person organising or attending the function.

At all times the organiser and attendees must be mindful of the neighbours feelings and rights.

- Only personal guests or members of the private organisation hiring the School facilities may be admitted to a function. Any person attending a function shall do so by way of a ticket paid for prior to the function, or by written invitation issued prior to the function.
- Health and Safety considerations restrict the School Hall to a maximum number of 200 people and the Sports Hall / Sports Field to a maximum of 50 people for any function.
- No intoxicants shall be sold, supplied, or consumed on the premises of any school, except at special functions for which the school have granted special dispensation, and at these functions the Hirer must ensure that persons under 18 years of age must not be sold or supplied with or consume any intoxicants. It is the Hirer's responsibility to obtain any necessary licences and consents
- Smoking is not permitted on the school grounds.
- The Hirer must provide public liability insurance for all lettings.
- School premises must be left in satisfactory order for re-opening at the usual time of the next school session.
- Meetings/functions shall close no later than 10:00pm unless a later closing time has been authorised, in which case additional charges may be payable.
- The full fee will be payable if cancellation is less than four weeks before event. The school reserves the right to cancel bookings when they clash with school business at least four weeks prior to the event.
- The hirer shall reimburse the school, or such a person as the school shall direct, in respect of any damage to property sustained in the course of hiring.
- For any public entertainment, the hirer shall be responsible for the prevention of overcrowding such as to endanger public safety and for keeping clear all gangways passages and exits.

- If school premises are required for concerts or for dramatic, musical, film or any other public entertainment, or if visual aids are used, the Hirer must ensure that:- The requirements to the Inland Revenue Department with respect to entertainment tax have been made.
- Copyrights are not infringed.
- The requirements of the licensing justices, when necessary, have been or will be met.
- No play shall be performed or shown which is in any way offensive to public feeling.
- In the case of film shows, only non-inflammable film is used and that adequate fire extinguishers are provided by the Hirer.
- The provisions of the children and Persons Acts with regard to performances by children have been or will be, observed.
- Any licence necessary under the Theatres Act 1968 and the Cinematograph Acts have been, or will be, obtained.
- The parking of motor cycles, cars, lorries, or any other vehicle, on the school premises, where suitable accommodation is available, shall be permitted only on condition that persons bringing such vehicles onto the premises do so at their own risk, and that they accept responsibility for any damage or injury to the property or to any other persons, whether connected with the school or not, caused by such vehicles or their presence on the premises. There shall be no parking on grassed or cultivated areas.
- No animals shall be brought on to any part of the school premises, without the express permission of the Head Teacher or the Governors.
- It is the responsibility of the Hirer to ensure the premises are left in the same condition in which they were found. Should they be otherwise, an additional charge will be levied against the hirer in line with the cost of making good.
- The Hirer shall admit any member of School staff to any function to ensure that the conditions of this booking are complied with.
- Timings. No function shall clash with school business.
- The School shall have the right to cancel any booking, whether confirmed or not, without prior notice, if it suspects that any of the above conditions have been broken by the Hirer, or any person organising any function or event, or any conditions printed on this booking form is likely to be broken, by any person attending any function or event, or connected with the function or event in any way.
- The school accepts no responsibility for loss, damage or theft of personal items on the school grounds.

Prior to starting clubs;

- Completed information form with all relevant details and identification documents/ relevant qualification certificates attached
- Completed lettings agreement
- Completed booking form (Every term/ half term dependant on your booking arrangements).

- Your first payment must be made within 1 week of booking via cheque or Parent Pay unless an arrangement has been agreed with the letting manager. (Please note concessionary rates must be agreed with the lettings manager when booking).
- An Application form must be completed even if no fee is payable. This is to confirm that the hirer accepts the schools terms and conditions
- If you require leaflets advertising your club to be distributed by school staff they must be with us two weeks before commencement of the club. I.e.; Two weeks before each half term. And during the first week of September *.Please note from September 2015 clubs will not be able to start until the third week of term to allow these procedures to be completed*
- Reply slips will not be accepted by the school office and your leaflets must make clear to parents that you are an independent club, and as such contact must be made with you directly to book a place either by telephone or email.
- There are 3 classes in each year group, and for distribution leaflets must be divided into 30 copies per class.
- Lists of interested children must be available to school one week before the commencement of the club this applies to new bookings, and after each half term so that it is clear to school which children are expected to attend. This is to ensure that we safeguard children and comply with site health and safety and fire regulations.

After the initial session.

- A formal register must be supplied after your first session to the office before any further sessions take place (please note; organisers must update these registers when new children are added.)

Children who do not attend the session as expected.

- Whilst office staff can confirm if a child has been absent from school on the day of your club, it is the organisers responsibility to contact the parents of missing children.

Date approved by Governing Body:

Please sign below to confirm that you have read and accept the Policy and Conditions of letting.

Signed:

Date: