



## School Lettings Policy

### Vision

*Therefore, as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. Colossians 3:12*

*In the same way, let your light shine before others, that they may see your good deeds and glorify your Father in heaven. Matthew 5:16*

**At Thriplow Primary School our vision is to demonstrate God's love by 'clothing ourselves with kindness' and 'shining our light before others'. Every child is encouraged to strive for academic excellence and to make a difference in their own lives, in their families and in the communities we serve.**

|                           |                                    |
|---------------------------|------------------------------------|
| This policy was ratified: | January 2025                       |
| To be reviewed:           | Every year (delete as appropriate) |
| Reviewed:                 |                                    |
| Will be reviewed again:   | January 2026                       |

### Aims and scope

We aim to:

- Ensure the school's premises and facilities are used, where possible and appropriate, to support community or commercial organisations as well as after school clubs.
- Not let any hiring out of the premises interfere with the school's primary purpose of providing education to its pupils
- Hire out facilities in a way that is safe, following government guidelines and the school's risk assessment(s)

The school does not let out its buildings for one-off events. Spaces in the school are, from time to time used by the community and church, as well as the PTA, free of charge. The hall and playground are used for Sports Clubs, for which the school does not charge.

The pre-school building on the playground is let out on a long-term lease to Ladybird Playgroup.

#### **4. Application process**

Those wishing to use the premises e.g. for the purpose of a community event or after school club, should fill out the hire request form, which you can find in appendix 1 of this policy.

The hirer should fill out and sign the hire request form and submit it to the school office. Approval of the request will be determined by the Headteacher.

If the request is approved, we will send on details of the emergency evacuation procedures and other relevant health and safety documents.

We reserve the right to decline any applications at our absolute discretion, in particular where the organisation does not uphold the values of the school or reputational damage may occur.

#### **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.

It is the responsibility of the hirers to ensure that safeguarding measures are in place while hiring out the space.

If there is a chance that those hiring the premises will come into contact with pupils, for example if the hire occurs during school hours, or when pupils may be present in the school (during after-school clubs or extra-curricular activities), we will ask for confirmation that the hirers have had the appropriate level of DBS check.

The hirer will be required to have appropriate safeguarding policies in place, including safeguarding and child protection, and shall provide copies of these policies on request to the school.

For the purpose of Ladybird Playgroup, it is agreed that Ladybird will have their own Designated Safeguarding Lead and their own processes for safeguarding the children in their care. These processes can be found in the Ladybird Safeguarding Policy.

The hirer understands that if our school receives an allegation relating to an incident where an individual or organisation is using our school premises for running an activity for children, we will follow our usual safeguarding procedures and inform our local authority designated officer (LADO).

#### **Monitoring arrangements**

We will review and update this policy when the guidance on which it is based changes, or when this version of the policy otherwise stops being applicable.

Any updates to this policy will be shared with the full governing board.

## Appendix 1: Hire request form

Before filling out a request form, please familiarise yourself with our terms and conditions for the use of our premises. If you have any questions, please contact the school office [office@thriplow.cambs.sch.uk](mailto:office@thriplow.cambs.sch.uk)

|                                                                                                                                                                  |                                             |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|
| Name of applicant/organisation and company number (where applicable)                                                                                             |                                             |
| Applicant contact details                                                                                                                                        | Address:<br><br>Phone no:<br>Email address: |
| Preferred method of contact                                                                                                                                      |                                             |
| Purpose/activity of organisation                                                                                                                                 |                                             |
| Part of the premises requesting to be hired                                                                                                                      |                                             |
| Date and time of first hire                                                                                                                                      |                                             |
| Is this a recurring request, or one off? If recurring, indicate the frequency and number of occurrences (e.g. weekly, 10 weeks)                                  |                                             |
| Number of expected participants in the activity                                                                                                                  |                                             |
| Additional equipment you will require from the school (please note we may not always be able to provide this, but will inform you where this is/is not possible) |                                             |

|                                                                                                  |  |
|--------------------------------------------------------------------------------------------------|--|
| Additional equipment you will be providing yourself                                              |  |
| Confirmation and details of the safeguarding and child protection arrangements you have in place |  |

By signing below, I agree to the terms and conditions set out in the school's premises hire policy.

Name \_\_\_\_\_

Date \_\_\_\_\_

Signature

\_\_\_\_\_

Please return this form via email to [office@thriplow.cambs.sch.uk](mailto:office@thriplow.cambs.sch.uk) or to the school office. We will be in touch to inform you if your application is successful, and if so, details of documents that will need to be shared.

## Appendix 2: Confirmation of licence template letter

You may want to delete this section when you publish a version of this policy on your website. This is for the benefit of the person who will administer the policy.

Dear [contact name]

Thank you for submitting your hire request form to us.

We're pleased to say the area you've requested is available on the date(s) and time(s) of your request and we'd be happy to grant a non-exclusive licence to you to use the area for the purpose set out in your request form, subject to the [enclosed terms and conditions/terms and conditions already provided to you].

Based on the length of time and area requested, the full amount for the hire will be [insert amount, and where relevant, explain that this includes an additional cleaning fee]. You can pay us by [insert payment method(s) and details here]. We request full payment of the fee by [insert date].

We'll also require you to submit to us:

- Proof of your public liability insurance
- Specify any other documents you'll require when someone hires the premises

We've attached the following documents:

- Details of emergency evacuation procedures in the event of a fire/similar emergency
- Specify any other documents you'll want to make sure the hirer is familiar with (e.g. health and safety policy)

Please make sure you're familiar with these before the date of hire.

You can contact [named contact and details] with any questions about hiring the premises.

You may wish to have an additional 'out of hours' contact/contact details for when the hire is happening if the person is hiring the premises outside of school hours, unless you plan to have a member of staff on site to provide support with any issues.

Kind regards,

[staff member]

**Policy dated:**