

LETTINGS POLICY

Introduction

The governing board of Pippins School regards the school buildings and grounds as a community asset and will make every effort to enable them to be available for offering extended services including community use. The governing board welcomes the opportunity to work with partner organisations in extending the range of opportunities to help children and young people achieve their full potential by engaging with services meeting the wider needs of children, young people, families and the local community. Links with the community help the school to raise pupils' motivation, expectations and achievement, which lead to higher standards and improved behaviour. Support from parents and local community organisations can be a crucial factor in improving pupils' attainment and combating social exclusion.

Pippins School considers itself to be the place that can provide the local community with sports and other facilities. Using the school as a centre for adult learning, childcare facilities and for meetings helps regenerate and strengthen our community. Pippins School will support community learning and improving health schemes.

Increased use of school premises leads to improved security for the school site and reductions in vandalism and graffiti in the surrounding area. Links with the community reinforce the fact that all education relates to the wider community and the world of work and professional practice.

Objectives and targets

The governing board acknowledges that extended services, including community services, support and complement the main teaching and learning activity within the school and contribute towards raising standards. However, the school is constrained, by its nature of being a school, in responding to certain lettings requests.

Action plan

Letting requests which will normally be acceptable include (in order of priority):

- Out-of-school child care such as:
 - Homework clubs and study support.
 - Sport (at least two hours per week beyond the school day for those who want it).
 - Music tuition.
 - Dance and drama.
 - Arts and crafts.
 - Special interest clubs and first aid courses.
 - Learning a foreign language.
 - Volunteering.
 - Business and enterprise activities.

- Before and after school clubs.
- Referral to a range of specialist support services such as:
 - Speech therapy.
 - Child and adolescent mental health services.
 - Family support services.
 - Intensive behaviour support.
 - Sexual health services (for young people).
- Adult education such as:
 - Information sessions for parents at key transition points.
 - Parenting programmes run with the support of other children's services.
 - Family-learning sessions to allow children to learn with their parents.
- Youth groups (scouts, air cadet corps, etc).
- Church groups for services.
- Wedding receptions.
- Sports clubs (tennis, badminton, squash, swimming, etc).
- Outside conferences, courses and training events.

A charge, agreed by the governing board, on the recommendation of the finance committee, will be levied to meet the additional costs incurred by the school in respect of any lettings of the premises. As a minimum, the *actual* cost to the school of any use of the premises must be reimbursed to the school's budget where those activities are not directly aimed at raising pupil attainment and achievement. Charges will be reviewed annually in the spring term.

Chargeable costs include:

- Services (heating and lighting).
- Staffing (additional security, caretaking and cleaning) – including 'on-costs'.
- Administration.
- Wear and tear.
- Insurance.
- Use of school equipment (if applicable).
- Profit element (if appropriate). The school can cross-subsidise lettings for community and private use with income from other lettings, provided there is no net cost to the school's

budget share. The governing board, on the recommendation of the finance committee, approves letting rates. Free use and charges below economic cost are not allowed.

- VAT where appropriate.

The school places each letting on a formal basis by ensuring that the potential hirer visits the school in advance wherever requested to do so for advice on the responsibilities they will need to be aware of. The 'Application for hire of school premises' form and the 'Agreement for indemnity' are completed by the hirer – see appendix 1 and appendix 2.

Hirers are given a 'hirer's pack' including:

- The terms and conditions of hire.
- The no smoking policy of the school.
- The site security policy of the school.
- Who they must contact and where to seek assistance in an emergency.
- Their responsibilities relating to health and safety risks which may be involved in their activities.
- Their need to undertake a risk assessment and explain how any risks will be controlled.
- Their need to ensure that their activities are covered by their own insurance cover including:
 - Public liability insurance where necessary.
 - Professional indemnity insurance where necessary.
- Their need to ensure that public entertainment and other licences are in place where necessary.
- The conditions under which stage lighting and equipment may be used.
- Their need to prove that any electrical equipment provided has proof of having passed a recent portable appliance test (PAT).
- Their need to ensure that use of the school playing fields will not prejudice their use for normal purposes and no vehicles will be taken onto the playing fields.
- Their need to submit to the school a signed copy of their current child protection policy.
- The school's complaints procedure.

Internal procedures undertaken by the school ensure that:

- Relevant insurance is in place for each letting.
- There is no discriminatory procedure in letting out the school premises but the list of priorities in hiring out the premises is adhered to.

- All hiring of school equipment and facilities is recorded on the letting planner kept by the school caretaker and in a lettings diary by the finance office.
- The lettings diary and the letting planner are reviewed by the school business manager on a monthly basis. Periodic audits will be undertaken under the school's anti-fraud procedures to ensure that:
 - All lettings have been invoiced and income received.
 - All overtime claims are authorised and reflect overtime worked.
- The finance office generates sales invoices from the computer.
- All monies are received at the end of each term.
- One member of the finance office collects the income and banks all receipts intact. Income from lettings will be paid into the school's delegated budget account, not into voluntary or private funds held by the school.

Monitoring and evaluation

The policy will be monitored regularly by feedback from those to whom lettings are offered (or declined) and the 'Application for hire of school premises' form will be evaluated and modified periodically as necessary.

APPENDIX 1

Pippins School
Application for hire of school premises

Applicant's name	
Applicant's address	
Contact email address	
Contact telephone number:	
Organisation name	

Details of your public liability insurance (if applicable)

Renewal date	
Policy no	

Date facility required			
Purpose			
Start time		Finish time	
Time accessing the site		Time leaving site	

I declare that to the best of my knowledge the above information is correct.	
Signature of applicant	
Date	
School/ organisation	

APPENDIX 2

Agreement for indemnity

<p>This agreement for indemnity is made on (date)</p> <p>Between (hereinafter called the 'hirer') of the one part</p> <p>and</p> <p>the governors of Pippins School (hereinafter called the 'school') of the other part.</p>			
<p>School:</p> <p>Address:</p>			
Telephone:		Email:	

Whereas

- At the request of the hirer, the school has agreed to hire to the hirer part of the school premises namely the **insert reference to which part of the school is being hired eg the school hall** for an activity organised or conducted by the hirer or the hirer's representative(s).
- The hirer has agreed to indemnify the school as hereinafter appearing.

Now it is hereby agreed by the hirer

- That s/he and his/her representative(s) will keep the school fully indemnified from and against any loss which the school may suffer as a result of a claim of any third party entering the school premises for whatever purpose connected and/or associated with the activity organised or conducted by the hirer, and howsoever such claims arise.
- That if and insofar as claims are made against the school, the hirer will meet the cost of all such claims by the provision of adequate insurance, proof of which will be provided/evidenced to the school before obtaining access to the premises.

Conditions of hire

- A child protection policy must be submitted to the school where a letting involves working with children or young people.
- Acceptance of the letting is conditional upon the agreement to accept all letting terms and conditions and to take all responsible steps not to infringe the law.
- The scale of fees for lettings shall be determined by the governors of the school, taking into account the cost of providing the letting, including energy costs, the cost of equipment being

- used, and the purpose for which the premises has been let. The charge for accommodation includes the use of furniture only within the room. In the event of the hirer requiring additional furniture, a separate charge will be made according to circumstance. Free use and charges below economic cost are not permitted.
- All fees are to be paid in advance. Cheques should be made payable to Pippins School. The governors of the school reserve the right to cancel any booking.
- In the event of loss or damage occurring as a result of any negligence, carelessness or recklessness on the part of the organiser of the letting or the group on whose behalf the letting has been made, or where the school has good/reasonable grounds for presuming that the damage occurred at this time and was not reported, the school reserves the right to make a charge to cover the costs of repairing the damage or making good the loss from the organiser or group.
- The wearing of footwear likely to cause damage to floors is forbidden. Persons found wearing such footwear will not be permitted to enter the premises and may be liable for any cost the school incurs in repairing any floor damage.
- The hirer is responsible for all damage to school buildings and/or any property thereon or attached thereto occurring during the period of hiring or while persons are entering or leaving such property, where such persons causing the damage are present with the approval of the hirer or a person or persons linked to the hirer's organisation.
- At the expiration of the hiring, the hirer shall leave the building in a clean and orderly state. All the property of the hirer and the hirer's agents must be removed at the end of the hiring unless special arrangements are made. The school accepts no responsibility whatsoever for any property left by the hirer or their representatives on the premises.
- The hirer has read the conditions of hiring annexed hereto and hereby indemnifies the school against any breach of the same during the period of hire.

Signed by the hirer	
In the presence of:	
Address of witness:	
Date:	
Signed on behalf of the school:	
Position within the school/job title	
Date:	

The governors of the school shall not be responsible for the loss or damage to any property whatsoever or death or injury to any person whatsoever. Hirers may wish to provide their own insurance against their liability towards the public and their own employees in this respect.

Representatives of the school governors shall at all times have free access to the premises for the purpose of inspection.

Further notes

Cigarettes and alcohol

The entire area of the school is designated as a non-smoking site.

The school has no alcohol licence. Intoxicating liquor shall not be sold or supplied on the premises without the express consent of the governors and the obtaining by the hirer of a 'temporary event notice (TEN)' or a 'full premises licence' (more than 500 people expected).

Public entertainment licences

Licences are generally required for:

- Performing plays.
- Public dancing, music, film shows or other public entertainment of a like kind.
- Games of bingo.

Hirers must ascertain from the local council whether or not a licence is required for these uses, or for any other use to which the premises are to be put, and if so, to obtain and ensure full compliance with the necessary licence. (Enquiries should be made of the local council regarding car boot sales on the school premises – there are also VAT implications on car boot sales.)

Hirers who are playing recorded music to the public, through radio, TV or other devices, usually need a music licence to do so lawfully. The music licence is available from PPL PRS Ltd, telephone 0800 0720 808.

Delivery of items

On days when school is in session, articles such as pianos, tables, flowers, etc may not be delivered at the school before 4.30pm on the day of use, unless arrangements for earlier delivery are made with the site manager. Within a reasonable time after the hire, the hirer shall proceed to remove all chairs or other furniture, decorations and other materials introduced onto the premises.

Stage lighting and equipment

The switchboard and equipment may be operated only by competent persons approved by the school. The school technician is normally available, by arrangement with the site manager. An additional charge is made for this service.

The hirer must, by arrangement with the site manager, visit the establishment on the first day of hiring in order that a 'hand over' may be made to ensure that the equipment to be used is in satisfactory working order. A similar 'hand over' is to take place at the end of the letting.

Adapting school premises

Special preparations, such as those required for the purpose of dancing, must not be applied to the floors without specific approval from the site manager.

School playing fields

The hirer must ensure that the use of the playing field will not prejudice its use for normal purposes. Full supervision by a responsible adult must be undertaken while the field is being used. Motor vehicles must not be taken onto the school playing field.

Health and safety

There is joint responsibility on the school and the hirer to ensure that health and safety requirements are understood and provision made to ensure that such requirements are maintained.

The hirer must notify the school of any risks that may be involved in their activity and provide a written statement as to how those risks will be controlled.