



# Lettings Policy

**The status of the policy:** Final

**Purpose:** The purpose is to clarify the schools' procedure for lettings.

**Consultation:** Draft to governors

**Links with other policies:**

- Child Protection & Safeguarding
- Teaching & Learning

**Monitoring and evaluation:**

- Governing Body

**Date established by governing body:**

18<sup>th</sup> May 2020

**Date for full implementation:** 1<sup>st</sup> September 2020

**Date for review:** June 2021

# LETTINGS POLICY

## **Priority of User Groups**

The school premises will be made available to the following groups in order of priority: at different rates.

- . Schools own use.
- . User groups approved by and registered with the Youth and Community Service Consultative Committees.
- . Use for elections covered by the Representation of the Peoples Act.
- . Parish Council use.
- . Other Local Authority use.
- . Commercial users.

## **No Charge Lets**

No Charge Lets will only be agreed if there is no cost to the school and the organisation is one of which the school approves and for which it sees a benefit to the community.

## **Community Lettings**

If we let to a group that is referred to us from the Community Centre they will still follow the procedures of filling in a letting form and providing an insurance certificate.

## **Insurance Cover**

An amount equal to the current requirements will be included in the overall charge to cover the cost of insurance cover under the Local Authority Scheme. No Charge Lets will be charged a nominal fee of £1.00 per session for the purposes of insurance cover.

## **Usage Agreement**

All hirers will be required to abide by the standard usage agreement, see Appendix.

## **Charges**

Hirers will be required to pay charges as determined and published by the Governing Body. These charges will be reviewed annually.

## **Lettings Approval**

All letting requests must be approved by the Headteacher who will inform the Governing Body

## **Policy and Monitoring Review**

This lettings policy will be reviewed annually by the Governing Body and a letting schedule will be presented.

## Health and Safety

### **1. Lettings**

The Governors and Headteacher must ensure that:

- a) The means of access and egress are safe for the use of hirers, and that all plant and equipment made available to and used by the hirers is safe. If the Headteacher knows of any hazard associated with the above, he should take action. Hirers should be made aware of it.
- b) Fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness.
- c) Hirers of the building are briefed about the location of emergency telephones, fire escape routes, fire alarms and fire fighting equipment. Notices regarding emergency procedures should be prominently displayed.
- d) Hirers using any equipment or facility provided by the school are familiar with its safe use and, if necessary, briefed accordingly.
- e) Arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or his staff.
- f) The school will not be liable for hirer's equipment.
- g) Hirer's to have appropriate Public Liability insurance

### **2. Fire And Emergency Evacuation Procedures**

The school's procedures for fire and emergency evacuation are appended (Appendix 1). Arrangements for updating these procedures and displaying them are as follows:

- 3 The procedures will be reviewed at least annually by the delegated person (see Section 4) or whenever a significant change to the building or other practice makes this necessary. They will make recommendations for changes to the Headteacher and Governors who will take the appropriate action to revise the published procedures.
- 3 Summary copies of the fire and emergency evacuation procedures should be displayed clearly on a wall in each class area, the Staff Room and the Secretary's office. Each copy of the procedure should carry the date of the most recent review or revision. Only current versions shall be displayed. Supply teaching staff, voluntary helpers and regular visitors should be made aware of their contents as soon as possible.
- 3 The log book for recording and evaluation of practice and evacuation drills is available from the Caretaker.

### **3. Fire Prevention Equipment**

Arrangements are made to regularly monitor the condition of all fire prevention equipment.

This will include the regular visual inspection of fire extinguishers and the fire alarm system. The delegated person will maintain a record of these inspections.

# **BIRCH HILL PRIMARY SCHOOL**

## **USAGE AGREEMENT**

1. Invoices to be paid on presentation.
2. All damage to school premises and property to be paid for by the hirers.
3. Should any insurance claim arise due to any damage caused as a direct result of the hirer they will be liable for the insurance excess.
4. Cancellation of bookings must be made as soon as possible and no later than 24 hours before the commencement of the booking. Failing this the hirers will be liable for any charges incurred by the school.
5. Additional charges may be made if hirers exceed the agreed letting times.
6. The only area of the school normally available for hire is the main school hall and the main entrance hall as access to it. Hirers must ensure that users do not go into any other areas of the school, notwithstanding this all areas used by the hiring groups must be left clean and tidy.
7. Smoking is not permitted on school premises or in the school grounds.
8. Pins, staples or adhesives are not to be used on the walls.
9. Ball games within the school buildings may only be played with soft balls, only soft shoes or training shoes should be worn for such games.
10. School equipment may only be used by prior written agreement of the Governing Body or its representative.
11. If hirers require the use of the school kitchens these must be booked separately and a further charge paid. Under no other circumstances is anybody allowed in the kitchen area.
12. The school first aid facilities are only to be used in an emergency. Similarly, the school telephone may only be used to contact either the school staff or to summon the emergency services.
13. In the event of an emergency at the school, normal procedures should be followed. For a fire this means first evacuating everybody from the school premises, calling the Fire Brigade and if possible tackling the fire with local extinguishers but under no circumstances should any person put themselves at risk. In the event of a bomb scare the school should once again be evacuated and the police notified immediately, giving as much information as possible about the call and caller.

## **4. Appendix 1: Fire and Emergency Evacuation Procedures**

These procedures describe formally the action to be followed in the event that it is necessary to evacuate the building in an emergency as the result of fire or other emergency such as a bomb threat. Summary procedures for display in class areas are attached to this document.

### **4.1. Record of numbers present**

A head count of boys and girls will normally be used to check the numbers present following an evacuation during working hours.

### **4.2. Sounding the alarm**

Whenever an outbreak of fire is discovered the person discovering the fire will sound the alarm by breaking the glass of the nearest available emergency alarm point. The fire alarm sounds continuously. When the alarm sounds any available adult in the School Office will telephone the fire brigade before leaving the building by the nearest convenient exit and proceeding to the assembly point.

In the event of a bomb threat, the discovery of a suspect device, (Appendix 5), or other situation which requires evacuation of the building the Headteacher or the senior teacher on duty at the time will make the decision to evacuate the building and sound the alarm. The alarm will be sounded continuously for at least two minutes.

### **4.3. Evacuation during working hours**

This procedure is to be followed whenever the evacuation alarm sounds during normal school working hours.

- 3 When the alarm sounds, classes, all staff and visitors will leave the building by the most convenient exit in order and in silence.
- 3 Teachers working in the Studio or Hall must go with their classes directly to the assembly point.
- 3 Classes will assemble on the field in lines with their backs to the school (facing Ringmead).
- 3 Teachers will check the headcount and then report to the Headteacher or senior teacher on duty "Mr/Mrs ..... class all accounted for".
- 3 Team TAs will account for the support staff in their team and will inform the School Business who will have the staff signing-in book.
- 3 The Secretary will account for visitors, using the visitors' book.

### **4.4. Evacuation during Lunch Time**

When the alarm sounds continuously:

If in school (including the modular building):-

- 3 All children will stand still and be silent.
- 3 Children and any staff or visitors will leave the building, disregarding any food or belongings, by the most convenient exit and make their way to the Assembly Point. Midday Supervisors and any staff available will direct this operation.

If on the playgrounds:-

- 3 Staff will blow whistles in long blasts and direct children to the Assembly Point.

At the Assembly Point:-

- 3 Children will form in class lines in silence, facing the Ringmead fence (backs to the school) in year group order with year 5/6 nearest Ladybank and Year 1 nearest South Hill Park.
- 3 Supervisors will carry out a head count. Numbers present will be compared with the record sheet of the number expected and reported to the Head or senior teacher present.

**Appendix to Lettings Policy agreed May 2020**  
**Scale of Charges and letting schedule as at May 2020.**

<b>Letting</b>	<b>Timetable</b>	<b>2019/20 charge</b>	<b>2020/21 charge</b>
Koosa breakfast	7.45am to 8.45am daily term time	£0	£0
Koosa After school	3pm-6pm daily term time	£18.75 per session	£18.75 per session
Koosa holiday club	8am – 6pm holiday days	£65 per session	£65 per session
Slimming World	4.45pm – 9.45pm Wednesdays all year round	£16 per hour	£16 per hour
Taekwondo	4.45 pm – 7.45pm Mondays mainly term time	£16 per hour, £20 per hour on bank holidays	£16 per hour,£20 per hour on bank holidays
After school clubs (SCL/Dance)	3.30pm – 4.30pm 4 days per week, term time	£10 per hour	£10 per hour
Other community lets		From £13 per hour	From £13 per hour
Other commercial lets		From £16 per hour	From £16 per hour

Weekend and bank holiday lets are negotiated separately to ensure higher staffing costs are covered.

*During the Covid Pandemic, Koosa requested a lead in period of no charge to re-establish their business. This was agreed subject to regular review.*