

Hope Brook Church of England *Primary School*



Lettings Policy

The staff and governors are committed to the development of each child in a positive, healthy and respectful learning environment to encourage all children to achieve their fullest potential.

We want all the children and adults to achieve success through their own efforts, teamwork, self-discipline and motivation; and through links with the Church, the local community and the global community, work towards a better future for themselves and the world in which they live.

Lettings Policy

Introduction

The governors of Hope Brook Church of England believe that our school buildings and grounds are a community asset and every reasonable effort should be made to enable them to be used as much as possible. However, lettings for any purpose other than that of the school itself should be within the authority of the school, should not cause undue difficulty in the delivery of education, reflect the values of the Church of England and should meet the general guidance laid out below.

Category of users

There are three distinct categories of letting.

Self-managed – activities that support the school or its children directly or are to the benefit of the school or the LA. Examples would include peripatetic music lessons, parents' clubs, school nurse and dentist, staff training and LA meetings.

Community – activities that are for the benefit of the wider community, possibly including children from the school, and are organised by non-commercial or charitable bodies. Examples would include evening classes, play schemes and holiday projects, youth theatres and music groups, local authority youth services, uniformed organisations such as Scouts and Guides, and senior citizens' clubs.

Commercial – hirings by appropriate organisations of a commercial nature. Examples would include training companies, publishers' book sales and slimming clubs.

Charges for lettings

The charges for lettings will be reviewed from time to time, based on proposals from the headteacher. The current fee is £15.00 per hour

Self-managed – there will be no charge for these activities, which will be regarded as 'internal' usage. Any modest costs for services such as heat or light will be met by the school.

Community – the school is not empowered to subsidise such activities from its own resources and a charge will be levied that meets the additional costs incurred by the school. This will include services (heat, light and janitorial), staffing (additional caretaking and cleaning) and a modest contribution to wear and tear.

Commercial – the charge for such lettings will be based on the community charge, together with a profit element. There will be an additional charge where school equipment is used for example IT equipment.

Management

The School Business Manager is responsible for the management of lettings and will, , take bookings, ensure that bookings forms are fully completed, fix charges, arrange staffing and equipment, and collect the charges. The headteacher, , will determine whether lettings are appropriate and, where the head has concerns or wishes to decline a booking, they will consult with the chair of the resources committee, who is empowered to determine the issue on behalf of the governing body. All lettings are subject to the availability of the school key-holder.

All hirers must produce evidence of their own public liability insurance cover to £2 million or agree to the terms of the schools' policy. All hirers must be made aware of the school's policy on health and safety and, for all events where the public are to be admitted, appropriately qualified first-aiders must be present.

All hirers must complete Hiring Agreement Form giving the school two weeks notice of intent to hire during term time and one months notice for school holiday time.

A deposit of £50 must be paid at the time of booking. The outstanding balance should be paid prior to occupancy of the building.

The governing body (resources committee) reserves the right to decline a request for the hiring of the school's facilities.

Lettings Policy

Associated documents

- Induction Information for Hirers
- Hiring Agreement Form

Date of policy: September 2020

Date of review: September 2025

This policy was formulated in consultation with the Headteacher and teaching staff.

This policy was accepted by the Governing Body at their meeting on Wednesday 14th October 2020 , and will be reviewed every 5 years.

New Letting Induction Checklist

<p style="text-align: center;">Welcome to Hope Brook C of E Primary School.</p> <p>The purpose of this document is to help all club members to understand what should happen in the event of an accident or fire.</p>	<p>Tick when discussed or action completed</p>
<p>1) In Case of Fire You will be shown the fire exits and alarms in the building you are using for your club. On discovering a fire:</p> <ol style="list-style-type: none"> 1. Sound the alarm by pressing the glass of the nearest alarm. 2. If the alarm bell fails to ring then find another alarm to press (but the alarms should be fail safe). 3. Summon the Fire Service 999 from the nearest phone. 4. Make the Site Manager aware. If Site Manager is not on-site, please contact School Emergency Contact number 2 or 3. Please note these contacts are only to be called in the event of an emergency. <p><u>EVACUATION - CLUB MEMBERS</u></p> <ul style="list-style-type: none"> • All club members should be guided, quickly but calmly, out of the building along routes indicated in each room. • There will be no time to collect bags or coats. • Doors should be closed. <p><u>CARETAKER</u></p> <p>When the alarm is activated, the Caretaker should attempt to locate the source of the alarm by checking the central control board and then carrying out further investigations. If it is a false alarm, the evacuation should continue but the alarms can be cancelled and the building re-entered once all checking has been completed and it is confirmed by the Site Manager that it is safe to do so.</p> <p>In the event of a fire, the Caretaker should meet the Fire Service to advise on the source of the fire and the location of potentially dangerous materials (e.g.: hydrogen cylinders).</p> <p><u>ACTION AT ASSEMBLY POINT – CLUB MEMBERS</u></p> <p>The assembly point is on the playground, approximately 30 metres from the building. Clubs will be responsible for taking their own registers upon gathering at the assembly point.</p>	
<p>2) Accidents and First Aid:</p> <p>Clubs will be responsible for providing their own first aid kits and accident book. Responsibility of recording any accident lies with the club itself.</p> <p>As a club user of the facility you are wholly responsible for the conduct, access and safety of the adults and children attending for the duration that you are on the premises.</p>	
<p>3) On Site Issues – Caretaker</p> <p>In extreme circumstances, the Caretaker <u>may</u> be available to help, however please be aware that she will be off-duty in the evening. You will be provided with an emergency contact for the keyholder.</p>	
<p>4) Security –</p> <p>The caretaker is responsible for locking and alarming our premises once your letting has finished.</p>	

Please make sure your letting finishes promptly according to the booked and agreed time on the booking sheet. Please vacate the premises promptly, thereby enabling the Caretaker to lock the gates and secure the site.	
5) Useful numbers: Gloucester Royal Hospital – Casualty 0300 422 2222 Police Station – Non Emergency 101 Gas Emergency – 08009 99111 School Emergency Contact 1: Caretaker – Janice Acton School Emergency Contact 2: School Business Manager – Alison McGinley School Emergency Contact 3: Headteacher – Stephanie Severn	
6) School Tour Toilets and storage areas and access.	
7) Security All clubs are expected to maintain a register of attendance to ensure there is a record of all persons on the site.	
8) Possessions All club members are responsible for storing their items in a safe and tidy manner so as not to cause any Health and Safety issue for another user.	
9) All other queries including any breakages, maintenance requests, health and safety concerns or injuries should be forwarded as soon as possible to the School Business Manager - admin@hopebrook.gloucs.sch.uk	

Signed by Club Chairman/Secretary.....

Date

Signed by School Lettings Induction Staff Member.....

Date

Full school address inc. postcode in the event of a fire or other emergency:

Hope Brook C of E Primary School

Church Road

Longhope

Glos.

GL17 0LL

Telephone: 01452 830558