



Green Wrythe Primary School

Lettings Policy

Green Wrythe Primary School is part of the Greenshaw Learning Trust.
The Greenshaw Learning Trust is a charitable company limited by guarantee registered in England and Wales, company number 7633694, registered at Greenshaw Learning Trust, ORU Sutton, Throwley Way, Sutton, SM1 4AF.

GLT FINANCE POLICY AND PROCEDURES

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1 Aim

To help ensure that the school maintains its place at the heart of its community and to generate income that will benefit the whole school, the school will make its facilities available to the local community in accordance with this policy.

The school will actively seek and facilitate a range of lettings that achieve these aims and are consistent with this policy.

The lettings policy will be administered by the School Operation and Office Manager (SOOM); if there is doubt or dispute over the suitability of a potential letting or the conduct of a letting, the SOOM should consult the Head teacher and Chair of the Local Governing Body (LGB).

The lettings policy and scale of charges will be reviewed annually by the LGB Committee.

2 Eligible Uses

Internal: activities that are a planned part of the life of the school; for example governor and staff association meetings, parent and friends association activities, extra-curricular lessons and activities for students of the school supervised by school staff or volunteers. Internal uses will be given priority over other lettings.

Local community: activities for the benefit of the local community organised by voluntary or community bodies that have charitable or non-commercial status; including local community groups, residents associations, faith groups, youth groups, registered charities, other schools. Priority will be given to organisations and activities with a particular focus on education or young people.

Commercial: activities of a commercial nature or organised by a commercial organisation.

Letting will not be permitted to:

- Any group with an unlawful or extremist agenda
- Large youth parties,
- Activities that would disrupt the school or the local community,
- Anyone who fails to comply with the school's policies.
- Gatherings in excess of 80 people.

3 Procedure

Applications to use the school's premises should be made on the lettings application form available from the school office. The form should be completed by a named individual giving their permanent, private address and returned to the school for the attention of the SOOM.

Before a letting is agreed, consideration should be given to:

Finishing no later than 9.30 pm and must be off-site by 10.00pm.

- Ensuring the protection and safeguarding of the school's pupils and staff, premises and facilities;

- The potential impact on the running of the school;
- The potential impact on the schools close neighbours;
- Protecting the safety of anyone visiting the school in connection with the letting.

Agreement to a letting does not grant access to the school's equipment; use of school equipment is at the discretion of the Headteacher.

The user will be responsible for the health and safety of their visitors and for ensuring adequate supervision and control to avoid damage to the school or nuisance to its neighbours.

4 Safeguarding

Persons may have to undergo a criminal record check via the Disclosure & Barring System (DBS). The school and hirer should follow the latest guidance as set out in Keeping Children Safe in Education [Out of School Settings Code of Practice](#).

For any letting involving contact with children, all personnel involved must undergo an enhanced DBS check. In addition the hiring company/lead must provide the school with a written letter of assurance that relevant safeguarding and employment checks have been completed in line with the Out of School Settings Code of Practice, in accordance with the latest DFE and KCSIE guidance.

Where the school is asked to complete these checks the request must be made by prior arrangement with the Headteacher, with at least half a term's notice in advance to ensure that the checks can be carried out in time. The cost of this check is currently £47.00 and will be subject to change over time.

Upon request the hirer must provide the school with copies of their Safeguarding and Child Protection policies including details of the hirer's Designated Safeguarding Lead.

Neither the school nor the Green Wrythe Primary School Governing Body takes any responsibility for injury to persons or damage or loss to property arising from the letting.

The hirer understands that if our school receives an allegation relating to an incident where an individual or organisation is using our premises for running an activity for children, we will follow our usual safeguarding procedures and inform our local authority designated officer (LADO)

All lettings will be considered by the SOOM to ensure a work/life balance is achieved by the Site Manager.

5 Charging

There will be no lettings charge for internal uses.

A lettings charge may be levied for community and commercial lettings. The charge may include elements of the school's expenditure on:

- staffing,

- fuel (gas, electricity, water etc.),
- general rates,
- maintenance and replacement of equipment (e.g. PE equipment),
- wear and tear and depreciation of assets.

The minimum lettings charge for community lettings should cover the actual costs incurred by the school in facilitating the letting, such as:

- additional staffing (eg to open that part of the school, for setting up and cleaning),
- fuel (gas, electricity, water etc) required for the facilities used,
- costs of any consumable items belonging to or provided by the school,
- maintenance and repair of equipment used.

Commercial lettings will be charged at a higher rate to generate income for the school and to reflect charges for similar facilities in the area.

6. Bookings

At least 7 working days prior to the letting all users must:

- Confirm that they will comply with this policy, and the terms and conditions and with all other appropriate school policies, such as policies regarding smoking, by returning a signed lettings form;
- Pay all costs and charges for the letting in full
- Ensure that there is appropriate insurance cover for the group / activity proposed, and present evidence of this to the school
- If hiring the school's facilities for the purpose of providing a sporting class (e.g. Yoga, Karate), have a qualified instructor present and provide evidence of his / her qualified status and insurance to the school
- Sale of alcohol on the premises is prohibited, unless agreement is sought by the Headteacher and a licence obtained and presented to the school
- If providing some form of entertainment and a charge is to be made, obtain a licence and present it to the school.

Any user:

- May be charged a returnable deposit that will be held until after the letting and will be used to cover any additional overtime incurred or to repair any damage;
- May be charged the costs of any damage and excess overtime and cleaning costs.

A member of the premises staff will be in attendance for each letting, in a central location. A clean of the hired areas will be undertaken by the school following each letting.

Appendix A

	APPLICATION FOR HIRE OF EDUCATIONAL PREMISES						
<p>Before completing this form the applicant should read the abridged terms and conditions governing the letting educational premises set out overleaf.</p> <p>This application must be submitted not less than 21 days before the date applied for to Green Wrythe Primary School.</p>							
1. APPLICANT							
Name of Applicant (Mr/Mrs/Miss/Ms)							
Address:							
Tel no. Mobile:				Work:			
Email address:							
Name & Address of Organisation:							
2. ACCOMMODATION							
<input type="checkbox"/> One off Hire				<input type="checkbox"/> Recurring hire			
Day(s)/Date(s):							
Times: From				To:			
Educational premises required:							
Please tick accommodation required below and state number of rooms needed where applicable:							
Main Hall		Sports Hall		Playground*		Playing field*	
Soft Playroom		Sensory Room					
* Not to be used for car parking unless permission has been granted.							
Additional school equipment required:							
Additional equipment being provided by hirer:							

ABRIDGED TERMS AND CONDITIONS FOR LETTING OF EDUCATIONAL PREMISES

1. The premises must be left in good order and vacated no later than the time booked.
2. The hirer must not sublet to another party.
3. No intoxicants may be brought on to or consumed on the premises without the consent of the school.
4. No preparations are to be applied to the floor.
5. Seating accommodation in the rooms booked may be used by the hirer, but the hirer must make his/her own arrangements for any additional chairs, tables etc, required for the letting and for removing them before the school re-opens the following day.
6. Lettings for music, dancing or stage plays are permissible only if the entertainment is for a closed organisation or where admission is by invitation. All other entertainments are classified as public entertainments and there exists the statutory requirement that the building must be licensed. Most educational premises do not conform with the regulations governing the issue of licenses. Therefore, lettings for public entertainments can be approved only in the case of those premises which do conform to the Regulations.

Hirers must be satisfied that there is no infringement of copyright music etc.
7. No letting shall continue beyond 10.00pm.
8. The school is a non smoking site and as such smoking is not permitted anywhere in the building or in the surrounding grounds including the playgrounds and car parks.
9. No live stock may be brought onto the premises without the consent of the school.
10. The Governors of Green Wrythe Primary School reserve the right to cancel a letting if the premises are closed or required for official or electoral purposes.
11. Bookings are not accepted for the purpose of providing Committee Rooms for a candidate at elections.
12. Hirers will have access only to particular room(s) let to them, but where it is practicable, the use of a cloakroom and WC accommodation may be available.
13. Special conditions apply for the use of school kitchens, including the necessity for a member of the catering contractor's staff to be on duty and paid by the hirers.
14. The hirer must read and comply with the school's health and safety procedures, including the school's fire procedures etc. This information shall be passed to the hirer before entry is given to the building.
15. The hirer shall be responsible for ensuring suitable first aid cover for all events they hold. It is likely that a judo class would need a higher level of first aid cover than a book club etc. A hirer should not be allowed to use any educational premises without confirming they have suitable first aid cover. First aid cover for activities run by outside organisations can be provided by the school (rather than directly by the hirer) at the school's discretion.

If you feel that there is any way in which the service you have received could be improved please discuss this with the person you normally deal with.

I have read and accept the terms and conditions above

Dated:

