

Moulton Primary School Lettings Policy

1. Aims

The aim of this policy is to support extra-curricular provision for community activities of an educational, recreational or cultural nature. The following activities will take priority over lettings:

- Use of the premises for school functions and formal business meetings of the Governing Body, Friends of Moulton Primary School (FOMPS), or fundraising events for the benefit of the school.
- Other educational uses, which are consistent with the aims of the school, approved by the Headteacher and the Resources and Premises/Health & Safety Committees. Priority will be given to activities that benefit the children of the school and the school community.

2. Purposes

- To share with the community the school's accommodation and resources for the mutual benefit of all parties.
- To use the income generated for the enhancement and improvement of key facilities.

3. Guidelines

- To vet all enquiries for purpose and refuse permission as necessary. 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.
- To ensure the goodwill of the immediate community is maintained by appropriate communication and management of lettings.
- To set a table of hire fees that avoids any subsidy from any school budget.
- To review hire charges at least once a year.

4. Management and Administration of Lettings

The Headteacher is responsible overall for the management of lettings, in accordance with the Governing Body's policy. The Headteacher may

delegate all or part of this responsibility to other members of staff, whilst still retaining overall responsibility for the lettings process.

Community Lettings will take place at the discretion of the Headteacher. If the Headteacher has any concern about whether a particular request for a letting is appropriate or not, he will consult with the Chair of the Finance Committee, who is empowered to determine the issue on behalf of the Governing Body.

The Administrative Process

Organisations seeking to hire the school premises should approach the Site Supervisor/Admin Office, who will identify their requirements and clarify the facilities available. A Hiring Booking Form (Appendix 1) should be obtained and completed at this stage. A copy of the terms and conditions are printed on the reverse of the Booking Form. The Governing Body has the right to refuse an application, and no letting should be regarded as “booked” until approval has been given in writing. No public announcement of any activity or function taking place should be made by the organisation concerned until the booking has been formally confirmed.

All lettings fees which are received by the school will be paid into the school's individual bank account, in order to offset the costs of services, staffing etc. (which are funded from the school's delegated budget). Income and expenditure associated with lettings will be regularly monitored to ensure that at least a “break even” situation is being achieved.

Public Liability and Accidental Damage Insurance

The hirer confirms that adequate and appropriate insurance cover is in place for the activity to be carried out and provides evidence of this, a copy of which will be held with the Booking Form. A Risk Assessment should also be provided and kept on file.

Letting Charges

Room	Charges – Standard Rates	# Staff Rates	After School Clubs
Hall only	£18 per hour (minimum 2 hours)	£9.00 per hour	£25 per session per half term
Hall & Kitchen	To be agreed subject to requirements	To be agreed	N/A
Conference Room	To be agreed subject to requirements	N/A	N/A

Staff Rates do not include locking and unlocking – this will be the responsibility of staff member who will be expected to stay on-site during period of hire.



(APPENDIX 1)
Moulton Primary School
Church Hill, Moulton
Northampton NN3 7SW

Telephone: 01604 643061
Email: head@moulton-pri.northants-ecl.gov.uk
Website: www.moultonprimary.co.uk

APPLICATION FOR THE HIRE OF EDUCATION PREMISES

Facilities required:

Equipment:
(Tables/Chairs etc)

Dates/Times:

Purpose of Hire:

Name of Hirer:

Group Name:

Address:

Contact Details:

- Do you have appropriate/adequate insurance to cover the event? *Yes/No
- Will alcohol be brought onto the premises? *Yes/No
- Are you obtaining a licence? *Yes/No

I agree to comply with the terms and conditions overleaf and understand the Health and Safety Information provided by the school.

Signature of hirer: Date:

Please complete and return to school for the attention of the Site Supervisor at least 21 days before the event, the school will then confirm the booking and notify you of the charges (if applicable).

FOR OFFICE USE ONLY	
Received by:	Approved by Headteacher:
Acceptance letter sent (date):	
Date:	Price:



TERMS AND CONDITION OF HIRE

PLEASE READ CAREFULLY

1. The person signing the application form shall be considered the hirer and must be over 18 years of age.
2. The premises will only be used for the event described in the booking form.
3. The Headteacher or his/her representative may refuse admission to any person without giving any reason for doing so and may similarly require any person to leave the premises.
4. The hirer will be responsible for ensuring that all activities take place in a safe manner.
5. The behaviour and safety of persons on the premises for this booking are the responsibility of the hirer.
6. The Governing Body shall not be responsible for any loss or damage to any property arising out of the hire.
7. The hirer shall be responsible for all damage or loss to any fixtures, fittings, sports or other equipment or property occurring during the period of the hire.
8. The hirer must familiarise himself/herself with the emergency procedures for fire, first aid, accidents and defects reporting and carrying them out to the best of his/her ability.
9. A qualified person must be present during all sessions that are considered to be of a hazardous nature, e.g. karate, gymnastics, judo etc. or where the club/organisation is a youth group. It is the responsibility of the hirer to check the qualifications of those supervising such activities.
10. The hirer is responsible for the adequacy, suitability and safety of all equipment brought onto the premises.
11. It is the responsibility of the hirer to obtain any license for the sale of drinks at the performance of plays and similar productions.
12. The hirer must ensure sufficient stewards are located in areas which will prevent unauthorised persons from entering the premises and to ensure that guests are restricted to the area hired for the function.
13. It may be necessary for the School to cancel or postpone the event. If this occurs, the hirer can make no claim against the School or Governing Body or any loss he/she may sustain.
14. Authority to accept or cancel a booking shall rest with the Headteacher.
15. The premises must be left in a clean and tidy state and all equipment must be put back after use. If the premises are not cleaned to the satisfaction of the Site Manager, the hirer will be responsible for any payment necessary to have them cleaned.
16. The Site Manager will be present to unlock the premises at the beginning of the hiring and lock up again at the end. He/she will not be available during the period of the hire, except in extreme circumstances.
17. Smoking is not permitted in any part of the School or its grounds.
18. No dogs permitted on site.
19. Dance groups to provide appropriate matting so as not to damage the hall floor.
20. No cooking in school unless by prior arrangement (in school kitchen only).
21. The School requires to have and maintain for the duration of the hire insurance cover arranged with a reputable company, to provide third party indemnity in excess of £1 million, together with a risk assessment. It is the responsibility of the hirer to effect this and a copy lodged with the school).



APPENDIX 2

Welcome to Moulton Primary School Health and Safety Information for External Providers

The School Day

School starts	08:55	
Morning Break	Staggered between 10.20 to 10.55am	
Lunch	Staggered between 11.45 - 13:05	
Afternoon Break	Flexible	Key stage 1 only
School finishes	15:20	Key Stage 1
	15:30	Key Stage 2

First Aid

As an external provider you must make arrangements to ensure that a first aider and first aid box is available during your sessions should a child injure themselves and any first aid requirements are administered by that person. If a child has received a head bump during the school day a letter will be sent home from the first aider. We may ask you to monitor a child who has received a bump to the head. **Please ensure that the parent is aware of the head bump letter.**

In the event of fire/emergency.

In the event of a fire/emergency, a continuous bell will sound. Should you hear such a bell:-

- evacuate the premises via the nearest exit
- maintain calm and good order at all times
- assembly points are located on the field immediately adjacent to the main school car park: if this area is unattainable, select the safest point to assemble
- once assembled register everyone who is there
- should anyone be missing
 - DO NOT re-enter the building
 - (if before 6pm) inform the Site Supervisor
 - (if after 6pm) inform the emergency services when they arrive (see below)

Should you be on site after 6pm and you notice a fire/emergency:-

- announce the fire emergency by breaking a break glass alarm (please make note of where these are located)
- evacuate the premises immediately following the above protocol
- notify the emergency services
- notify the Site Supervisor on 01604 670966 or mobile 07929636773

Health and Safety reporting procedures

Please report any health and safety concerns to Adrian Gent, the Site Supervisor or the health and safety coordinator. Health and safety committee meetings are held each term where your concerns will be raised.

School security information for external providers of after school clubs

If an after school activity is organised by an outside provider it is the responsibility of the provider to ensure the safety of the children at all times. For clubs that commence at 15.30 please note that the school day for KS1 children ceases at 15.20. Therefore, due to supervision and health and safety requirements please be available to receive these children from 15.20.

Safeguarding

Moulton Primary School expects all external providers, and their employees, to be in possession of a full DBS. check. They will be asked to show this before they are allowed to run any form of club or extra-curricular activity. Details will be recorded in school. It is the responsibility of the provider to ensure the school is kept up to date with details of new members of staff.

Should any outside provider breach the school health and safety rules in any way, the school retains the right to deny the use of the school premises. This applies especially when releasing the children at the end of the session. It is the policy of Moulton Primary School to ensure that no child EVER leaves the school premises unaccompanied.

A register of pupils must be taken and emergency contact details must be kept by the external provider.

All external providers need to ensure the security of the site at all times. ON NO ACCOUNT must ANY external door be left open at any time or for any reason.

To use a school phone to call a parent dial '9' for an outside line. Phones are located :-
in the main office
in the work room
in the staff room
in the medical room

Moulton Primary School is a No Smoking Environment.

If in any doubt please.....ask!

Moulton Primary School is committed to Safeguarding
Moulton Primary School

Health and Safety Information for External Providers
(a copy MUST be signed by ALL employees of the external provider)

I confirm that I have read and understood all of the health and safety information provided.

I confirm acceptance and will adhere to the practices outlined therein.

Club Provider/Coaches Name :.....
(in capitals)

Name of Club:

Signature:

Date:

.....

OFFICE USE ONLY

Receiving signature:

Name (in capitals):

Date of receipt: