



St Mary's C of E Primary School Lettings Policy – Summer 2021

Policy written by: School Business Manager
Authorised by: Headteacher
Signature:
Renewal Date: Summer 2022

Aim

The Governing Body of St Mary's C of E Primary School wishes to administer the letting of the school premises out of school hours for the benefit of:

- Community Groups.
- Youth Groups.
- Local Residents.
- Increased income for teaching and learning in the School.

The Governing Body will adhere to Surrey County Council's policy and administrative system covering the use of school premises and intends to prioritise lettings in the following order:

- For the benefit of users of the School – School bookings, regular club lettings etc.
- Use for school functions, Parents / Teachers Associations or fund raising activities.
- Voluntary Organisations.
- St Mary's Church.
- Other users approved by the Governing Body.

The Governing Body has the right to refuse any application where it feels the aims of the hirer are not consistent with the interests of the school or any school policy. The school and Governing Body uphold the principle standard of assessing and monitoring the suitability of adults working with children on site at all times and may terminate a letting without any prior notice if there is any cause for concern. No dogs, other than those registered as guide / hearing / therapy dogs, are allowed anywhere on the school premises. The Governing Body has the right to refuse any application without explanation.

Use by the community

The Governors of St Mary's School wish to make the outdoor school facilities available for community use. These shall comprise two 30m x 16m external hard-court pitches with indicative markings for the sports of netball, two grass pitches for 7-a-side and 5-a-side football and a heated swimming pool. Governors reserve the right to restrict the use of grass sports pitches to protect such pitches and / or to fit in with the School curriculum and demands. Use by the community of the grass sports pitches must be avoided in inclement weather or when the pitches are water-logged. Use of the swimming pool is subject to its seasonal availability and on condition that all criteria listed below are met in full.

Community use of the facilities shall not be available during school hours with the exception, upon Governor approval, of Extended School provisions for childcare or community schemes. Where Governors agree to the use of the school premises for community childcare a Transfer of Control agreement will be entered into in line with current DfE and Surrey County Council policy. The minimum hire charges are set out below.



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Local Community Groups Clubs shall not have access to any school buildings other than toilet / changing facilities unless by prior arrangement and agreement by the Governing Body. The Community use of the Facilities must fit in with the School Curriculum and demands and will constitute:

- a) After School Sports Club period. After School Sports Club will be an extra curricular sporting activity by the School with or without competing teams from other schools which may be led by a member or members of the staff of the School or an appointed adult in charge.
- b) Directed Letting Periods – These are specified periods when the school's facilities are made available at a charge for structured activities organised by local organisations, youth groups and sports clubs which are affiliated to the Governing Body or Local Authority Sports Development Officers.
- c) In relation to any application for a directed letting of the school premises or facilities the provisions 1 – 3 set out below shall apply.

The Governing Body shall be entitled to terminate any particular directed letting arrangement with any Local Youth group or Sports Club or Local Authority Sports Development Officer where such group club or officer is in breach of the provisions set out below.

Directed Lettings Provisions

1. Any person or organisation (the Applicant) formally requesting use of the school facilities for delivery of a structured sporting activity shall comply with the following provisions. Failure to meet any of the elements below will result in the discontinuation of the community use agreement with that Applicant.
 - a) Any application for a directed letting must be made to the Governors of St Mary's Primary School in writing, with full details of the nature of the Applicant and the sporting activity to be delivered. The School will be given two contacts for the Applicant.
 - b) Any Directed Letting shall run for a minimum half term period unless otherwise agreed – a week's notice should be given if, for any reason if a session is to be cancelled.
 - c) No application can be made by a Sports Club unless it is affiliated to the Governing Body of the relevant sport.
 - d) All Applicants must give evidence that the people leading and assisting with sessions are appropriately qualified and are DBS cleared (if applicable) and adopts a child protection policy, if the club is run for the children including those of St Mary's School.
2. Where Applicants intend to pass a charge to participants in the Sporting Activity this will be at the discretion of the organisation.
3. The Applicant undertakes with the School:
 - a) That they will respect, and will procure that all participants respect, the school facilities and maintain standards of behaviour in line with school policy and the terms and conditions of use for community school premises as laid down by Surrey County Council.
 - b) No additional marks will be made to the hard court or playground areas.
 - c) Litter will be removed from the site at the end of each session.
 - d) The Applicant will carry out necessary risk assessments of the facilities and deal appropriately with any identified hazards. The Applicants will notify the School of any items that present a significant risk – e.g. needles / glass.
 - e) Applicants will not use grass pitches to the detriment of their quality. The School will notify the Applicant if pitches are unusable. On this occasion a full refund or a hard court, if available, will be offered as a back-up.
 - f) The School will have no liability for any injury, damage or loss sustained or incurred by the Applicant or any participant during a directed letting.
 - g) No intoxicating liquor may be brought onto or consumed on the school premises during or in connection with any hiring except with the Governors' approval. Where a licence for the sale of intoxicating liquor is necessary for a function, and Governor approval has been granted, the hirer is solely responsible for obtaining such a licence.



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Hire Charges

The letting pricing structure is based upon the schedule of charges recommended by Surrey County Council. However, the Governing Body may exercise the right of flexibility in setting charges for individual or group users. It is the intention of the Governing Body to charge the real cost for the use of the premises to all hirers and to protect the school's delegated budget. The current basic hire charges as set by SCC are detailed below.

Administration

The School will adhere to the administrative procedures detailed in the Local Authority's Scheme of Management and the School Business Manager will have overall day to day responsibility for this area.

Lettings Arrangements

Payment for work required in connection with letting the school (usually the attendance of the Premises Manager) will be determined by the Governing Body who, in consultation with the Headteacher, shall decide on:

- Letting of the school premises.
- Whether the Letting requires the attendance of a Premises Manager.
- Letting classification (Class A or Class B) having taken account of any views expressed by the Premises Manager.

Class A

This category of letting will be applicable where Governors consider there to be a security risk such as to require the supervision by the Premises Manager throughout the letting. Payment is made at the appropriate overtime rates for the full period of the letting outside normal working hours to the nearest half hours, plus one half hour prior to the commencement of the letting if this is outside normal working hours and plus a further half hour at the conclusion of the authorised letting. The "unsocial hours" payment will be made for all hours worked between 8.00pm and 6.00am.

Class B

This category of letting will be applied where a letting requires additional work before and after the letting but not requiring the attendance of a Premises Manager throughout.

Payment for lettings scheduled to finish outside normal working hours will be made at appropriate rates in accordance with the national agreement as follows:

- 1.5 hours for 1- 4 classrooms
- 2 hours for 5 –11 classrooms
- 2.5 hours for 12 classrooms and over irrespective of number of hirers.
- Craft rooms, halls and gymnasias will count as 2 classrooms each.
- All changing room facilities in the school count together as one classroom.
- The unsocial hours payment will be made for one hour only after 8.00pm.

Scheduled Finish Time Extra Payment

Class B lettings scheduled to finish after 10.00pm will entitle the Premises Manager to an additional payment at the appropriate rates as follows:

Between

10.01pm – 10.30pm = 0.5 hour

10.31pm – 11.00pm = 1.0 hour

11.01pm – 11.30pm = 1.5 hours

11.31pm – 12.00am midnight = 2.0 hours

12.01am – 12.20am = 2.5 hours



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From 12.31am onwards, 5 hour's payment for every additional half hour.

If there are two or more lettings on the same day and the scheduled finishing time of the first one is earlier than the scheduled starting time of the second and where the premises have to be secured between lettings, payment will be made for each separate letting. If at the weekend a hirer requires the premises to be opened and secured more than once on the same day, payment shall be made as for each separate letting.

Exceptional Cases

If Governors consider that this scheme does not adequately recompense the Premises Manager for the additional work involved the Governing Body may authorise extra payment.

Consultation with the Premises Manager

Where it has been decided that a letting will take place, the Headteacher will ask the Premises Manager whether or not he wishes to undertake the duty. If the Premises Manager declines, the Headteacher will make alternative arrangements where possible. A copy of the formal notification of hire will be given to the Premises Manager. The Headteacher may delegate this process to the School Business Manager.

Duties of the Premises Manager undertaking a letting:

- The Premises Manager is responsible for unlocking and for securing the premises, including extinguishing lights, heating, closing windows, doors etc, and for tidying up to ensure that the premises are ready for school use. Governors expect that any part of the premises to be let will be in a clean and acceptable condition prior to hire. The Premises Manager will record any / all incidents / accidents in the school log book. In the event of additional cleaning required over and above the Premises Managers normal duty a charge will be levied and applied to the Applicant.
- Where the hirer provides additional staff to prepare for a letting, such staff are subject to the general direction and control of the Premises Manager.
- The Premises Manager will give reasonable assistance, within the terms of his employment, to the hirer.
- The Premises Manager should ask the hirer or his delegate to sign the letting form at the conclusion of the letting in order to confirm the duration and the number of rooms in use.
- In a Class A letting, the Premises Manager will undertake normal daytime duties paying special attention to security.
- Hirers should be made aware of the fire exits and Premises Managers must ensure that fire exits adjacent to the accommodation in use are left unlocked.



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Schedule of charges: 2021 / 2022 Financial Year

These Education Service User rates are based on the cost of services provided outside normal school hours and are calculated to cover the costs of these services to the delegated budget with no element of profit. Governors reserve the right to charge additional fees over and above those itemised below and at their discretion. Payment is due 7 days prior to the letting unless separate arrangements have been made.

Use of a Room Annual Rate Surcharge for use of a specialist room £1 per hour <i>PLUS charge for Premises Manager</i>	Standard Charges £ 10.00 per hour	Youth Service £ 7.50 per half hour
Use of Hall or Gym Annual Rate <i>PLUS charge for Premises Manager</i>	Standard Charges £ 20 per hour	Youth Service £ 15.00 per half hour
External Cabin with kitchen and toilet facilities Annual Rate <i>PLUS charge for Premises Manager</i>	Standard Charges £ 30 per hour	Youth Service £ 20.00 per half hour
Use of Playground, Individual Playing Field or Court Use of changing room / showers <i>An additional charge may be applied where pitches are marked beyond the normal playing season. PLUS charge for Premises Manager</i>	£7.00 per hour £ 15 per hour	
Holiday Clubs – Halls & Yr 6 block Annual Rate <i>PLUS charge for cleaning service on exit</i>	Standard Charges £ 120.00 per day	
Use of Heated Swimming Pool An additional heating charge of £20.00 will be payable per session in addition to the above hourly rate. <i>PLUS charge for Premises Manager</i>	£25.00 per hour	

Caretaking Charge

Class A and Class B lettings – The charge will equal the cost of the Premises Manager (incl. NI). These charges have no profit element included and are calculated to cover costs to the Delegated Budget which cannot subsidise lettings. The hourly rate for this service can be requested from the school. An extra half-hour at the beginning and end of the hire period will be added for opening up, preparation and closing the pool and its facilities.



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Deposit

A 50% refundable deposit (rounded up to the nearest £5) will be due at the time of booking.

Cancellation

In the event of cancellation or any variation in the time of booking, the Headteacher must be informed two weeks before the letting, or a cancellation fee of no more than 50% of the booking fee will be charged. In the event of the school cancelling the booking, the deposit will be returned in full. In the event of the person booking cancelling the letting, the deposit will be non-refundable.

For all hirings Governors request a refundable deposit of 50% against cancellation, damage or other costs incurred (eg cleaning).

Insurance

All hirers, with the exception of Education Service Users, must have adequate Public Liability cover preferably with an Indemnity limit of not less than £5,000,000 in respect of any one incident or occurrence. A copy of the policy must be provided, with the Application, to the School Business Manager. Failure to provide proof of cover will result in refusal of the application. If the hirer so wishes, the school can provide public liability cover on the hirer's behalf upon request. The cost will be passed on to the hirer through the letting charge.

COVID-19

Whilst the school is following Government guidance re COVID-19 protective measures. All hirers must evidence their compliancy and issue the school with their own COVID-19 risk assessment. It is the hirer's responsibility to ensure they are compliant with their own risk assessment.

Where the school is continuing to follow COVID-19 protective measures, any hirers hiring the school will be responsible for cleaning their own equipment brought onto the premises and cleaned again after use. If hiring the internal part of the school cleaning will be arranged by the school and charged accordingly. This charge will be highlighted on booking.

Letting of the school swimming pool 2021 / 2022

With regard to the letting of the school's swimming pool, Governors of St Mary's C of E Primary School, in line with current Surrey County Council guidance, are aware of the need to ensure that the organisation of the activity in the pool and its surroundings and the supervision of participants is adequate and shall ensure that the following checklist and safety requirements are carried out.

Hirers must:

- Guarantee that, at all times the pool is used, there shall be at least one responsible person present who is qualified in life-saving and administering appropriate first aid. Proof of qualification(s) must be shown to the school at least seven days before any booking is confirmed. Failure to produce this evidence will invalidate any agreement between the school, the hirer and the participants. It is the hirer's responsibility to ensure that the ratio of responsible person(s) safely covers the number of users in the pool.
- Provide information to the school regarding the numbers participating and their swimming skills.
- Notify the school in advance of the name of the hirer or their representative who will be in charge of the group.
- Be given by the school, copies of Swimming Guidelines 2021 / 2022 and emergency planning procedures and to sign to the effect that these have been read and understood.



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- Be aware of the specific agreement on the respective responsibilities of the pool operator and the hirer for action in an emergency. A clear distinction needs to be drawn between:
 - a) Emergencies arising from the activities of the group using the pool, and
 - b) Other emergencies (eg structural or power failures, etc.). Responsibility for b) will remain with the Premises Manager who will be on site during the hire session.
- Comply with any rules of behaviour enforced during the session.
- Follow any advice on safety which is given to participants, eg no alcohol on the premises and no food immediately before swimming.
- Ensure the responsible person has a working mobile phone.
- Report immediately to a school representative any personal accident or injury or any incident which may adversely affect the quality of the water.

Swimming Guidelines 2021 / 2022

General Safety

- Familiarise yourself with all the safety notices and procedures within the pool area.
- All non-swimmers must sit away from the side of the pool.
- No running inside the pool compound.
- Use the shower before entering the pool via the steps.
- Under no circumstances must anyone enter the boiler room.
- No alcohol is to be consumed on the premises.
- No running, ducking or diving or excessive noise.

Water Safety

- Check the location of the rescue pole at the start of each lesson. It should be by the fence next to the floats.
- Check the first aid kit is in the Girls' Changing room before starting.
- Check the pool and surrounding area for any debris and other hazards.
- A responsible adult must at all times be **out** of the water in an observational and supervisory capacity in case of an emergency in the water.
- Make sure no one is ever left unattended in the pool.
- In the event of a fire alarm follow the emergency procedure to evacuate the pool. Follow the designated fire escape route. (Diagram attached to the fence surrounding the pool side).

Emergency Rescue Procedures

- Use the pole to rescue someone in distress.
- Only in the event that the person in distress is submerged, or not responding, or incapacitated from holding onto the pole should the rescuer consider entering the water to perform a rescue and before doing so should make sure it safe to do so before commencing resuscitation.
- Call the Emergency Services immediately (999) and state the nature of the emergency calmly and clearly.

The address of the school is:
St Mary's C of E Primary School
Hart Road
Byfleet
Surrey
KT14 7NJ



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The School Business Managers mobile telephone number will be provided to the responsible person at the time of booking.

Emergency access is best accomplished via the main entrance on Hart Road but can also be gained via the access road (footpath) that runs between Hart Road and Rectory Lane and the main school gate on Rectory Lane (although this access will require a pin code to open the gate – This will be notified at time of letting).

- Talk to the person all the time – reassuring them they are quite safe and try to curb any panic.
- Give clear, precise instructions repeating them continuously until the person responds.
- If the First Aid Box is used please inform the School so they can replace the used items.



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Hirer Acknowledgement

Please return this slip to:

Katie Creedon, School Business Manager, St Mary's C of E Primary School, Hart Road, Byfleet, Surrey KT14 7NJ

Acknowledgement

I acknowledge receipt of the Lettings Policy / Swimming Pool Safety procedures relating to the hire of the premises. I confirm that the necessary life-saving requirements will be met along with all other conditions detailed above and that all persons covered by this letting will behave in accordance with the school's guidelines for safety and appropriate behaviour.

Name of Organisation / Person hiring Premises / Pool:

Name (*please print*):

Signed:

Date:

Date / Time of Booking: