

BREDHURST CHURCH OF ENGLAND (VC) PRIMARY SCHOOL

LETTINGS POLICY

January 2025

(Review Date: January 2027)



BREDHURST VISION

To learn and grow through the guidance and love of God

OUR MISSION STATEMENT

At Bredhurst CE Primary we value diversity and promote equality of opportunity for all.

Religious education should enable every child to flourish and live life in all its fullness. (John 10:10)

It will help educate for dignity and respect, encouraging all to live well together.

OUR VISION

Our Vision is inspired by Matthew 13 : 31-32, The Parable of the Mustard Seed

Jesus said, "What shall we say the kingdom of God is like, or what parable shall we use to describe it? 31 - It is like a mustard seed, which is the smallest of all seeds on earth. 32 - Yet when planted, it grows and becomes the largest of all garden plants, with such big branches that the birds can perch in its shade."

The theology behind this parable is embedded across all our learning

OUR ETHOS

At Bredhurst, we aim to be proactive in helping each child to achieve the key elements to well-being in childhood and later life. These are:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic well being

OUR CORE VALUES

The 'Spirit of Bredhurst' encompasses our core Christian values

- **S**elf control
- **P**erseverance
- **I**nclusion
- **R**espect
- **I**nspiration
- **T**rust

These are displayed in each classroom, the entrance, the hall and the playground and are referred to regularly in Worship and in class lessons.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

LETTINGS POLICY

INTRODUCTION

Bredhurst C.E. Primary is a school that prides itself on the links it has with the community it serves. To this end the school allows the hire of the school hall to enable members of the village and the wider community to enjoy more activities and opportunities.

STATUS OF THE HIRER

Bredhurst school hall is available for hire for various approved activities that do not contravene the ethos of a small, community based Church school.

Lettings will not be made to persons under the age of 18, or to any organisation or group with an unlawful or extremist background.

School premises must not be let for political use, the only exception to this is as a polling station.

When FOBS (Friends of Bredhurst School), local community or a charity require a let, the facilities will be free or a very minimal cost to cover expenses such as water and electricity.

PERIOD OF LETTINGS

The school hall is available for single bookings for children's parties, or regular lets for sport or exercise classes. The sports field and outdoor swimming pool are available for longer term lets only. In the case of a longer term or regular letting, the forms that are used for short term lets can be used and the school will issue an individual contract stating the period and timing of the longer letting. The hirer must still abide by all the rules stated.

INCLUSION

To ensure that no party is excluded from any activity taking place on the school premises, all hirers are required to complete a form declaring their intent to ensure an inclusive approach.

RISK ASSESSMENT

The hirer is responsible for carrying out a risk assessment for the activity they are hiring the school premises for. The risk assessment will not be the school's responsibility to complete.

SAFEGUARDING

The school will seek assurance that the hirer has appropriate safeguarding and child protection policies and procedures in place (including inspecting these as needed); and ensure that there are arrangements in place for the hirer to liaise with the school on these matters where appropriate. This applies regardless of whether or not the children who attend any of these services or activities are children on the school roll. The school should also ensure safeguarding requirements are included in any transfer of control agreement (i.e. lease or hire agreement), as a condition of use and occupation of the premises; and that failure to comply with this would lead to termination of the agreement.

COMPLAINTS POLICY

Any company hiring: the school, hall, grounds or swimming pool are required to have their own complaints policy which will be adhered to should a complaint be made. Any complaint will go through the company's own procedure as outlined in their complaint policy and not the school's complaint policy.

SCHOOL HALL

SCHOOL HALL – GENERAL INFORMATION

The school hall measures approximately 12m x 12m and is suitable for hire for children's parties and exercise classes or community meetings. There are tables, chairs and benches available for use. Blackout blinds are fitted to the doors and windows for use during parties.

SCHOOL HALL – TERMS OF BOOKING

- The hourly hire charge is £25 (minimum hire of 2 hours).
- The hall is only available for hire at the weekend
- The Maximum capacity of the school hall is: seated 144 persons / standing 480 persons / Party or Disco 288 persons.
- The school can only be locked and unlocked by our Caretaker or an approved person. The school hall will only be let if a member of school staff i.e. the Caretaker or an approved person is available on the date required.
- For one off bookings, full payment for the hire must be made no later than five working days in advance of the booking date. Failure to meet this deadline may result in the booking being cancelled. At the same time as full payment, a security deposit cheque of £100 (payable to Bredhurst School) must be submitted to the school. This cheque will be returned once the manner in which the buildings have been left has been assessed.
- Bookings for long term or regular use will be invoiced termly.
- Preferred payment method is BACS – Account: 83297758 Sort Code: 60-60-08. All cheques must be made payable to **KCC**.
- To book the school hall, all hirers must complete the application form in Appendix B.
- Once the hall booking has been accepted by the school, all hirers must sign the hire agreement form (Appendix C) acknowledging compliance with the school's rules on lettings and number of hours required.
- In the rare event where deemed necessary, Bredhurst C. E. Primary reserves the right to terminate a hall booking with a minimum of 48 hours' notice. In such circumstances, a full refund will be given to the hirer.
- All hirers must give five working days' notice of termination of hire if required, in which case the school will charge a cancellation fee of a quarter the total fees due. If less than five days' notice is given, the whole of the fees may be charged by the school.

SCHOOL HALL – SPECIFIC CONDITIONS OF BOOKING

- No smoking inside or outside (including the school grounds) the school buildings.
- No alcohol may be consumed on the premises.
- All classrooms are locked and unavailable.
- Please ensure exits are kept clear in case of fire.
- Access to the kitchen must be requested in advance. If permission for kitchen use is given, the dishwasher must not be used. All crockery and cutlery must be washed, dried and returned to where it was found after use. All kitchen work surfaces must be wiped clean and the kitchen bin emptied.
- No other areas of the school are to be used unless agreed by the Headteacher.
- The school indoor climbing apparatus must not be used and the piano must not be touched.
- Please respect wall displays in both the corridors and main hall. Any damage found to wall displays will be assessed, costed and deducted from the deposit. walls and their possessions hanging on their coat pegs by not touching.
- Hirers are responsible for the provision of and the administration of their own First Aid and First Aid resources.
- Hirers must provide their own P.A./music system as the school P.A. system must not be touched.
- All toilets can be used but must be left in a clean state.
- All spills on the floors must be dealt with immediately. Liquid on the hall floor could cause serious damage.
- Tables and chairs can be used but must be wiped and and stacked safely in the equipment cupboard in the position they were found at the end of the booking.
- The hall floor must be swept clean and waste disposed of at the end of the booking.
- Toilets to be checked as clean and all toilet windows closed at the end of the booking.
- All windows in the school hall must be closed at the end of the booking.
- Check other doors that have been used are closed and locked before leaving the premises.
- Make sure all lights are switched off (including toilets) before leaving the premises.
- Rubbish must be bagged and left outside the side door when leaving the premises.
- Commercial hirers must have their own insurance of at least £5,000,000 to be seen & copied by the school. For non-commercial hirers, KCC insurance will be applied at 3.15% of the hire charge unless own insurance is seen and copied by the school.
- Hirers must leave the school hall in a clean state suitable for the pupils to use. Any damages, security breaches, or extra necessary cleaning required after the hire may result in the security deposit cheque not being returned to the hirer.
- For full conditions of letting the school premises, please read Appendix E.

PLAYING FIELD (INCLUDING BACK PLAYGROUND)

PLAYING FIELD – GENERAL INFORMATION

The school playing field measures approximately 57m x 45m. There is a football goal post at both ends of the field. During the hire season, the field will be marked out as a football pitch. There is a small tarmac playground adjacent to the pitch which has benches for spectators to use.

PLAYING FIELD – TERMS OF BOOKING

- The school field (including back playground) is available for hire. Prices vary according to activity and duration. Please contact the school for further details of costings.
- The school field is only available for hire for longer term regular summer use such as football matches and training. In these cases, a fixed term contract will be issued from the school office.
- The school field can only be locked and unlocked by our Caretaker or an approved person. The school field will only be let if a member of school staff i.e. the Caretaker or an approved person is available on the date required.
- The field hire rate will be discussed and agreed at the time of booking. At the time of booking, a security deposit cheque of £100 (payable to Bredhurst School) must be submitted to the school. This cheque will be returned once the manner in which the school field has been left has been assessed.
- Hirers of the school field, must complete the application form in Appendix B.
- Once the booking has been accepted by the school, hirers of the school field must sign the hire agreement form (Appendix C) acknowledging compliance with the school's rules on lettings and number of hours required.
- The school reserves the right mid-contract, to give two weeks' notice of termination of contract. Similarly, the hirer must give at least two weeks' notice of termination mid-contract. Otherwise all contracts will be expire termly. When regular weekly/monthly bookings have been made, cancellation will result in a negotiated fee according to the opportunities available for re-letting the facility.

PLAYING FIELD – SPECIFIC CONDITIONS OF BOOKING

- The school buildings will be unavailable to field hirers.
- No smoking is permitted within the school grounds.
- No alcohol may be consumed within the school grounds.
- Hirers are responsible for the provision of and the administration of their own First Aid and First Aid resources.
- All litter must be put in the litter bins provided.
- The school playground equipment and outdoor toys must not be used by hirers of the school field.
- Commercial hirers must have their own insurance of at least £5,000,000 to be seen & copied by the school. For non-commercial hirers, KCC insurance will be applied at 3.15% of the hire charge unless own insurance is seen and copied by the school.

- Hirers must leave the school field in a satisfactory state suitable for the pupils to use. Any damages or extra necessary cleaning required after the hire will result in the security deposit cheque not being returned to the hirer.
- For full conditions of letting the school premises, please read Appendix E.

OUTDOOR HEATED SWIMMING POOL

SWIMMING POOL – GENERAL INFORMATION

The outdoor, heated swimming pool measures 7.3metres x 5.1metres. The pool depth is 95cm The pool is raised from the ground, with steps from ground level to enter the pool. There is no means of entry to the pool for anyone with special access requirements. There are male and female changing rooms adjacent to the poolside. Access to toilet facilities is available but there are no shower facilities.

SWIMMING POOL – TERMS OF BOOKING

- The charge to hire the swimming pool is £30.00 per hour.
- The capacity of the swimming pool is 12.
- The swimming pool can be hired out during the holidays and school time (including after school) between April and October.
- The swimming pool is available for hire for approved activities by swim schools and other primary schools which t do not contravene the ethos of a small, community based church school. *(The swimming pool cannot be hired out to parents.)*
- The school swimming pool is only available for hire for longer term, regular summer use, such as swimming classes. In these cases, a fixed term contract will be issued from the school office.
- A security deposit of £100 must accompany the booking form which will be returned once the pool and changing facilities have been assessed.
- All hirers will receive an invoice for the cost of the hours within seven days of hiring. Long term 'regular users' will be invoiced termly.
- All cheques must be payable to Bredhurst CEP School or payment made be made by BACS to sort code 60-60-08 and account number 83297758.
- In the rare event Bredhurst Primary school reserves the right to terminate a pool booking with a minimum of 48hours notice. However, if upon completion of the daily chemical checks the pool is deemed unsafe then the booking for that day will be terminated immediately.
- To book the swimming pool, all hirers must complete the application form in Appendix D.
- Once the swimming pool booking has been accepted by the school, all hirers must sign the hire agreement form (Appendix C) acknowledging compliance with the school's rules on lettings and number of hours required.
- All hirers must give seven days' notice of termination of hire or regular users two weeks.

SWIMMING POOL – SPECIFIC CONDITIONS OF BOOKING

- The pool will be checked regularly to ensure it is at a good standard. However all hirers must carry out a risk assessment and if the water quality looks cloudy (poor) or there is a strong smell of chemicals then swimming should be cancelled until checked by the caretaker or a trained member of the school staff.
- The swimming pool can only be locked and unlocked by the caretaker or the approved leader of the swimming club.
- There must always be two adults present during swimming sessions and one of those must hold the correct qualifications. (please see the NOP)
- The hirer should read all the relevant documentation, risk assessment, NOP and EAP.
- Hirers are responsible for the provision of and the administration of their own First Aid and First Aid resources.
- Hirers must not use the school's swimming equipment (floats, woggles, swim toys etc.) without prior permission from the school.
- To maintain a constant pool temperature, hirers must carefully use the handle winding mechanism to remove and replace the pool cover, at the beginning and end of each session.
- Changing rooms must be checked as clean and doors shut at the end of each session.
- Any litter found around the swimming pool area or in the changing rooms, must be placed in the rubbish bin at the end of each session.
- The door to the pool boiler room must be shut and locked at the end of each session.
- The entrance gate to the swimming pool must be shut and padlocked at the end of each session.
- Commercial hirers must have their own insurance of at least £5,000,000 to be seen & copied by the school. For non-commercial hirers, KCC insurance will be applied at 3.15% of the hire charge unless own insurance is seen and copied by the school.
- Hirers must leave the swimming pool and changing rooms in a clean state suitable for the pupils to use. Any damages or extra necessary cleaning required after the hire will result in the security deposit cheque not being returned to the hirer.
- For full conditions of letting the school premises, please read Appendix E.

REVIEW

This policy will be reviewed in response to any changes in legislation or otherwise bi-annually.

BREDHURST CE PRIMARY SCHOOL -LETTINGS PAYMENTS**RECORD OF APPROVAL FOR ENHANCED PAYMENTS****JUSTIFICATION FOR PAYMENT**

The application for an enhanced payment must be fully supported and evidenced by completing the following:-

1. GROUPS OF STAFF AFFECTED

Schools hire out their premises for a variety of reasons, for example Cubs meetings, and consequently need to pay the individual who opens and supervises the premises during the time of the hire to undertake these duties. The cost of hiring the premises contains an element to cover the cost of the Lettings payments.

Describe the job or group of jobs for which payment is proposed, include:

- **Caretaker** - To open and secure the school.
- To undertake any cleaning necessary to make the school fit for purpose for the next school day

Salary Range: KR3

Indicate Directorate: **ELS - Schools**

2. OTHER POSSIBLE ACTIONS

What other initiatives or measures have been explored / exhausted to address issues of service delivery? e.g. changes to organisational / working arrangements.

It is not possible to vary the working arrangements because the premises staff have to be available at the time that hall/premises are hired by the external group.

The hiring of premises brings in revenue to schools and supports local community groups.

3. EVIDENCE FOR PAYMENTS TO BE MADE

What evidence is there of pay-related issues affecting service delivery? Eg:

High turnover rates in the particular occupational group

Impact on service delivery

Market analysis undertaken to assess wider job market undertaken with evidence of payments made by competing employers

It would be difficult to get staff to undertake these duties if no enhancement were paid. The hours are in addition to their normal working duties and usually involve working at weekends and/or unsocial hours.

This is the most cost effective and appropriate process for managing the resources for these activities.

4. OUTCOMES

What evidence is there to show that enhanced payments would be effective?

The evidence is reflected in the stability of this role and the ability to guarantee that there are staff to cover these activities.

5. WIDER IMPACT

What will the impact of the enhanced payment be on other staff inside and outside of the particular function? Are any other parts of the Directorate/organisation likely to be affected? How are any potential issues going to be resolved, including the potential of equal pay challenge?

Historically the manual grade workers (caretakers, cleaners, and cleaners in charge) have received enhanced payments for undertaking Lettings. The proposals made are in line with other services in KCC but Lettings payments are unique to schools.

6. PROPOSED ENHANCEMENTS

Please indicate the proposed rate below:

active time = Plain time for part time staff until 37 hrs are worked(Monday to Sunday)

Once completed a copy of this form should be placed on each staff member's file who is to receive enhanced payments. The school needs to ensure that the payroll provider is making payments correctly in accordance with the agreed enhancements.

**APPLICATION FORM** (for hire of School Premises/Site)

This form to be completed by the applicant and submitted to the Headteacher

Name of Applicant:		Organisation: (if applicable)	
Applicants Address: (including Post Code)		Telephone No:	
		Mobile No.	
		email address:	
Area of the School you wish to Hire: (please tick) School Hall <input type="checkbox"/> Playing Field <input type="checkbox"/>			
For a one off Hire please complete the section below		For a Regular Hire please complete the section below	
Purpose of Booking:		Booking Start Date:	Booking End Date:
Date Required:			
Time Required: (including set up & clear up)		Will the booking continue through school holidays? YES / NO (delete as applicable)	
Please note, the School Hall has a maximum persons capacity as follows: Seated = 144 Standing = 480 Disco or Party = 288 The maximum capacity must not be exceeded.		Days Required:	Times Required:
		Purpose /Activity:	
		Total no. of Sessions Required:	Total no. of Hours of Hire Required:
How many people will be attending?	Will they be seated or standing?	Is heating required? (for school hall bookings only)	Is the kitchen required? (for school hall bookings only)
Furniture and Equipment Requirements:		Caretaking Requirements (opening, closing, for duration etc.)	
Risk assessment will be provided for activities listed / Risk assessment not required (delete as applicable)		Insurance certificate available / unavailable * (delete as applicable)	

***Commercial hirers must have their own insurance** of at least £5,000,000 to be seen & copied by the school. For non-commercial hirers, KCC insurance will be applied at 3.15% of the hire charge unless own insurance seen & a copy attached

DBS required YES / NO (delete as applicable)	Signed:	Dated:
I agree to the terms and conditions of hire as stated in the school's Letting Policy	Signed:	Dated:

For office use only:	Date
Application Approved / Refused (delete as applicable)	
Hire Agreement Letter, Hire Agreement Form & Conditions of Use sent together	
Risk Assessment acceptable / Not required	
Insurance Seen / KCC Insurance included (delete as applicable)	
Safeguarding and child protection policies and procedures in place	
DBS Seen	
Hire Agreement Form signed & returned	
Invoice(s) Issued	
Invoice Number(s)	
Payment(s) Received	



Bredhurst Church of England Primary School
SCHOOL PREMISES HIRE AGREEMENT FORM

This form to be completed by the Headteacher and returned to the applicant

HIRE
AGREEMENT No:

Name of Hirer:

Further to your application I am pleased to offer the following facilities:

Accommodation/ Furniture/Equipment	
Use to be made of facilities	
Date(s) & Time(s)	
Charge	
Insurance arrangements	
Caretaking arrangements	
Risk Assessment required	Yes / Not required (delete as appropriate)
Headteacher's Signature:	Date:
Your use of the school facilities is subject to your agreeing to the Conditions of Use as attached. Subject to your agreement would you please sign and return the form as soon as possible	

To: Headteacher		HIRE AGREEMENT No:
Bredhurst Church of England Primary School		
<i>I am satisfied with the details shown above and in the letter and confirm that we accept the <u>Conditions of Use</u>. We have the appropriate insurance cover / require KCC Insurance cover (delete as appropriate)</i>		
Name:		
Organisation:		
Address:		
Risk Assessment: (if required)	Attached / Not required (delete as appropriate)	
Signature:	Date:	



Bredhurst Church of England Primary School SWIMMING POOL HIRE AGREEMENT FORM

Name of Hirer / Group Leader:				
Hirer / Group Leader Swim Qualification:				
Company / School Name:				
Address:		Contact Telephone No's:		
		email Address:		
Booking Start Date:		Booking End Date:		
Days Required:	Times Required:	Group Age Range:	Level of Ability: (beginners, intermediate, advanced)	Class Capacity (Maximum 12)

Please note there must be at least TWO adults on poolside at any time. One of these must hold a lifeguard qualification (NPLQ or RLSS National Rescue Award for Swimming Teachers and Coaches (NRASTC))

Name of Lifeguard:	Qualification of Lifeguard:	Names of additional Pool Supervisors:

Your use of the school facilities is subject to your agreeing to the Conditions of Use as attached.

Insurance Certificates - I have photocopied and attached	<u>Print name</u> <u>Sign</u> <u>Date</u>
Swim Teacher & Lifeguard Qualification Certificates – I have photocopied and attached	<u>Print name</u> <u>Sign</u> <u>Date</u>
NOP and EAP - I have read and understood	<u>Print name</u> <u>Sign</u> <u>Date</u>
Emergency Plan - I have read and understood	<u>Print name</u> <u>Sign</u> <u>Date</u>
Risk Assessment - I have read and understood	<u>Print name</u> <u>Sign</u> <u>Date</u>
I agree to the terms and conditions of hire as stated in the school's Letting Policy	<u>Print name</u> <u>Sign</u> <u>Date</u>

For office use only:	Date
Application approved / refused	
Safeguarding and child protection policies and procedures in place	
Caretaking requirements	
Charge / Invoice issued	
Payment received	

CONDITIONS OF USE FOR A LETTING (of School Premises/Site)

Use of School premises for a letting must be agreed in advance and confirmed in writing by both the user and the authorised representative of the school. The agreement will include the fee, appropriate VAT and any other charges payable. These are reviewed in advance of the second and succeeding years. It must be recognised that school use of the premises takes priority and that there may be occasions when arrangements have to be changed (where possible these will be advised at the time agreement is reached). Formal confirmation of bookings will be made termly when school requirements have been finalised.

If the user wishes to cancel a specific booking or set of bookings, five clear working days notice must be given of the cancellation, in which case the school will charge a cancellation fee of a quarter the total fees due. If less than five days notice is given, the whole of the fees may be charged by the school. When regular weekly/monthly bookings have been made, cancellation will result in a negotiated fee according to the opportunities available for re-letting the facility.

Standard rated VAT is payable on lettings as applicable unless the letting is to a school or club that meets the ten sessions rule and more generally the VAT regulations in full, in which case the lettings will be exempt from VAT. Therefore, a refund for a cancellation may break the series and result in VAT being chargeable on all the lettings. Full details of the VAT regulations are available from the HMRC website in the Internal Guidance Manual for Land and Property section 18.

Damage or loss of any kind sustained to the premises, fixtures and/or fittings, furniture and/or other chattels therein arising out of or in connection with use of the school shall be made good at the expense of the user within one month by the school or, by agreement, by the user and to the satisfaction of the school.

The school will seek assurance that the user has appropriate safeguarding and child protection policies and procedures in place (including inspecting these as needed); and ensure that there are arrangements in place for the user to liaise with the school or college on these matters where appropriate. This applies regardless of whether or not the children who attend any of these services or activities are children on the school roll or attend the college. The school should also ensure safeguarding requirements are included in any transfer of control agreement (i.e. lease or hire agreement), as a condition of use and occupation of the premises; and that failure to comply with this would lead to termination of the agreement.

The users are required to make arrangements for suitable insurance cover (currently a minimum of £5 million for each and every claim for public liability) with a reputable company in respect of claims which might be made against them by a third party for accidental injury including death or accidental loss, or damage to property arising out of, or in consequence of, the letting and to cover the school, and must produce proof of the policy before the letting is contracted.

However, if non-commercial users are unable to provide insurance cover which meets the council's requirements, cover must be arranged through the KCC Hirers Liability Policy, for which a contribution towards the cost of the KCC Hirers' Liability Policy equal to 3.15% of the total hire charge will be levied in addition to the hire charge itself. The user will be responsible for the first £350 of each and every property damage claim.

The charge for a letting payable by the user includes for the user to enter the facilities, tidy / clean up after use and then lock up before leaving the premises i.e. without school personnel involvement.

It is the user's sole responsibility to control entry of all visitors at the external entrance allocated and to ensure that only those people known to them are allowed access to school premises. The

number of persons in attendance must not exceed the maximum capacity figure indicated on the booking form.

The entrance and any other external doors that are unlocked must be controlled by responsible adults at all time during the period of the letting.

On completion of the letting a check must be carried out to ensure that all windows have been shut and secured, and all visitors have left the premises.

The user shall not cause or permit any nuisance or disturbance to other occupiers or users at the school or to occupiers of neighbouring properties.

The user should be aware of the appropriate action to be taken in the event of fire or other emergency. They should know where extinguishers are located and how to use them, how to obtain assistance from the emergency services and the location of fire exits.

The Health and Safety at Work, etc Act, 1974 (as amended) imposes duties not only on employers in respect of their employees but also on persons having control over places of work or places where plant or substances are used and on anyone who by virtue of a contract has an obligation in relation to such a place. The duties are to ensure as far as is reasonably practicable, that the facilities and means of access are safe and without risk to health. Users must comply with the school health and safety policy, a copy of which is available on request. If agreement is given for the use of the schools meals facilities/canteen, KCC regulations must be observed.

All rubbish, empty containers, crates, etc must be removed from the premises by the user immediately after the letting has taken place and before the caretaker locks up. Furniture and equipment is to be left as found unless other arrangements have been agreed with the school's authorised representative. The use of materials for preparing floors for dances and the wearing of shoes likely to damage floors, especially in any hall and any gymnasium, is prohibited.

The premises shall not be used for any purpose other than that for which agreement has been granted nor shall any areas of, or furniture/equipment in, the school but not included in the letting agreement be used without express permission; in such cases an extra fee may be payable.

The user must have written permission from the school before arranging for alcoholic drinks to be consumed on the premises. Under The Licensing Act 2003 the users are responsible for Temporary Event Notices (TENs) to the district/borough council and local police. Alcoholic drink may not be brought onto the premises while students are present and are to be cleared from the premises when the event ends.

No public performance of a play, cinematography exhibition, public dancing, singing, music or other public entertainment of the like shall be performed in or close to the premises unless any necessary licence for the same shall first have been obtained from the appropriate authority and all necessary measures taken to fulfil the conditions of the licence. It may be that KCC blanket PRS (Performing rights Society) or PPL (Phonographic Performance Ltd) Licences will cover some situations but this aspect must be cleared in advance with the school. Temporary Event Notices (TENs) are required not only for any sale/supply of alcohol, but also for regulated entertainment (eg. live and recorded music and performance of dance) and late night refreshments.

Vehicles are not allowed on the playground or playing field unless specifically agreed in writing. Vehicles may be parked in the school car park at the front of the school. Vehicles must be positioned such that the Emergency Service has clear access to the rear of the school via the side gate. Parking on the roadway where double yellow lines are displayed is not permitted. Control of parking is the responsibility of the user. No responsibility can be taken by the school for any damage to vehicles sustained whilst in the school grounds.

No landlord and tenant relationship shall be created.

SCHOOL LETTINGS POLICY

PHILOSOPHY:

Provided there is no interruption to school use of the premises, part of the school buildings and grounds may be let to outside bodies after the end of the school day, at weekends and during the holidays, in order to:

- Raise income for the school
- Better integrate the school into the local community
- Familiarise individuals with the school, who may become pupils or their parents
- Satisfy some of the needs of local individuals, groups and organisations
- Increase the use of facilities that are under used by the school

IMPLEMENTATION:

Bookings are made through the representative of the school, as authorised by the Head Teacher, and confirmed in writing.

- School and PTA activities have priority
- No bookings are confirmed more than 4 months in advance although provisional bookings may be made at any time
- Outline charges are set by the Headteacher/Governors and reviewed annually
- Specific charges are set at the time of the agreement
- The VAT liability of the letting is determined at the time of the agreement
- Payment is in advance for single lettings
- Payment is in instalments for a series of sports facilities lettings that comply with VAT exemption regulations
- The agreement should be updated and reviewed at least annually
- A diary is kept covering all school, PTA and outside use of the premises and grounds after school, in evenings, at weekends and in holidays

Users sign an agreement that covers:

- Terms and conditions relating to type of and length of use
- Cancellation
- Damage
- Insurance
- Charging - *This should be in accordance with the schools lettings price list.*
 - *A copy of this should be attached to the approved lettings policy **
 - *Where no charge is made the school must still comply with KCC requirements regarding lettings.*
- Restrictions on use
- Licensing for the sale of alcohol, or public performances
- Parking

ROLES AND RESPONSIBILITIES:

The school authorised representative is responsible for the construction and regular update of the lettings diary.

- The PTA secretary and individual teachers are responsible for informing the authorised school representative a term in advance, of events outside teaching hours, which will use the school premises
- Opening and closing the school is undertaken by the caretaker, or a casual caretaker, or by prior agreement with an authorised member of the staff
- Supervision during the letting is the responsibility of the user. The user is also responsible for the security of the area of the school being used
- When a risk assessment is completed by the user or the school, in relation to the premises or activity or equipment involved, the user must ensure any controls are complied with
- Post-letting checks are made by the caretaker and reported to the school authorised representative
- The authorised representative will ensure that excess wear and tear on the buildings and equipment is avoided and will follow up unsatisfactory lettings to resolve issues

MONITORING & EVALUATION:

Lettings should be evaluated to assess the additional income raised for the school, less the cost of any reasonable wear and tear to the furniture and fabric of the school, made during lets and costs of additional heating and caretaker's payments.