



Arno Vale Junior School

Lettings Policy

Date of policy: 2018

Reviewed : September 2023

Date of next review: September 2024

Introduction

The Governing Body of Arno Vale Junior School is keen to see that the premises at our school are used for the benefit of the whole local community.

The education of children is the prime purpose of our school, however we believe education is a lifelong process which should be open and accessible to all. This policy sets out the facilities available, the charges and the responsibilities of the Governors and the users when the school premises are hired.

The use of our school premises at all times other than during the school day is under the control of the Governing Body of our school (Education Act 1986, sect.42 no.2). Our lettings policy operates within the framework of the Nottinghamshire County Council's Equal Opportunities Policy.

The Sex Discrimination Act 1985 and the Race Relations Act 1976 apply throughout this policy and will be adhered to throughout all stages of our lettings procedures. Having regard to our duty under the Race Relations Act 1976 (but without prejudice to our duties under the Representation of the People Act 1983) the Governing Body will not let the school premises to organisations whose purpose is, amongst other things, to encourage racial discrimination and/or disharmony between persons of different racial groups, or are otherwise involved in activities prejudicial to good race relations.

In deciding whether or not to let our premises the Governing Body will also have regard to the likelihood of any damage being caused to the premises, or neighbouring premises, and any nuisance that may arise, as a result of accepting the booking. In any event, the Governing Body reserves the right to require a reference from a Local Authority or other reputable hirer, before any booking is accepted.

No letting fee will be charged for school use activities nor for activities during normal school hours that support our curriculum. All costs will be met from the school budget.

The school is not permitted to subsidise non-school activities. School lettings must be self financing, although individual lettings may be subsidised by other lettings. All lettings are at the discretion of the school.

Definition of a Letting

A letting may be defined as 'any use of the school premises by either a community group or a commercial organisation', regardless of whether a letting fee is charged. It must not interfere with the primary activity of the school which is to provide a high standard of education for all its pupils.

Use of premises

The order of priority for the use of school premises outside normal school hours is:-

- a. The school has first call on the premises for specific school purposes.
- b. Meetings convened by the LA where reasonable notice is given.
- c. Lettings.

Scale of charges

The governing body is responsible for setting charges for the letting of the school premises. A charge will be levied which covers the following:

- Cost of services (heating, lighting and catering)
 - Cost of staffing (additional security, caretaking and cleaning) including on-costs.
 - Cost of administration
 - Cost of wear and tear
 - Cost of the discretionary use of school equipment if agreed in advance
 - Fee in lieu of use of premises, ie a rental value
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- Charges should be paid before the commencement of the letting or within 28 days of receiving the invoice from the school.
 - Any damages will be paid for by the hirer.

Pricing

Mon to Fri (Between 7.30am and 5.30pm)	Mon to Fri (between 5.30pm and 10.00pm, 2 hours minimum)*	Mon to Fri Block booking (up to 8 hours in 1 day)	Saturday and Sunday (per hour, 2 hours minimum)*	Saturday and Sunday Block booking (up to 8 hours in 1 day)
£15 per hour / £7.50 per half hour	£20 per hour	£80	£20 per hour	£80

****Monday to Friday 5.30pm to 10pm and Saturday and Sunday pricing above applies when a open and close fee is not chargeable. Should an open and close be required there will be an additional cost tba.***

Pricing is for either the hall, a classroom or the school field and includes access to staff and children's toilets. For block bookings within one term, multiple bookings within one week or bookings of more than one space, e.g. the hall and a classroom or a classroom and the field, the combined cost will be subject to a 40% discount of the total.

The governing body reserves the right to allow a letting without charge in exceptional circumstances for example in the case of charitable events or where the letting supports an aspect of the school curriculum and is held during normal curriculum time.

PTA lettings

Governors agreed a specific amount be charged for PTA lettings. The amount would need to cover the Caretaker salary.

£20 up to 4 hours – Monday to Friday
£30 over 4 hours (Maximum 8 hours) – Monday to Friday
The rate would be x 1.5 for Saturday lettings

Conditions of hire

1. Bookings are taken subject to the premises not being required for Parliamentary or Local Government elections.
2. The hirer must ensure that activities are conducted in a manner unlikely to cause inconvenience to neighbouring property or to the public.
3. For lettings where the general public are admitted it is the responsibility of the organisers to appoint responsible persons to maintain order.
4. The hirer shall meet the cost of making good all damage caused to premises or other property and shall indemnify the Council from and against all costs and claims. It is advisable therefore those hirers should take out insurance cover for the period of the letting.
5. The hirers must not remove or stand on school furniture and equipment or remove other fixtures and fittings.
6. Smoking is not allowed within the school premises.
8. Notices may not be displayed on school premises without prior approval of the Head Teacher.
9. The Governing Body does not accept liability in respect of parked vehicles at the school site.
10. It is the responsibility of the hirer to obtain and pay for all the necessary licences required for the letting.
11. It is essential that all electrical equipment being used in any premises be connected to the mains electricity supply via an adaptor fitted with a residual current device. All portable electrical appliances must be PAT tested.
12. In the event of cancellation, the Head must be informed at least 24 hours before the letting commences. A discretionary fee may be charged.
13. The hirer may not sublet the letting of the school.
14. Any letting which could lead to a breach of public order should be referred for advice to the Director of Children and Young People's Services.
15. No special preparation may be applied to floors; footwear likely to cause damage to floors is not permitted.
16. 10pm is the normal finishing time of a letting; any extension is subject to the Governors' approval and will be charged at the appropriate rate.
17. The hirer must not use, permit or allow rooms/site to be used for any extremist or terrorist activities or for the dissemination of extremist views or materials.

18. In line with Keeping Children Safe In Education September 2023, The hirer shall provide the required evidence (depending upon their status) as detailed in Keeping Children Safe during Community Activities, After-School Clubs and Tuition (October 2020). This will include but, but is not limited to:

- The ratio of adult instructors supervising children.
- The qualifications of those instructors are appropriate for the activity undertaken.
- All adults in regulated activity with children have been subject to an enhanced DBS and Barred list check.
- The individual or organisation should also provide proof of their identity and this information should be photocopied / photographed and held on the school lettings file (for example, passport or driving licence).
- Your child protection policy and procedures.
- Details of your Designated Safeguarding Leads and their latest training.
- Your Public Liability insurance.
- Any allegations made against any children or staff.

There must also be provision for first aid support and arrangements for safeguarding cover by a suitably qualified designated safeguarding officer.

The governors reserve the right to:

- (i) require the hirer to produce any information that it requests to enable it to be satisfied that these obligations have been met; and
- (ii) to review safeguarding policies and procedures and to impose any additional requirements they consider appropriate in connection with the hiring.

If for any reason, the governors are not satisfied then they reserve the right to cancel and terminate any hiring with immediate effect and there shall be no liability whatsoever to the hirer other than to refund any hiring fee or deposit paid.'