



# All Saints' Church of England Primary School

## Lettings Policy 2024-2027

Updated Autumn 2024

### OUR VISION

Our vision is to be a nurturing and inclusive school, proudly reflecting the diversity of our community, where every child is treated as an individual and no matter what their starting point will achieve their true potential within a safe and secure environment.

By the end of their journey, we want our children to be respectful, resilient role-models, having a self-belief in themselves and their abilities, ready to go from strength to strength.

### Our Values

All Saints' has an ethos built around our core Christian values of Compassion, Koinonia (community)

and Love. Our keys aims are linked to scripture (See full mission statement), culminating in our strap line of '*Growing Stronger Together in God's Love.*'

<b>Compassion</b>	Be kind and compassionate to one another, learning from our mistakes and forgiving others for theirs.
<b>Koinonia (community)</b>	Value and celebrate diversity, welcoming families from all faiths and backgrounds.
<b>Love</b>	The love within our school is one of family and friendship, enabling each child to grow and flourish

The Governing body in conjunction with the school Head Teacher will decide on the process for agreeing if and what school facilities will be let to a 3<sup>rd</sup> party and on what terms. These are made clear in the Booking Form to establish shared understanding.

#### **Types of Lettings:**

- Single lettings are those where an individual or organisation wishes to hire facilities on a one off basis, these lettings should still be subject to a formal lettings agreement and follow the same principles as a continuous letting.
- Continuous lettings are those that run for a number of weeks or terms.

#### **Equal Opportunities:**

- School premises will not be let to any individual, group or organisation that does not subscribe and adhere to the schools statement on equal opportunities. Or to any activity which represents extremist views or an ethos which sits outside of the school's core Christian values.

#### **Legal Use:**

- It is the responsibility of the person letting the premises (hirer) to ensure the premises will not be used for any purpose which may be deemed contrary to English law. The school is a community building and the hirer will be held responsible for noise levels and guest behaviour. The school will ensure all areas they do not wish visitors to enter are closed and locked (if possible). The hirer is responsible for any costs or other outcomes which happen as a result of the letting.

#### **Named Individual:**

- The hirer must provide the school with a named individual who the school can contact in the case of an emergency, this person must be on the premises for the duration of the letting.

#### **Safety**

- During the period of the letting the hirer's named individual will be responsible for following the conditions of booking and ensuring the safety of those using the premises. The named individual will have the responsibility for complying with School Health & Safety Policy (available from the school office) and any other instructions or guidance provided by the Head Teacher, or delegated member of staff.
- The school will provide the hirer with the name and phone number of school contacts in the case of an emergency. The premises manager will be responsible for showing the hirer's named individual how to raise the alarm in an emergency, this will include location of appropriate fire exits, fire extinguishers, evacuation and fire points. The school will also have responsibility for organising periodic fire drills. It will be the named individual's responsibility to keep a register of those attending the event/activity, ensure fire exits are not obstructed and that school security is not compromised.
- During the Covid-19 pandemic, the capacity of the space is variable depending on the national control measures at the time.
- No equipment can be brought on to the site without the prior approval of the head teacher, (or delegated member of staff). Electrical equipment will also require a PAT testing certificate, supplied for approval by the school. The school cannot take any responsibility for equipment stored on site.

- **Risk Assessments** – Where appropriate the hirer will be responsible for undertaking their own risk assessments for specific activities and providing their own first aider. The school's cooking facilities must not be used.
- **Insurance** – the school does not provide hirers with public liability insurance against personal injury, accident, loss or damage to property. The hirer must provide evidence to the head teacher that they have adequate insurance cover in place before a letting can be agreed. It is recommended that Public Liability insurance to the value of £2million is in place for low risk activities (e.g. adult education classes) and £5million for high risk activities (e.g. gymnastic class).

#### **Charges:**

- Charges will be set out between the school and hirer, the governing body will periodically review these charges, giving the hirer at least one half terms notice of any changes in fees or conditions of hire.
- The hirer will be responsible for the cost of any damage to school premises or equipment, school staff have free access to all parts of the school site during lettings to check hirers are acting in a responsible manner.

#### **Payments:**

**The cost of lettings is £25 per hour per room/area.**

#### **Minimum booking of 1 hour**

- **One off bookings**

A 20% deposit must be paid at the time of booking. The remainder of the balance must be paid one week before the booking begins.

- **Short term bookings (2-6 week blocks)**

Letting period needs to be confirmed at least 2 weeks prior to booking commencing. No deposit is required. School will invoice hirer after the block has ended. Invoices should be settled within 14 days via BACS or cheque payment.

- **Long term bookings (more than 6 weeks)**

No deposit is required. Invoices will be sent to the hirer as agreed. Invoices should be settled within 14 days via BACS or cheque payment.

A notice period of one month should be given prior to the end date of letting.

#### **Cleaning/Security:**

- Any costs for cleaning or providing building security will be be the responsibility of the hirer.
- School site staff will be responsible for opening and closing the school unless alternative arrangements have been agreed with the Head Teacher.

#### **Cancellation & Complaints:**

- The school (via the head teacher or other appointed representative) has the right to cancel any letting within the notice period set in the lettings agreement, unless the hirer is in breach of the letting agreement, upon which cancellation will take immediate effect.
- Complaints must be made following the school's complaints policy.

#### **Declaration of Interest:**

- Any members of school staff or governors having connection with a letting must formally declare this, declarations should be formally minuted at the appropriate meeting.