



HUGHENDEN PRIMARY SCHOOL

LETTINGS POLICY

2025

Approved by:	Governing Body
Date:	Spring 2025
Next review due by:	Spring 2026

1. Objective

The Governing Body is committed to making every reasonable effort to ensure the school building and grounds (premises) are available for community use.

A hiring may be defined as 'any use of the school premises by either a community group or a commercial organisation', regardless of whether a hiring fee is charged. It must not interfere with the primary activity of the school, which is to provide a high standard of education for all its pupils.

2. Charges for a Hiring

The governing body is responsible for setting the charges for the hiring of the school premises. See Appendix 2

3. Applying to Use the School

Application to use the school premises should be made to the school secretary and the Application Form should be filled in at least 21 days before the event.

The Headteacher will resolve any conflicting requests for the use of the premises, with school functions always receiving priority.

The Headteacher is responsible for the management of lettings but may delegate all or part of this responsibility to other members of staff, whilst retaining overall responsibility.

If the Headteacher has any concern about the appropriateness of a particular request for a letting, he/she will consult with the Chairman of Premises Health and Safety committee, who has the authority to determine the issue on behalf of the governing body. 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 confirmed in writing.

4. Lettings Agreement

Once a hiring has been approved, a letter will be sent to the hirer, confirming the details of the letting, along with a copy of the terms and conditions and the letting agreement (Appendix 1).

The letting agreement needs signing and returning to the school before the hiring can take place. It should be signed by a named individual and the agreement should be in their name, giving their permanent private address.

The letting agreement will be signed in duplicate by the Headteacher on behalf of the Governing Body.

The named individual applying to hire the premises will be invoiced in advance for the cost of the letting.

All hiring fees will be paid into the school's bank account to offset the costs of services, staffing etc.

5. Termination of Hire Agreement

The Headteacher, or the Chairman of the governing body, has the immediate power to terminate any hire agreement relating to the hire of the school premises, in accordance with the terms and conditions of the model agreement attached.

6. Complaints

Any complaints arising from a hiring agreement will be dealt with using the school's complaints procedure, a copy of which is available from the School Office, or the hirer own complaints policy, depending on the nature of the complaint. It will be at the Headteacher's discretion which complaints procedure is followed.

Appendix 1 Hughenden Primary School

Letting Agreement

The school, or part of the school, when hired will always be left in the care of a named responsible person nominated by the hirer. The named responsible person must understand and undertake to abide by the following conditions:

Before the Letting

1. Booking form must be completed and returned to school at least 10 working days before the hire.
2. The hirer must produce a copy of their own insurance certificate to support the Hire Agreement. It is no longer possible to use the school's insurance.
3. Risk assessments for activities need to be completed.
4. Only legal activities may take place on the school's premises.
5. The hirer is responsible for attaining all copyright licenses.
6. It is the hirers responsibility to ensure that all those attending are made aware of the fact that they do so in all respects at their own risk.
7. A months' notice is required to cancel or terminate the booking.
8. Keys must be collected from the school the working day preceding the letting.

On Arrival

1. To only enter and exit the school through the side gate and rear lobby on the north side of the school.
2. Disarm the intruder alarm key pad using instructions provided.
3. To only access the areas specified on the booking form.
4. To ensure that emergency doors and escape routes are clear and unobstructed.
5. After entry to check that the areas are safe – free from slip or trip hazards, fire doors unobstructed, equipment in good working order e.g. no frayed leads.
6. To only bring onto the site electrical equipment that has been Portable Appliance Tested during the last 12 months (contact school for further details).
7. To instruct all persons, carry out and record fire and evacuation drills regularly:
 - The person discovering the fire will operate the nearest fire alarm (in the hall).
 - On hearing the fire alarm walk calmly through an emergency exit – the rear lobby is the exit of choice.
If this exit is unavailable leave by the hall fire door.
 - Do not stop to collect your belongings.
 - Close doors as you leave the building.
 - Assemble on the roundabout for the named person to ensure all persons have left the building. The school recommends that every group using the premises has an attendance sheet.
 - Phone the emergency services.
 - Phone the emergency contact number.
 - Do not depart until the emergency services have arrived.

During The Letting

1. To ensure any minor injuries e.g. grazes are treated using the basic First Aid Kit kept in the kitchen and are recorded in the accident book provided.
2. To ensure a fully charged mobile phone is on site for the duration of the letting to summon help in the event of an emergency and that you know how to raise the alarm in the case of fire, police or ambulance emergency services being needed.

The school details are:

Hughenden Primary School
Spring Valley Drive
Hughenden Valley
HP14 4LR
01494 562501

3. To ensure all persons on the school premises behave properly at all times.
4. To ensure they abide by licensing requirements (the capacity of the school hall is 120. The school does not hold a licence to sell alcohol.
5. To be committed to the protection and safety of all children. Any concern that a child may be being abused must be reported. The social care helpdesk number is 01494 475037 and the school Designated Child Protection Teacher is the Headteacher. The named person must agree to follow Bucks Local Authority Procedures for managing allegations of abuse against staff and where necessary this will involve the suspension of adults from school premises. The procedures can be found at www.bucks-lscb.org.uk/EducationStaff.htm.
6. To ensure the dining tables are not used unless specific training has been undertaken (contact school for details).
7. To ensure that all school PE equipment and musical instruments are not used or climbed on. Furniture and fittings should not be removed or interfered with in any way. The named person is wholly responsible for any damage to school equipment.
8. Hall floors must not have any substance applied to it and footwear liable to damage the floor may not be worn in the school buildings.
9. To ensure that all persons abide by the no smoking policy that covers both buildings and grounds.
10. To ensure noise levels are kept to a reasonable level so as not to disturb the neighbours.
11. To vacate the premises by the agreed time.

Before Leaving

1. To ensure the premises are left in a clean and proper state.
2. To ensure equipment is left clean and tidy and in its labelled position.
3. To ensure the cooker is turned off at the wall switch.
4. To check all windows are shut.
5. To ensure lights are turned off.
6. To ensure all doors are shut and locked.
7. If the dishwasher is used to ensure that it's cycle is completed and the dishwasher emptied before leaving the premises.
8. To ensure the premises are vacated at the agreed time.
9. To ensure the intruder alarm is reactivated using the instructions provided.
10. To ensure all rubbish is removed from the site.

After the Letting

1. To inform the school the following working day of any hazards, accidents or maintenance issues.
2. To report all damages to the Headteacher the next working day.
3. To return keys the following working day.
4. Hire charge must be paid within 30 working days of receiving the invoice.

The school reserves the right to terminate the letting agreement with immediate effect if the organisation is failing to discharge any of the responsibilities above.

Services and Activities for Children on the School Site Provided by Other Organisations Independently from the School

When services or activities are provided for children separately by another body the following policies and procedures must be in place:

1. A pupil application form requiring information on: name, address, date of birth; contact and emergency details; special needs, food allergies and medical needs.
2. Register and handing back procedure.
3. Child protection policy, procedures and staff codes of conduct that are compatible with those of the school and the Local Safeguarding Children Board.
4. A copy of the DfES booklet "What to do if you're worried a child is being abused – Summary".
5. An approved procedure in the event of a child protection allegation being made against a member of their staff.
6. Attendance at Child Protection Training every three years.
7. All staff or volunteers working with children (including transporting children as part of the activity) have been subject to an enhanced DBS disclosure.
8. To be responsible for maintaining high standards of behaviour.
9. Appropriate arrangements for first aid or other emergencies.
10. Arrangements for staff member/organiser to liaise with a member of the school staff if there should be a particular concern. The school phone number is 01494 562501.

The school reserves the right to terminate the letting agreement with immediate effect if the organisation is failing to discharge any of the responsibilities above.

A returnable deposit of £100 against breakages and damages needs to be provided when keys are collected.

I _____ (print name) agree to act as the named person and abide by the conditions above.

Signed _____ (Named Responsible Person)

Date _____

Signed _____ (On behalf of the school)

Date _____

By signing the above agreement, you agree to our Privacy Notice and Data Protection Policy and are aware that CCTV is installed on site and is being recorded. Please refer to the policies for further details.

Appendix 2

Lettings Charges

Standard Hire of hall/kitchen/toilets - per hour £18.50

Special negotiations – this is reviewed annually taking pupil enrolment into consideration and available space

Wrap Around Care - per day

£35.00 (£175 per week) – Autumn 24 onwards

Football club - per season

£578.90

Outside clubs using hard standing areas and field

£5 per week/per session

Holiday Camps (any provider) £60 per day

Appendix 3

APPLICATION TO ENTER INTO A HIRE AGREEMENT FOR THE LETTING OF SCHOOL PREMISES

Name of Applicant:

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Address:.....

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Telephone Number:

Email Address:

Name of Organisation:

Activity of Organisation:

Details of Premises Requested (Hall, Playground, Football Pitch etc):

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Day of Week Requested:

First choice:

Second choice:

Third choice:

Start Time:

Finish Time:

(please allow time for your preparation and clearing up)

Dates Required:

Term time only: YES/NO (please delete as appropriate)

Holiday time only: YES/NO (please delete as appropriate)

Use of School Equipment (please specify your request):

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Details of any Electrical Equipment to be brought:

Please note this must be PAT tested annually if over 1 year-old.

Maximum Number of Participants:

Age Range of Participants:

Number of Supervising Adults:

Relevant Qualifications of Supervising Adults:

Have DBS checks been carried out? When? By Whom? Please list details

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Dates during the year when the Hall will be unavailable due to school use or closure will be issued at the beginning of the school year in September. These dates may be subject to change, but prior notice will always be given if the premises become unavailable due to unforeseen circumstances.

The Applicant confirms that adequate and appropriate insurance cover is in place for the activity to be carried out (see Terms and Conditions for further details). Please ensure a copy of your valid Public Liability Insurance is provided as part of this Agreement.

The Applicant confirms that arrangements are in place with reference to First Aid (see Terms and Conditions for further details).

The Applicant undertakes to comply with the regulations regarding the use of own electrical equipment (see Terms and Conditions for further details).

Any other relevant information

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I confirm that I am over 18 years of age, and that the information provided on this form is correct

Name:

Signed:

On behalf of:

Date: