

STANLEY PARK JUNIOR SCHOOL



Lettings Policy

Vision Statement

"We believe that every child and adult matters. At Stanley Park Junior School, we work together as staff, parents, carers and governors, in a fun, safe and inclusive environment. We strive to create a rich, varied and challenging curriculum that provides inspirational learning opportunities for all children as they aspire to become successful learners, confident individuals and responsible citizens with a sense of pride in themselves and their school"

Policy agreed by Governors:

March 2024

Next review date:

March 2025

Policy shared with existing hirers:

April 2024

Aims

The governing body aims to maximise the use of the school buildings and facilities. All lettings are made at the discretion of the Headteacher. Lettings should not cause any difficulty in the delivery of education and should meet the general guidance set out below. The school's delegated budget will not be used to subsidise any lettings by community or commercial organisations.

Categories

There are four main categories of user:

- **School Clubs** (which may charge a fee) run exclusively for the benefit of Stanley Park Junior School children either during school hours or up to 5.45 pm.
- **External lets:** i.e activities run for the wider community such as keep-fit clubs, evening classes, uniformed organisations etc.
(Applies to Centenary Hall, Main Hall and outside facilities only.)
- **Families of SPJS and SPIS** children are allowed to hire the hall for children's birthday parties at the specified party lettings rate. However, permission for adult evening parties or events with music e.g. discos would not normally be granted other than for school linked events. Birthday party lets are for a minimum of 3 hours.
- **Staff** are permitted to use either hall for family celebrations. There will be a nominal charge to cover the cost of insurance only. No heating for the main hall will be provided, if this is needed, usual letting fees will be charged.

The school is permitted to subsidise lettings for non- profit events at the discretion of the Headteacher, provided there is no net cost to the school.

Equality and Diversity

We recognise our duty to fulfil our responsibilities under the Public Sector Duty with regard to our whole school community.

We will have due regard to the need to:

- Eliminate discrimination harassment, victimisation and any other conduct that is prohibited by the Act;
- Advance equality of opportunity between people who share a relevant protected characteristic and people who do not share it,
- Foster good relations across all characteristics - between people who share a protected characteristic and people who do not share it.
- Encourage people who have a particular characteristic to participate fully in any activities

Charges

The Governing Body is responsible for setting letting charges.

The schedule of charges is included as detailed in Appendix A.

Up to January 2024, the Finance/Resource Committee review charges in the autumn term to be effective from April 1st.

From January 2024, the Finance Committee will review charges in the spring term to be effective from September 1st (the start of the next academic year).

External lets: Charge a commercial hourly rate comparable to other halls in the area.

Staff: There will be a discounted rate for staff.

If a hirer does not hold their own Public Liability Insurance a charge is made per session for Hirers Liability Insurance fee arranged through London Borough of Sutton.

Parent Teacher Association

The PTA will have access to use of the school facilities at no charge. The PTA will endeavor to agree with the school in September of each year their required use of the premises for the academic year to avoid lettings clashing with PTA requirements

Management

All prospective hirers must email Gill Haldane (School Business Manager) ghaldane@suttonmail.org to arrange a visit to the school.

Terms and conditions for the hire of the school premises are listed in Appendix B, and form part of this policy.

The School Business Manager will determine whether lettings are appropriate, consulting with the Headteacher and / or Governors if required.

The School Business Manager is responsible for the management of lettings, undertaking the following duties with the support of the Site Manager

- a) Dealing with hirers, taking bookings
- b) Keeping a Bookings Diary
- c) Ensuring booking forms are completed
- d) Fix charges (in line with rates detailed in Appendix A)
- e) Issue invoices, collect charges and issue receipts
- f) Liaise with LA regarding Lettings Insurance

These tasks may be delegated to the office staff if desired.

The hirer will be a named individual, stated on the agreement together with a permanent private address. The hirer must not sub-let to another party. The named individual is responsible for the behaviour of those authorised to use the premises.

Regular users will be provided with keys to the Hall, through a nominated individual, subject to them signing an indemnity, the key-holders' register and undertake security training by the school.

Lettings on a long term basis will require one term's notice of cancellation. Ad-hoc bookings require one month's notice of cancellation.

This policy will be shared with all long term hirers each time it is updated.

Hirers will be given a copy of the safety procedures for hiring the school premises (Appendix D) which they must sign to confirm their acceptance. A copy of the School Health and safety Policy is available on request.

Hirers who are providing childcare or activities for children must provide the school with proof of their Child Protection training and annual updates.

Hirers must comply with the school's no-smoking policy.

Hirers must ensure they have adequate public liability and accidental damage insurance. This may be arranged via the school's insurers or through the London Borough of Sutton. Neither the school nor the governing body will be responsible for any injury to persons or damage to property arising out of the letting.

Safeguarding

The school is dedicated to ensuring the safeguarding of its pupils at all times. It is a requirement of hire that hirers abide by the schools' requirements in respect of safeguarding. Any failure from the hirer in this respect will result in the hire being terminated. In line with KCSIE, as a school we ensure that appropriate arrangements are in place to keep children safe.

Hirers who are providing childcare or activities for children, or work during school hours and may have contact with pupils, must provide the school with proof of the following:

- Evidence of Child Protection training and annual updates and DBS.
- Safeguarding and Child Protection policy and procedures

All hirers will be provided with the link to the Dfe document: After-School clubs, community activities and tuition (safeguarding guidance for providers)

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1185885/After-school_clubs_community_activities_and_tuition_safeguarding_guidance_for_providers.pdf

The hirer confirms that if there are any concerns about the safety of children, the school designated safeguarding lead should be notified immediately or as soon as reasonably practicable by emailing alamy@suttonmail.org

Failure to comply with the above, will lead to a termination of the letting agreement.

Safeguarding of children during parties

Parents hosting birthday parties have a duty of care to keep children safe under their supervision. SPJS will seek assurance for the following:

- The hirers will comply with school health and safety policy
- Consider health and safety of children in their care
- Will have adequate supervision of children with suitable ratio of adult:children
- Ensure they are aware of allergies of children attending.

Accessibility

There is sloped access to the school halls and a disabled parking space next to this. We have toilet that is suitable for wheelchair access.

Only the downstairs classrooms are accessible to all.

There is a defibrillator located in-between both school halls which can be used in cases of emergency. Please dial 999 to contact the emergency services if you feel that the defibrillator should be used and follow the automated audible instructions given by the machine.

If you have any problems opening the premises during the let, please call: 0780 341 6082

This policy should be read in conjunction with:

Health and safety Policy

Charges and Remissions Policy

Child Protection and Safeguarding Policy

Public Sector Equality Duty

Appendix A

Charges for Lettings April 2024-August 2024

Revised October 2023 - Charges take effect from April 2024

Note: In spring term 2024, these fees will be reviewed again and the new charges will come into effect from September 2024 and then annually to fall in line with academic years.

- All lets subject to £3.00 fee per session for Hirers Liability Insurance arranged through London Borough of Sutton.
(If hirers wish to arrange own insurance must have £5 million cover)

External Lets

(Half hour may be added to hire time to allow for lock and un-lock of premises, and clearing away at the end of the let.)

Centenary Hall £22.50 per hour

Main School Hall £28.00 per hour

Hut/Classroom /Netball Court £20.00 per hour

Party Lets - Access To Both Halls

Minimum let 3 hours £120

For each additional hour or part of £40

A deposit of £50 cash will be held and returned if halls are left in an acceptable condition.

Staff Lets

Either Hall £10.00 per let - Includes heating in Centenary Hall. If winter let in Main Hall and heating is required, usual external let charges apply.

Charges for Lettings September 2024 - August 2025

Revised March 2024 - Charges take effect from September 2024

Going forward, charges will be reviewed annually in March/April to take effect from September to fall in line with academic years.

- All lets subject to £5.00 fee per session for Hirers Liability Insurance arranged through London Borough of Sutton.
(If hirers wish to arrange own insurance must have £5 million cover)

External Lets

(Half hour may be added to hire time to allow for lock and un-lock of premises, and clearing away at the end of the let.)

Centenary Hall	£23.00 per hour
Main School Hall	£29.00 per hour
Hut/Classroom /Netball Court	£21.00 per hour

Party Lets - Access To Both Halls

Minimum let 3 hours	£120
For each additional hour or part of	£40

A deposit of £50 cash will be held and returned if halls are left in an acceptable condition.

Staff Lets

Either Hall	£11.00 per let - Includes heating in Centenary Hall. If winter let in Main Hall and heating is required, usual external let charges apply.
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Appendix B

Terms and Conditions for hire of the School Premises and Facilities

1. All lettings are made at the discretion of the School Business Manager / Headteacher
2. The hirer will be a named individual, giving a permanent address. The hirer is responsible for the behaviour of those authorised to use the premises.
3. The hirer will provide to the school evidence of appropriate safeguarding and child protection policies and procedures that are in place to ensure that children are kept safe. If there are any concerns about the safety of children, the school designated safeguarding lead should be notified immediately by emailing alamy@suttonmail.org
4. The hirer must not sub-let to another party.
5. No intoxicants may be brought onto the premises or consumed on the premises without the approval of the Headteacher.
6. Smoking is not permitted anywhere within the boundary of the premises and grounds. This includes e cigarettes and vapes.
7. Hirers are prohibited from bringing any heaters, Calor gas, petrol, barbeques or any other heating equipment on to school premises.
8. Animals are not permitted anywhere within the boundary of the premises and grounds (without written permission from SPJS prior to the rental).
9. Hirers are required to ensure there is no infringement of copyright, performance rights etc.
10. Hirers must provide proof of insurance at the start of a letting (or renewal). Neither the school, nor the governing body will be responsible for any injury to persons or damage to property arising out of the letting. (Insurance can be arranged through the London Borough of Sutton - see the School Business Manager)
11. Furniture and fittings shall not be removed or interfered with in any way. No fittings or decorating of any kind using nails, screws, and hooks are permitted. In the event of any damage to premises or property arising from the letting, the hirer shall inform the School Business Manager/Site Manager immediately and shall pay the cost of any reparation required.
12. Outside play equipment and other indoor school equipment can only be used if requested on the initial application form and agreed by the School Business Manager. The hirer is responsible for any damage, loss or theft of such school equipment and for the equipment's safe and appropriate use.
13. Electrical equipment brought by the hirer onto the school site **MUST** comply with current safety standards. The intention to use any electrical equipment must be notified on the application form.
14. If the hire is outside school times, the car parks may be used at own risk, subject to arrangement and availability. No vehicles to be brought onto the playground areas under any circumstances.
15. The hirer is responsible for ensuring they have suitable first- aid cover. The school's resources are not available.

16. Promotional literature circulated by the school must be sanctioned by the Headteacher.
17. All areas including toilets to be left clean. Floors must be swept. If the kitchen is used, all surfaces must be wiped clean. All rubbish must be removed from site by the hirer. The premises must be vacated no later than the time booked.
18. All windows to be closed, external doors and metal gates must be locked and the alarm set on departure.
19. All tables must be wiped clean and stored back in the positions they are found in. All chairs must be re-stacked in original positions.
20. Charges are levied in line with the school's policy. Fees are payable termly in advance for regular bookings and monthly in advance for single lets.
21. The charge for a letting will only be refunded if notice of cancellation is received at least one month before commencement of the booking.
22. Lettings on a long term basis are subject to one term's notice by either party, unless otherwise agreed.
23. The school reserves the right to:
 - Cancel a booking where unavoidable problems have arisen;
 - Refuse entry to persons considered unsuitable.
24. The school shall give hirers reasonable notice wherever possible in the event of the premises being unavailable.
25. If any unforeseen problems arise during the letting the school can be contacted on the following phone numbers: 07593 873 094 or 07803 416 082

I have read the Terms and Conditions of hire as detailed in Appendix B and agree to be bound by them. I agree to arrange adequate supervision for the period of the letting, and to reimburse the cost of making good any damage to school property arising from the hiring. I agree to the charges as detailed above. I am over 18 years of age

Signed by SPJS Site Manager/
Business Manager:

Date:

Signed by Hirer:

Date:

Appendix C – Terms and Conditions for Parties

1. All lettings are made at the discretion of the School Business Manager / Headteacher
2. The hirer will be a named individual, giving a permanent address. The hirer is responsible for the behaviour of those authorised to use the premises.
3. Parents hosting birthday parties understand their responsibility of having a duty of care to keep children safe under their supervision.
4. The hirer will comply with the school health and safety policy and consider health and safety of children in their care.
5. The hirer will ensure that they have adequate supervision of children with a suitable ratio of adult:children and will inform SPJS of this ratio.
6. The hirer will ensure that they know and are fully aware of allergies of children attending the party and have been given instructions, by the parents of the children attending, of how to deal with any allergic reactions.
7. The hirer is responsible for ensuring that they bring a suitable first- aid kit to school and have a named person who will be responsible for administering first aid.
8. If there are any immediate concerns about the safety of a child or wellbeing, please call 999.
9. If you are worried that a child is being abused or neglected, please call Sutton Children's Social Care on 020 8770 6001 between 9am and 5pm, Monday to Friday and out of hours or at the weekend on 020 8770 5000
10. If the hirer has reported any concerns about the safety of children, it is important that you inform the school designated safeguarding lead by emailing alamy@suttonmail.org so that we can ensure that correct safeguarding procedures have been followed.
11. The hirer must not sub-let to another party.
12. No intoxicants may be brought onto the premises or consumed on the premises without the approval of the Headteacher.
13. Smoking is not permitted anywhere within the boundary of the premises and grounds. This includes e-cigarettes and vapes.
14. Hirers are prohibited from bringing any heaters, Calor gas, petrol, barbeques or any other heating equipment on to school premises.
15. Animals are not permitted anywhere within the boundary of the premises and grounds (without written permission from SPJS prior to the rental).
16. Hirers are required to ensure there is no infringement of copyright, performance rights etc.
17. Neither the school, nor the governing body will be responsible for any injury to persons or damage to property arising out of the letting. (Insurance can be arranged through the London Borough of Sutton – see the School Business Manager)
18. Furniture and fittings shall not be removed or interfered with in any way. No fittings or decorating of any kind using nails, screws, and hooks are permitted. In the event of any damage

to premises or property arising from the letting, the hirer shall inform the School Business Manager/Site Manager immediately and shall pay the cost of any reparation required.

19. Outside play equipment and other indoor school equipment can only be used if requested on the initial application form and agreed by the School Business Manager. The hirer is responsible for any damage, loss or theft of such school equipment and for the equipment's safe and appropriate use.
20. Electrical equipment brought by the hirer onto the school site **MUST** comply with current safety standards. The intention to use any electrical equipment must be notified on the application form.
21. If the hire is outside school times, the car parks may be used at own risk, subject to arrangement and availability. No vehicles to be brought onto the playground areas under any circumstances.
22. Promotional literature circulated by the school must be sanctioned by the Headteacher.
23. All windows must be closed, external doors and metal gates must be locked and the alarm set on departure.
24. All tables must be wiped clean and stored back in the positions they are found in. All chairs must be re-stacked in original positions.
25. All areas including toilets to be left clean. Floors must be swept. If the kitchen is used, all surfaces must be wiped clean. All rubbish must be removed from site by the hirer. The premises must be vacated no later than the time booked.
26. Charges are levied in line with the school's policy. Fees are payable in advance.
27. A £50 deposit cash will be held for all party lettings. A receipt will be given and the money will be refunded if halls are left in an acceptable condition.
28. The school reserves the right to:
 - Cancel a booking where unavoidable problems have arisen;
 - Refuse entry to persons considered unsuitable
29. If any unforeseen problems arise during the letting the school can be contacted on the following phone numbers: 07593 873 094 or 07803 416 082

I have read the Terms and Conditions of hire as detailed in Appendix C and agree to be bound by them. I agree to arrange adequate supervision for the period of the letting, and to reimburse the cost of making good any damage to school property arising from the hiring. I agree to the charges as detailed above. I am over 18 years of age

Number of children attending the party:		Age of children attending the party:	
Number of Adults supervising the party:		Person responsible for first aid:	
Signed by Hirer:		Date:	
Signed by SPJS Site Manager/ Business Manager:		Date:	

APPENDIX D

SAFETY PROCEDURES FOR HIRING OF THE SCHOOL PREMISES

In both halls the fire safety procedures as displayed at the fire alarm points

- **The first action on discovering a fire is to raise the alarm by operating the red call point and leave immediately.**
The location of the fire alarm call points are:
1) Centenary Hall by the fire exit far right in the hall
2) Main hall has two call points one each by the fire exits far left and right of the hall they are operated by pushing the black center of the red box.
- **If the continuous alarm sounds (signaling a fire), you must leave the building and instruct all occupants to leave and gather at the fire assembly point** (the school playground) Clear instructions can be found on the Fire Action notice above all call points. The primary and secondary escape routes are shown on a map next to all call points.
- Location of the fire extinguishers are to be found next to the fire exits (which you will be shown on Hall tour). These should only be used if he/she has been previously trained, or if it is safe to do so to enable you to exit the building. You must have raised the alarm and started the evacuation first.
- The Fire alarm will automatically call the Fire brigade **but you must also call 999 or 112 to report a Fire**

Accidents that occur whilst using the school facilities

- The school must be informed of any serious accidents that require hospital treatment or of any concerns that you have following an accident within 7 days.

Concerns

If the hirer has any concerns whilst using the premises they must call the site manager on: 07593 873 094 or 07803 416 082.

I agree to abide by all the safety procedures detailed above:			
Signed by SPJS Site Manager/ Business Manager:		Date:	
Signed by Hirer:		Date:	