Therefore, encourage one another and build each other up, just as in fact you are doing" 1 Thessalonians 5:

Thatcham Park CofE Primary and Nursery School

Lettings Policy

"Our Christian values underpin our ethos; every child is valued and encouraged to achieve their full potential. Every member of our school community is encouraged to respect and value each other. We want our children to learn to understand and respect our common humanity, diversity and differences so that they can go on to form the effective, fulfilling relationships that are an essential part of life and learning."

Definition of Letting

By lettings, we mean allowing all or part of the premises to be hired by outside organisations.

Responsibility

The letting of the school premises, and determining the charges levied, is the responsibility of the Governing Board. The Governors will operate a selective approach to lettings and will thus not automatically accept all requests from interested parties.

The Governors delegate the day-to-day decision making to the Headteacher or to his/her Representative, who will arrange for the necessary accounting and administrative procedures in accordance with the West Berkshire Council's Financial and Contract Rules of Procedure.

Key Points

The lettings will be to promote the following:

- Encourage community use so the school is fully utilised

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- Provide additional revenue for the school
- Advance the educational function of the school
- Promote the principles of life-long learning

The following guidelines will apply:

- The letting should be compatible with the aims and ethos of the school
- No smoking or vaping will be permitted on the school's premises
- Consideration must be given to the impact on local residents
- Normal school functions should take priority over lettings
- Individual consideration would be given to functions that may involve the consumption of alcohol
- The hirer will be responsible for obtaining any appropriate licence
- Regular lettings should be approved by the Governing Board
- The Headteacher, in consultation with the Rector has authority to approve single lettings, in accordance with the Key Points of the Lettings Policy
- The charges for lettings shall be reviewed annually
- The Governing Board reserves the right to refuse a letting
- Hirers must ensure that they have appropriate insurance in place

  Payment must be in advance of the letting for single hires.
- One months' notice in writing is required for termination of agreement on both sides
- The Governors decision on all matters relating to the letting is final. No correspondence will be entered into.

Considerations

When accepting a lettings application consideration should be given to the following:

1. Whether the hirer has a valid Safeguarding Policy should children be present during the period of hire. Hirer's will be given the option to adopt the School's Safeguarding Policy.
2. Whether it is a one off or regular commitment
3. The likely impact on the school building and resources
4. The likely impact on neighbours
5. Public access to the site and buildings
6. Security
7. Likely extent of clearing up afterwards
8. Advantages to the school and children. Likewise, the school should always know what the premises are being used for, and whether these activities pose any direct or indirect threat to children
9. That the hirer is not acting or likely to act in a manner contrary to public policy
10. Hirer's insurance arrangements.

Conditions of Letting

The following are Conditions of hiring Thatcham Park C of E Primary School:

1. A Hirer's Liability Agreement Form must be completed for all lettings prior to the proposed date of the letting. Detailed terms and conditions are included in the Hirers Liability Form and the hirer will be expected to comply fully with West Berkshire LA terms and conditions
2. Hirers are responsible for the cost of any damage to school premises or equipment during the hire as a result of their activities. Any equipment stored by the school must not be used by the hirer without prior permission of the Headteacher. If any item of school property is damaged the hirer will be charged for repairs or replacement.
3. The hirer must provide the school with a named individual who the school can contact in the case of an emergency and the person must be on the premises for the duration of the letting.

4. During the period of the letting the hirer's named person will be responsible for following the conditions of the booking and ensuring the safety of those using the premises by complying with the School Health and Safety Policy (copy available on request).
5. In the event of a FIRE the hirer's named person should dial 999 as soon as possible and evacuate the building. They should familiarise themselves with the location of the school's emergency exits and the fire evacuation procedures (located on the wall in the hall).
6. The hirer is responsible for their own first and arrangements and should provide its own stocked first aid kit.
7. No equipment can be brought on to the school site without prior approval of the head teacher. Note: electrical equipment may be required to have a PAT testing certificate.
8. In the event of an emergency the Site Controller is to be alerted immediately.
9. Should any damage occur then inform the Site Controller immediately, so that your safety can be assured.
10. The school has a no smoking policy. Smoking is not allowed within the buildings or the boundary of the site.
11. Please be considerate of our neighbours, especially if your letting ends after 9pm, (or is during a weekend).
12. Any activities undertaken shall be subject to suitable and sufficient risk assessment.
13. The hirer shall be made aware of the licences held by the school, e.g. PPL.
14. The Hirer is responsible for cleaning and tidying the premises and ensuring it is left in an acceptable state, OR must pay a £30 per hour cleaning charge. By arrangement, cleaning costs may be paid in advance (minimum one hour).
15. The staff car park will be made available upon request. West Berkshire LA and the Governing Board cannot be held responsible for any loss or damage to any vehicle parked on school premises.
16. The School Governors reserve the right to change the conditions of hire at any time.

Lettings Charging Policy & Payment Terms

- The charges for lettings shall be reviewed annually.
- The cost of hire should cover the overtime rate for the Site Controller.
- All lettings will be approved and the payment will be decided by the Governors and Head teacher.
- The letting agreement will allow a maximum of 15 minutes (free of charge) before and after the letting period for setting up and clearing away only. This time must not be used instead to run activities and reduce the hire time.
- If the hirer is in breach of conditions of school lettings the school reserves the right to terminate the letting immediately

The hourly charges are as follows, unless otherwise agreed:

User / Facility	Charities		Local community groups		One-off hires	
	1st Hour	Hourly rate	1st Hour	Hourly rate	1st Hour	Hourly rate
Hall	£27.50	£10	£32.50	£12.50	£37.50	£15
Field (with toilet facilities)	£20	£7.50	£25	£10	£30	£12.50
Field (on its own)	£17.50	£7.50	£22.50	£10	£27.50	£12.50
Classroom	£25	£10	£30	£12.50	£35	£15

- **Minimum Charge**: To cover Site Controller overtime costs the minimum hire will be 1 hours for hires starting after 4.30pm.

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- **Single Hire events** will incur a £100 refundable deposit to be paid against damage and any additional cleaning required. All payment must be made in full 7 days prior to the booking (excluding school holidays) **Regular Bookings**. These will be invoiced each half-term in arrears.

Cancellations

Time prior to Letting that cancellation is made	Refund of cost of letting given
48hours or less	0
More than 1 week	50%
2 to 3 weeks	75%
4 or more weeks	100%

The Finance and Resources Committee has the jurisdiction to amend these guidelines in appropriate circumstances

Health and Safety

 All hirers should be made aware of the school Health and Safety Policy and adhere to all of the conditions set out.

Safeguarding

Thatcham Park school is committed to safeguarding and promoting the welfare of children and young people. The responsibility for ensuring that safeguarding measures are in place rests with the Hirer.

- Prevent Duty: the school should assess the risk of any activity taking place on site regardless of whether or not pupils are involved. The school should always know what the premises are being used for, and whether these activities pose any direct or indirect threat to children, if this is the case hirers must undertake a short introductory training session on Prevent duty in order to understand radicalisation of vulnerable people. This training can be accessed via the following link: http://www.elearning.prevent.homeoffice.gov.uk A certificate must be printed out and accompany the Hirer's agreement before the premises can be hired.

- In accordance with the guidelines in Keeping Children Safe in Education 2023, all lettings involving children coming on to the school site will need to: ○ provide the name of the safeguarding lead for the letting ○ provide evidence of appropriate safeguarding and child protection policies and procedures
  - ○ provide evidence of DBS checks for adults involved in the letting (DBS certificates issued over 3 years ago will not be accepted) ○ confirm that they are following the guidance in Keeping children safe in out-of-school settings
  - ○ confirm that they understand that if the school receives an allegation relating to an incident that happened during the letting, then the school will follow its own safeguarding policies and procedures, including informing the LADO.

The Headteacher reserves the right to require the Hirer to produce evidence that enhanced DBS checks have been carried out on all persons and to review safeguarding policies and procedures and to impose any additional requirement they consider appropriate in connection with the hiring. If for any reason the Headteacher is not satisfied, then they reserve the right to cancel any hiring and there shall be no liability to the Hirer other than to refund any hiring fee or deposit paid. The hirer will be required to provide evidence that DBS checks have been carried out upon request.

The hirer is responsible for reading the school's safeguarding policy prior to the date of hire and to acknowledge that they have understood the content, even if they are not hiring the premises for use by or with children (in compliance with KCSIE 2023)

The hirer confirms that, should any safeguarding concerns present themselves during the hire of the school premises, they shall contact the DSL Rhiannon Dargan as soon as reasonably practicable.

Monitoring and Evaluation

This policy will be subject to review every year.

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