



# Evelyn Street Primary School

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Headteacher  
Mrs J Hindley BA Hons NPQH

Policy Title	Lettings Policy 18
School/WBC (Adopted date)	WBC
This policy complies with Warrington LA guidance	Yes
Linked Policies:	Safeguarding Policy
Written By	WBC/Jenny Hindley
Staff Approval Date	May 2018
FGB Ratification Date	July 2018
Signed by Chair of Governors	
Updated	8th May 2018
Review Date	May 2019



National College  
for Leadership of Schools  
and Children's Services



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## 1: Rationale

The Governors acknowledge the opportunity to maximise cash income to the school by the appropriate profitable letting of the school premises together with their responsibility to facilitate social and extra-educational activities for the children of the school and residents in the area.

The purpose of the Letting Policy is to establish the school Governors' criteria for letting of the school premises, the categories of prospective hirers and the scale of charges. The accompanying conditions of hire agreement provides more details of the responsibilities of the hirers and must be read alongside this policy.

## 2: The Lettings Policy

### Criteria for Lettings

The Governors will consider applications for hire of the school premises that fulfil one or more of the following criteria:

- Lettings for the use of school support organisations e.g. Parent Friends Association and affiliated activities.
- Lettings that deliver, in the opinion of the Headteacher, appropriate educational benefits to the children of the school.
- Lettings that deliver a social benefit to the children and/or parents of the school.
- Lettings for local community activities.
- Lettings for commercial ventures.

In considering applications the Headteacher will need to be satisfied that the school premises are suitable for the intended purpose of the let and that the intended activity does not, in the opinion of the Headteacher, conflict in any way with the normal routine or ethos of the school, or the comfort of the staff and pupils.

### Hiring Conditions

Evelyn Street Primary School is committed to supporting the Governments Prevent strategy by following our safeguarding policy. We will not hire or let the school to any party, individual or group that we feel would be in conflict with our duty under the Prevent Strategy.

Applicants will be screened in line with the Prevent Strategy and agreements will be terminated if there is any breach

Please note if an application for a let is refused any decision of the Governors will be final.



### 3: Application for Hire of the School Premises

Applications by prospective hirers must be made in writing to the Headteacher and must include the following information:

- The identity of the intended hirer and if appropriate the hirer's agent.
- The intended purpose for the hire of the school premises.
- The school facilities required. (Note: the use of the school kitchen ovens and hobs will require the attendance of the school cook at a cost extra to the standard letting charge.)
- A charge will be made for the caretaker for opening and/or closing the school and any cleaning required as a result of the activity.
- The number of persons to be on the school premises during the hire period.
- The intended hire period.
- The charge, if any, to be made by the hirer for the intended activity.

**(In the event that the intended hirer requests a discounted or fully abated Let fee - see paragraph 4 below - the Head Teacher WILL require specific information relating to the financial basis of the underlying undertaking.)**

- Confirmation that any necessary Licenses, Insurances etc. for the activity have been/will be obtained before the commence of the let.

### 4: School Letting Charges

The charges for hire of the school premises are set out in **Appendix A attached** and are the recommended by the Governing Body.

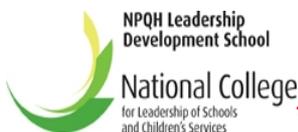
**It is a condition of the letting agreement that in the event of activation of the school alarm resulting from incorrect setting of the alarm by the Hirer when locking up at the end of the Let or activation by way of the premises being left inadequately secured by the Hirer at the end of the Let, then the Hirer will account to the Governors for any costs resulting from the alarm activation.**

#### Discounted or abated Letting Fees

When setting the charge for an agreed letting in accordance with the rates in Appendix A the governors will consider discounting or abating at their absolute discretion the scale fee for those applications that fall within the categories listed at **paragraph 2** above.

When a Letting fee discount or abatement is requested and/or is thought to be appropriate the Governors' decision regarding the Letting fee will be determined by reference to the following:

- will the Letting result in any intrusion upon normal school activities?
- will the charging of a Letting fee adversely affect the viability of an educational or a community use project?
- will the Letting require use of school equipment?
- any extra costs incurred by the school in respect of the Letting such as caretaking, cleaning.



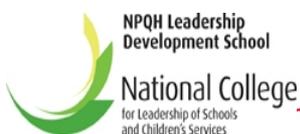
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**Refer to paragraph 3 regarding the use of school ovens**

**Payment of Letting charges**

*For one-off lettings* the agreed fee must be paid to the Headteacher at least **7 days in advance of the Letting.**

*For repeat Lettings* the agreed fee must be paid to the Headteacher at the **beginning of each half term in advance.**



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## **APPENDIX A**

	<u>Community Use</u> Per Hour/Session	<u>Commercial Use</u> Per Hour/Session
Use of the school hall	£10.00	£15.00
Use of a classroom / training room	£10.00	£15.00
Use of school field	Per season/Per team (1 session a week) £400.00	
Use of school field daily rate	£35 (Toilet facilities extra)	

**These rates do not include any element either for caretaking or use of the school ovens that require the attendance of the school cook.**

- ❖ **Current caretaker hourly rate of pay (as at Feb 2018) £14.54**
- ❖ **Current cleaning hourly rate (as at Feb 2010) £8.10**
- ❖ **Refreshments can be provided on request and will be invoiced separately**

### **Letting Agreement**

I, \_\_\_\_\_ as a representative of \_\_\_\_\_

(Company/Organisation) agree with the conditions outlined in Evelyn Street Primary School's Letting Policy and conditions of hire agreement.

We agree to pay a sum of £\_\_\_\_\_ over a period of 12 months from \_\_\_\_\_ to \_\_\_\_\_  
(month and year) to hire the

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name in Capitals

Please sign both copies – keep one and return the other to school.



## **APPENDIX B**

HEALTH & SAFETY INDUCTION CHECKLIST MUST BE SIGNED

### HEALTH & SAFETY INDUCTION CHECKLIST EXTERNAL PARTIES

USEFUL CONTACTS			
CARETAKER	CHRIS GREEN	07756674936	OUT OF HOURS
RELIEF CARETAKER	JOHN HEALY	07986425968	OUT OF HOURS
HEAD TEACHER	JENNY HINDLEY	07798758735	
BUSINESS MANAGER	EMMA LEIGH	07834838146	
NEAREST KEY HOLDER	BEV BRINKSMAN	07932077508	

## REGISTERS

You are responsible for keeping your own register and ensuring any person connected to your organisation on site has signed in.

## FIRE

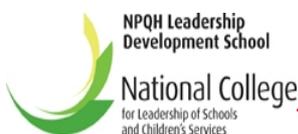
- Sound the alarm at the nearest break glass point
- The fire brigade will be alerted by ADT directly on the alarm sounding
- Exit via your nearest exit
- If your sole means of escape is blocked by fire – If you have had appropriate training **AND ONLY IF IT IS SAFE TO DO SO**, attempt to tackle the fire using the portable firefighting equipment available in line with the manufacturer's instructions.
- Take Register and ensure everyone is accounted for.
- Notify Head Teacher of incident.

**DO NOT ATTEMPT TO RE-ENTER THE BUILDING FOR ANY REASON UNTIL THE FIRE BRIGADE HAVE GIVEN THE ALL CLEAR**

## RISK ASSESSMENTS

You are responsible for providing your own risk assessments for the activities you undertake whilst on site.

Any other risk assessments for the building are available from the main office upon request.



## FIRST AID

You are responsible for ensuring you have adequate first aid trained staff whilst you are on site. First Aid equipment is available in the community kitchen area should you need it.

## ASBESTOS

This site has an Asbestos Management plan. You are responsible for reading the plan and ensuring you are aware of any areas that contain Asbestos and if you are likely to disturb any areas whilst on site.

## LOCKING UP PROCEDURES

In the event you are responsible for the closure of the building and have been given a key, you must ensure you have secured the site when you leave and left the building in the condition you found it. You must not give the keys to anyone else or allow any other person to lock up on your behalf unless we have been notified in advance.

I CONFIRM I HAVE READ AND UNDERSTOOD MY RESPONSIBILITIES REGARDING HEALTH AND SAFETY WHILST ON SITE.

Signed \_\_\_\_\_ Date \_\_\_\_\_

