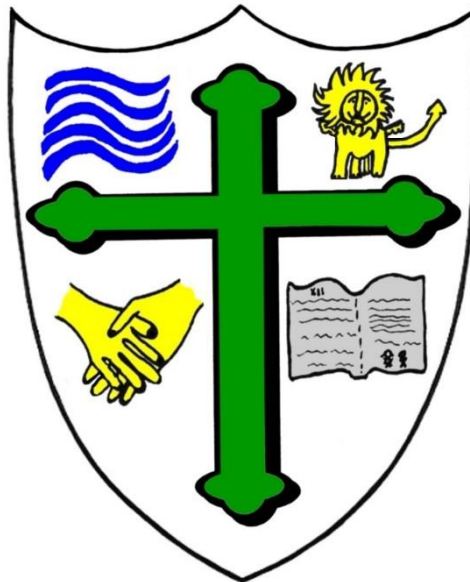


# Highcliffe St Mark Primary School



## Lettings Policy

Reviewed (date)	May 2025
Reviewed by (name)	Claire Barker
Approved by Governors (if applicable)	
Review due (date)	September 2026

## *Lettings Policy*

### *Aims*

To ensure that the policy reflects agreed procedure and policy laid down by the Foundation Governors, the trustees of the school and the local education authority.

To ensure the correct use of the premises.

To maintain a safe environment for pupils and staff and for any members of the public who use the school's facilities.

To enable the school to become central to the community of Highcliffe.

### *Guidelines*

- For the following lettings the Governors, may by law, only impose on the hirer a fee which represents the cost of the service provided. No charge may be made for hire of the premises. i.e. charges may only be made for locking and unlocking, heating etc.
  - parish councils where no other public premises are available within the area of the parish;
  - political meetings held by the candidates between the time of the issue of a writ for an election and the election;
  - use of school premises for polling stations at local and national elections;
  - activities for the sole benefit of the children who attend Highcliffe St Mark Primary School where there are no costs passed onto parents;
- The Governors at their absolute discretion reserve the right to refuse any application for a short term letting for such reason as they consider material including in particular but without prejudice to the generality of the foregoing where such a letting could potentially have an adverse impact on the school's reputation or place the school or its occupants in undue risk.
- The main conditions for the hire of educational establishments form part of the letting application pack; together with the relevant Booking Form for use of Educational Premises and will be pointed out when an application for rental of school premises is requested. (See Appendix B and Appendix C)
- Both the Governors or person(s) authorised to act on their behalf for such purposes and the Hirer must sign the conditions of hire before the commencement of any letting.
- All income from lettings of the school premises shall be regarded as official monies and will be paid into the school's account, subject to the rights of the Foundation Governors or Trustees.
- At the Headteacher's discretion certain lettings shall not attract a hiring fee, but a record shall be kept of all such bookings and the hirer shall be required to complete a booking form and comply with the insurance cover specified.

- Governors reserve the right to charge hirers who might normally be in Category B, Category A charges provided that it is in the main interests of the children from this school.
- Unless the Governors otherwise resolve, the school will continue to buy into the Local Authority's insurance scheme which then covers the school and hirer. If the hirer has public liability insurance this must be declared and the LA insurance scheme informed.
- The lettings policy and the scale of lettings (see appendix A) will be reviewed at least annually by the Full Governing Body and hirers will be given 28 days notice of any amendments.

**HIGHCLIFFE ST MARK PRIMARY SCHOOL**

**SCALE OF CHARGES FOR LETTINGS**

**(effective 1<sup>st</sup> September 2025)**

	A	B
	(Commercial Hire)	
Classroom per session	£24.00	£48.00
Classroom hourly	£12.00	£24.00
Hall per session	£48.00	£90.00
Hall hourly	£24.00	£48.00
Grounds hire per session	£24.00	£48.00
Grounds hire hourly	£12.00	£24.00
Grounds hire daily rate non-term time	£40.00	£80.00

N.B. Sessions are 3 hours

Category A – use which benefits our children in our school for example a sports club.

Category B – All other use

For weekend, school holidays and any other letting that does not fall in session times an appropriate charge may be made at the discretion of the Headteacher and/or Governors.

## **Highcliffe St Mark Primary School – Conditions for the Hire of Educational Establishments**

The hirer shall be the person making the application for a letting and such person will be responsible for payment of a fee or other sums due in respect of the letting to the Hirer and the observance of regulations imposed by the Local Authority.

### ***Damage, Loss or Injury***

- The Hirer shall effect Third Party (Public Liability) Insurance within a minimum indemnity limit of 10 million pound for any one occurrence to cover its legal liabilities for accidents resulting in injuries to persons, including participants in the hiring activity, and/or loss of or damage to property, including the hired premises, arising out of the letting of educational premises.
- The Education Authority/School will not be responsible for any injury to persons or damage to property arising out of the letting of educational premises unless such injury or damage results from the negligence or breach of statutory duty on the part of the Educational Authority/School.

#### **Protection of Premises and Moveable Property**

- Furniture and fittings shall not be removed or interfaced with in any way. No fittings or decorating of any kind necessitating the driving of nails or screws into fixtures forming part of the school fabric will be permitted. In the event of any damage to premises or property the Authority shall make it good and the Hirer shall pay the cost of such reparation.

### ***Public Safety***

- The Hirer shall be responsible for the prevention of overcrowding such as would endanger public safety and for keeping clear all gangways, passages and exits.
- The Hirer shall be responsible for providing adequate supervision to maintain order and good conduct.

### ***Copyright of Performing Rights***

- The Hirer shall not, during the occupancy of premises infringe any subsisting copyright or performing right, and shall indemnify Bournemouth Christchurch and Poole Council against all sums of money which the Council may have to pay by reason of an infringement of copyright or performing right occurring during the period of hire covered by this agreement.

### ***Sub-Letting***

- The Hirer shall not sub-let to another person.

### ***Intoxicating Liquor***

- The hirer will ensure that no intoxicants shall be brought on to or consumed on the premises without the prior approval of the Governing Body.

### ***Smoking***

- Smoking is not permitted on any hired premises.

### ***Dancing***

- Use of materials for preparing floors for dancing is prohibited.

### ***Vacation of Premises***

- The Hirer shall ensure that premises are vacated promptly at the end of the letting.

### ***Vacation of Scales of Charges and Cancellations***

- The Hirer acknowledges that the charges may be increased in accordance with the rates from time to time agreed by the Authority or where appropriate by the Governors of the School, or that the letting may be cancelled provided that in each circumstance at least 28 days' notice either way is given.

### ***Fire Evacuation Practise***

The Hirer shall be responsible to carry out their own termly fire evacuation practices and be aware of all evacuation routes and meeting points. They shall also report to the school Site Manager when these practices have taken place and a record will be kept. They shall also be responsible for their own register of adults and children attending any letting.

### ***First Aid***

The Hirer shall be responsible for any first aid required for anyone attending their letting. They are also responsible for any records that need to be kept of any accident or injury occurring during their letting. They are also responsible for acquiring any medical information needed regarding children in their care and arranging for appropriate medication to be given to the school to be passed on to the hirer and then given back to the parent at the end of the session. Please ensure accurate and up to date contact and medical information is obtained for each child attending.

## ***Child Protection***

The hirer shall read and abide by the attached School Child Protection Guidelines. They shall also sign and return the form to state that these guidelines have been read and will be adhered to. The hirer is also asked to closely follow the school's policy on the use of mobile phones and internet enabled devices which will be shared with those wishing to let school premises. Failure to adhere to this policy could result in the immediate cessation of hire.

Each group/club to have their own child protection policy/procedure (which should include how to recognise abuse or respond to a disclosure and what action to take) and the group leader should have attended child protection training. Appropriate training can include a wide range of courses (on-line and taught courses) but should include information on how to recognise and report child abuse. Some sports organisations provide very good training; there are also details of local Level 2 and 3 courses on Dorsetforyou:

<https://www.dorsetcouncil.gov.uk/education-and-training/training/childrens-services>

Groups or organisations which need help writing a child protection policy/procedure can refer to the Safe Network:

[www.safenetwork.org.uk](http://www.safenetwork.org.uk)



<b>VERSION</b>	<b>DATE</b>	<b>REVIEWER</b>	<b>COMMENT</b>
1	09/23	CB	Increase of charges approved at FGB
2	09/24	CB	No changes – reviewed by FGB
3	05/25	CB	Increase of charges from Sept 25 approved at FGB