

St John's Church of England School

'I can do everything through Christ, who gives me strength'

Philippians 4:13



Lettings Policy

Vision

'.....I can do everything through Christ who gives me strength'. Phil 4:13.

Our ethos is deeply rooted in the Bible, underpinned by **faith** and committed to educational excellence. In our community we respect that everyone is uniquely made in the image of God. We grow together in **wisdom, compassion, strength** and instil a sense of **hope** for all to flourish.

'We make a difference'

Core Values

Faith – Is being sure of what we hope for and certain of what we do not see

Strength – Faith is God presents us with the strength to build and progress in our life and the lives of others.

Compassion – We are fair, we care and show understanding towards others.

Wisdom – Building confidence, discipline and knowledge to fully develop our talents in all areas of our lives.

Hope – Coping wisely with situations that will help guide us into fulfilling our aspirations

Statement of Aims

We are a Christian School working together to inspire and empower each child to lead a happy and fulfilling life.

We:-

- **Work together and be the best we can.**
- **Care for and support one another.**
- **Respect and value one another and the environment.**

Our aims are to work together and be the best we can; to care for and support one another and to respect and value one another and the environment.

ST. JOHN'S CHURCH OF ENGLAND SCHOOL

Introduction

1. St. John's is a Church of England School where the Christian faith is practised and celebrated. Lettings at the school premises will be carefully considered in this context. We welcome lettings to people of other faiths but the Governing Board does not allow the building to be used as a place of regular worship for any other faith other than Christianity.

2. Definition of a Letting

- 2.1 A letting may be defined as "any use of the school premises (buildings and grounds) by either a community group (such as a local music group or neighbourhood meeting), or a commercial organisation (such as the local branch of 'Weight Watchers')". A letting must not interfere with the primary activity of the school, which is to provide a high standard of education for all its pupils. School activities will always take priority over lettings.
- 2.2 Use of the premises for activities such as staff meetings, parents' meetings, Governing Board meetings and extra-curricular activities of pupils supervised by school staff, fall within the corporate life of the school. Costs arising from these uses are therefore a legitimate charge against the school's delegated budget.

The school is not available for hire before 6.30pm on weekdays during term time.

3.0 Charges for a Letting

- 3.1 The Governing Board is responsible for setting charges for the letting of the school premises. A charge will be levied which covers the following:
 - I. Cost of services (heating and lighting);
 - II. Cost of staffing (additional security, caretaking and cleaning) - including "on-costs";
 - III. Cost of administration;
 - IV. Cost of "wear and tear";
 - V. Cost of use of school equipment (if applicable);
 - VI. Profit element (if appropriate).
- 3.2 The specific charge levied will be reviewed annually, during the spring term, by the Finance & Premises Committee, for implementation from the beginning of the next financial year, with effect from 1st April of that year. Current charges will be provided in advance of any letting being agreed.

4.0 VAT

- 4.1 In general, the letting of rooms for non-sporting activities is exempt of VAT, whereas sports lettings are subject to VAT (although there are exemptions under certain circumstances). For specific lettings, clarification will be sought from Harrow Council's VAT Officer (Tel: 020 8863 5611).

5.0 Management and Administration of Lettings

- 5.1 The Headteacher is responsible for the management of lettings, in accordance with the Governing Board's policy. Where appropriate, the Headteacher may delegate all or part of this responsibility to other members of staff, whilst still retaining overall responsibility for the lettings process.

- 5.2 If the Headteacher has any concern about whether a particular request for a letting is appropriate or not, she will consult with the Chair of the Finance and Premises Committee and or the Chair of Governors, who is empowered to determine the issue on behalf of the Governing Board.

6.0 The Administrative Process

- 6.1 Organisations seeking to hire the school premises should approach the designated member of staff in the office, who will identify their requirements and clarify the facilities available. An Initial Request Form (a copy of which is attached to this policy) should be completed at this stage. The Governing Board has the right to refuse an application, and no letting should be regarded as "booked" until approval has been given in writing. No public announcement of any activity or function taking place should be made by the organisation concerned until the booking has been formally confirmed.
- 6.2 Once a letting has been approved, a letter of confirmation will be sent to the hirer, setting out full details of the letting and enclosing a copy of the terms and conditions and the hire agreement. The letting should not take place until the signed agreement has been returned to the school. The person applying to hire the premises will be invoiced for the cost of the letting, in accordance with the Governing Board's current scale of charges. Such payment is sought in advance in advance in order to reduce any possible bad debts.
- 6.3 The hirer should be a named individual from whom proof of identity will be required and copied, eg photocard driving licence, passport and the agreement should be in their name, giving their permanent private address. This avoids any slight risk that the letting might be held to be a business tenancy, which would give the hirer security of tenure.
- 6.4 All lettings fees which are received by the school will be paid into the school's main account. Income and expenditure associated with lettings will be regularly monitored to ensure that at least a "break even" situation is being achieved.

TERMS AND CONDITIONS FOR THE HIRE OF THE SCHOOL PREMISES

All terms and conditions set out below must be adhered to. The "Hirer" shall be the person making the application for a letting, and this person will be personally responsible for payment of all fees or other sums due in respect of the letting.

1.0 Status of the Hirer

- 1.1 Lettings will not be made to persons under the age of 18, or to any organisation or group with an unlawful or extremist background. The hire agreement is personal to the hirer only, and nothing in it is intended to have the effect of giving exclusive possession of any part of the school to them or of creating any tenancy between the school and the hirer.
- 1.2 Persons may have to undergo, at the discretion of the Governing Board, a criminal record check via the Disclosure Barring Service (DBS). If a particular letting involves contact with the school's pupils, all personnel involved must be checked against List 99 and undergo a DBS check, in accordance with DCSF guidance. These checks 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.
- 1.3 Any adults working with the school's pupils (for example, at an after school sports club) must be appropriately qualified. Sports coaches must follow the LA (Local Authority) guidelines for working in schools.

2.0 Priority of Use

- 2.1 The Headteacher will resolve conflicting requests for the use of the premises, with priority at all times being given to school functions.

3.0 Attendance

- 3.1 The Hirer shall ensure that the number of persons using the premises does not exceed that for which the application was made and approval given.

4.0 Service Quality

- 4.1 The school will ensure that the hirer and users are welcomed into the school and that the area(s) used will be clean, tidy and ready for occupation. The Site Manager will be responsible for the security and safety of all users and will liaise closely with the hirer to ensure that the planned activities are able to happen and that the hirer receives high quality service throughout the letting.

5.0 Behaviour

- 5.1 The Hirer shall be responsible for ensuring the preservation of good order for the full duration of the letting and until the premises are vacated.

6.0 Public Safety

- 6.1 The Hirer shall be responsible for the prevention of overcrowding (such as would endanger public safety), and for keeping clear all gangways, passages and exits. The Hirer shall be responsible for providing adequate supervision to maintain order and good conduct, and - where applicable - the Hirer must adhere to the correct adult / child ratios at all times.

7.0 Own Risk

- 7.1 It is the Hirer's responsibility to ensure that all those attending are made aware of the fact that they do so in all respects at their own risk.

8.0 Damage, Loss or Injury

- 8.1 The Hirer warrants to the Governing Board that it has appropriate public liability insurance to cover all its legal liabilities for accidents resulting in injuries to persons (including all participants in the activity for which the premises are being hired), and/or loss of or damage to property, including the hired premises, arising out of the letting. ***The minimum limit for this insurance cover is £2 million.*** The Hirer must produce the appropriate certificate of insurance cover before the letting can be confirmed.
- 8.2 Neither the school, nor the Local Authority, will be responsible for any injury to persons or damage to property arising out of the letting of the premises.

9.0 Furniture and Fittings

- 9.1 Furniture and fittings shall not be removed or interfered with in any way. No fittings or decorating of any kind necessitating drilling, or the fixing of nails or screws into fixtures which are part of the school fabric, are permitted. In the event of any damage to premises or property arising from the letting, the Hirer shall pay the cost of any reparation required.

10.0 School Equipment

- 10.1 This can only be used if requested on the initial application form, and if its use is approved by the Headteacher. Responsible adults must supervise the use of any equipment which is issued and ensure its safe return. The Hirer is liable for any damage, loss or theft of school equipment they are using, and for the equipment's safe and appropriate use.

11.0 Electrical Equipment

- 11.1 Any electrical equipment brought by the Hirer onto the school site MUST comply with the LA code of practice for portable electrical appliance equipment. Equipment must either have a certificate of safety from a qualified electrical engineer or be inspected by a certified electrician. The intention to use any electrical equipment must be notified on the application.

12.0 Car Parking Facilities

- 12.1 There are 3 spaces just in front of the main entrance to the school, which include one space for disabled users. These may be used by the lettings organisers but no other parking is available for hirers on the school site. Plenty of off-street parking is available in the immediate area.

13.0 Toilet Facilities

- 13.1 Access to the school's toilet facilities is included as part of the hire arrangements.

14.0 First Aid Facilities

- 14.1 There is no legal requirement for the school to provide first aid facilities for the Hirer. It is the Hirer's responsibility to make their own arrangements, such as the provision of first aid training for supervising personnel, and the provision of a first aid kit, particularly in the case of sports lettings. Use of the schools resources is not available.

15.0 Food and Drink

- 15.1 No food or drink may be prepared or consumed on the property without the direct permission of the Governing Board, in line with current food hygiene regulations. All litter must be placed in the bins provided.

16.0 Intoxicating Liquor

- 16.1 No intoxicants shall be brought on to or consumed on the premises.

17.0 Smoking

- 17.1 The whole of the school premises is a non-smoking area, and **smoking is not permitted.**

18.0 Heels and Shoes

- 18.1 No stiletto or any type of thin heel is to be worn. If activities involve outdoor use, participants should ensure footwear is cleaned before re-entering the premises.

19.0 Copyright or Performing Rights

- 19.1 The Hirer shall not, during the occupancy of the premises, infringe any subsisting copyright or performing right, and shall indemnify St Johns against all sums of money which the school may have to pay by reason of an infringement of copyright or performing right occurring during the period of hire covered by this agreement.

20.0 Sub-letting

- 20.1 The Hirer shall not sub-let the premises to another person.

21.0 Charges

- 21.1 Hire charges are reviewed annually and the current charge is set out in the Hire Agreement.

22.0 Variation of Scales of Charges and Cancellations

- 22.1 The Hirer acknowledges that the charges given may be increased from time to time (they will be reviewed by the Governing Board on an annual basis) and that the letting may be cancelled, provided that in each circumstance at least 28 days notice either way is given. It is the Hirer's responsibility to notify parents in writing (where appropriate) of any changes in dates or venues at least a week in advance.

23.0 Security

- 23.1 The Governors will hire and pay for a person – normally the school Site Manager- to be responsible for the security of the premises before, during and after the hire, and for the cleaning of the premises after its use. This cost will be included in the charge for the letting. If no suitable person can be employed, then the letting will not be allowed or will be cancelled. Only named key holders may operate the security system. Keys should not be passed to any other person without direct permission of the Governing Board of the school.

24.0 Right of Access

- 24.1 The Governing Board reserves the right of access to the premises during any letting. The Headteacher or members of the Governing Board from the Finance & Premises Committee may monitor activities from time to time.

25.0 Conclusion of the Letting

- 25.1 The Hirer shall, at the end of the hire period, leave the accommodation in a reasonably tidy condition, all equipment being returned to the correct place of storage. If this condition is not adhered to, an additional cost may be charged.

26.0 Vacation of Premises

- 26.1 The Hirer shall ensure that the premises are vacated promptly at the end of the letting. The Hirer is responsible for supervising any children taking part in an activity until they are collected by a responsible adult. In the event of an emergency, usually signalled by the ringing of the fire alarm, all occupants must leave the school by the nearest exit and assemble on the school playground just in front of, and facing, the trees. The Hirer must have immediate access to participants' emergency contact details, and may use the telephone in the school office in the event of an emergency. Hirers are responsible for familiarising themselves with emergency exits and must ensure that participants are aware of evacuation procedures.
- 26.2 Hirers are encouraged to discuss emergency evacuation procedures with the school Site Manager before finalising them, and should give a copy of the final procedures to the school.

27.1 Promotional Literature/Newsletters

- 27.2 A draft copy of any information to be distributed to participants or through the school must be sanctioned by the Headteacher a week prior to distribution by the Hirer.

28.0 Complaints

- 28.1 If any damage or breakage occurs during the letting, the hirer should notify the Site Manager on duty immediately. Any other concerns should be addressed in the first instance to the Site Manager on duty at the time of the letting to allow an immediate response. If the complaint is not satisfactorily resolved, the complaint should be made in writing to the Headteacher of the school.

29.0 Cancellation

- 29.1 The hirer shall give the school five working days' notice of any cancellation and will not be liable for a charge for the letting unless less than five days' notice is given. Similarly the school will give the hirer at least five working days' notice if it has to cancel the letting. A full refund will be given to the hirer if the school cancels the letting.

30.0 Dates

Dates during the year when the Hall will be unavailable due to school use or closure will be issued at the beginning of the school year in September. These dates may be subject to change, but prior notice will always be given if the premises become unavailable due to unforeseen circumstances.

SCHOOL LETTING - INITIAL REQUEST FORM

Name of Applicant: _____

Address: _____

Telephone Number: _____

Name of Organisation _____

Activity of Organisation: _____

Details of Premises Requested (Hall, Playground, etc): _____

Day of Week Requested: _____

First choice: Second choice: Third choice:

Start Time:

Finish Time:
(please allow time for your preparation and clearing up)

Dates Required: _____

Use of School Equipment (please specify your request):

Details of any Electrical Equipment to be brought:

Maximum Number of Participants:

Age Range of Participants:

Number of Supervising Adults:

Relevant Qualifications of Supervising Adults:

Where applicable have List 99 and/or DBS checks been carried out?

When? _____

By Whom? _____

St. Johns C of E School

127 Stanmore Hill, Stanmore HA7 3FD

The Hirer confirms that adequate and appropriate insurance cover is in place for the activity to be carried out (see Terms and Conditions for further details).

The Hirer confirms that arrangements are in place with reference to First Aid (see Terms and Conditions for further details).

The Hirer undertakes to comply with the regulations regarding the use of own electrical equipment (see Terms and Conditions for further details).

Any other relevant information:

I confirm that I am over 18 years of age, and that the information provided on this form is correct.

Signed: Date:

HIRE AGREEMENT

1. The Governing Board of St. John's C of E School, 127 Stanmore Hill, Stanmore HA7 3FD

2. The Hirer: _____

Address: _____

Telephone : _____

3. Areas of the School to be Used: _____

4. Specific Nature of Use: _____

5. Maximum Attendance: _____

6. Details of any School Equipment to be Used: _____

7. Date(s) of Hire: _____

8. Period(s) of Hire: _____

9. Fee (specify per hour or per session): £

10. The Governing Board agree to hire the premises to the Hirer on the date(s) and for the period(s) mentioned above, upon payment of the fee specified.

11. The Hirer accepts all the conditions of hire as set out in the attached Terms and Conditions document.

12. The Hirer's attention is specifically drawn to the indemnities contained in the hire conditions, and the need to obtain suitable insurance cover for any loss, damage or injury.

Signatures: _____
(The Hirer)

(On behalf of the Governing Board)

Scale of Charges
September 2020 – 31st March 2022

Charges relate to each hour of occupation. A further hour will be charged for half an hour prior to the letting start time and half an hour after the finish time to allow the Site Manager to open the school and ensure its security at the end of the letting.

Lettings between 8am and 5pm in school holidays:

Hall	£60
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Playground / field	£50
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Lettings between 6.30pm and 9.30pm Monday to Friday:

Hall	£60
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Playground / field (Summer months only)	£50
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Lettings on a Saturday

Hall	£75
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Playground / field	£60
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There are no Lettings on a Sunday

School Lettings Supervisor at St. John's C of E School.

Job Purpose

Under the direction of the Headteacher or nominated supervisor, the Lettings Supervisor (usually the school caretaker), is responsible for the safety and security of the school premises, contents and site users.

Main Duties and responsibilities

1 Good order and maintenance in the school premises

- Ensure that the school is open and closed at the designated time and ensure that the facilities are prepared for the site users
- Ensure that at the end of the letting, the school is prepared for the next site users

2 Safety and security of the school premises and its contents

- Ensure the safety of the site and people on it at all times
- Ensure that the buildings are clear of site users at the end of the letting period
- Ensure that the buildings are secured after its use, both internally and externally. This includes checking that all valuable equipment is in an alarmed area.

3 General duties

- To arrange cover with the Headteacher when on annual / sick leave
- To assist public relations by responding to site visitors and users in a friendly and helpful manner
- To be a visible presence when on duty to ensure user safety
- To assist in the maintenance of good order by ensuring site users behave responsibly in school and develop appropriate relationships with site users
- To undertake such other duties during the letting as may be required by the Headteacher or designated nominee
- To read, understand and adhere to the school's and council's rules and policies relating to equality, health and safety including emergency evacuation procedures, child protection and dealing with pupils, staff, parents and site users