

# St Botolph's C of E (C) Primary School

## Lettings Policy

**1 Peter 5:2**

***Care for the flock God has entrusted to you. Watch over it willingly not grudgingly- not for what you will get out of it, but because you are eager to serve God.***



**Celebrating Faith,  
Learning and Success**

Agreed March 2021  
Review Date March 2023

**St Botolph's Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

*We welcome our duties under EA2010 to eliminate discrimination, advance equality of opportunity and foster good relations in relation to age (as appropriate), disability, ethnicity, gender (including issues of transgender and gender identity), maternity and pregnancy, religion and belief. We welcome our duty under the Education and Inspections Act 2006 to promote community cohesion.*

1. It is the policy of the governors that some school premises and facilities shall be available for use by outside bodies at the discretion of the headteacher subject to their not being required for any organised activity within the school and consistent with the school ethos. For the purposes of this policy the premises and the facilities will be referred to as the facilities.  
It is a basic principle that the facilities are provided for use in the normal educational and extra-curricular life of the school, hence any use by external bodies, groups or individuals, will always be of a lower priority than any internal use.
- 2 For the purposes of this policy, the use of the facilities by organised bodies formed with the sole purpose of supporting the school will be deemed to be use by the school itself. The use of the facilities by the school will normally not be subject to any charge. Use by any other bodies associated with the school e.g. Parents Associations and **non profit making** community associations, will be charged at Rate A. Use of the facilities by external bodies will always be subject to the charges detailed in the Appendix attached (Rate B). The charges detailed will be reviewed annually by the Local Governing Body.  
The exception to no charges for use by the school will be at the discretion of the headteacher and governing body, for example, this would be where caretaking needs involve significant overtime payments.
3. The booking of all use of the facilities, both by the school and external bodies beyond those scheduled by the school timetable and calendar will be the responsibility of the nominated person. Once a signed application is received, written confirmation of subsequent cancellation will be required in order for return of any deposit paid. It is the responsibility of all individuals organising events not scheduled but which involve the use of the facilities, to submit a letting application in good time. If notification is not received sufficiently far in advance it is liable to result in the facilities requested not being available for use.
4. Upon receipt of a letting application the nominated person will inform the person making the request that the booking is confirmed or otherwise and the estimated charges involved. Where requests are made by external bodies not known to the school, a deposit of 25% of the estimated final invoice will be required before booking can be confirmed.
5. The nominated person will inform the Site Manager of the specific needs of the booking. The Site Manager will safeguard the facilities of the school by all reasonable means during any hiring and will immediately report any damage incurred. Hirers will be responsible for providing his/her own stewards for the event and for any breaches of copyright, performing rights and the Betting, Gaming and Lotteries Act.
6. Following the hiring, an invoice will be raised for the charges incurred plus any additional damage charges. 'Damage' will include the causing of unreasonable cleaning requirements following a hiring. The Site Manager will survey and note the condition of the premises/facilities with the hirer at the end of the event. Invoices should be settled within 30 days and legal action may be taken to pursue the debt.

7. All lettings must be renewed annually in line with the attached timetable and any changes made mid year require a new lettings form to be completed.
8. Applications for a weekend letting or variations to a regular weekend letting should be submitted 4 weeks prior to letting or change.
9. The Site Manager and/or Headteacher have the right to put a stop to any hiring if, in their opinion it is not being properly or safely conducted.

## LETTING CONDITIONS

1. The rooms normally available for general hire are the Hall, the Activity Room, Fitzwilliam Room and classrooms. The Hall is suitable for social events, rehearsals, large meeting, etc. Toilets are available by the School office. The Fitzwilliam Room has a self-contained kitchen and toilet facilities as well as direct outside access to a large playground and multi-use games area.  
The classrooms and Activity Room are suitable for small meetings, adult education etc. One toilet is available by the staffroom. Other facilities may be available upon request to the Headteacher.
2. Hirers must leave the premises in the same condition as they are found. This refers to furniture, fittings and general cleanliness.
3. All external doors and windows must be secured, electrical appliances and lights turned off at the end of a hiring. The Site Manager is responsible for setting the alarm.
4. Cleaning of the premises is to be carried out by the school personnel and the hiring fee will normally include the cost of cleaning up afterwards.
5. The Site Manager must be present if the general public are to have access to the premises. If the hiring is for a private meeting or gathering with no access to the general public, then the Site Manager will normally unlock and lock up only.
6. The hirer will be responsible for the premises in the event that the Site Manager is not required to be present, but will be responsible to the Site Manager if he is required to be present. To contact the Site Manager in case of an emergency, telephone 07563 717483.
7. The hirer must sign a letting agreement form after agreeing to the conditions of hiring including a statement of costs. A copy of the hirer's current insurance certificate should be submitted with the form. If the letting is for a children's club, the hirer must also submit their DBS certificate and 2 proofs of ID with the application.
8. No access to other classrooms or other areas of the school will be permitted.
9. There is no drinking, music, dancing or singing licence and the hirer must apply for temporary licences to the City Council.
10. Furniture must not be taken from the classroom without prior agreement.
11. The School is a 'No Smoking' area. No smoking will be allowed on the premises, including the external areas.
12. The hirer must visit the premises prior to the letting in order to familiarise themselves with the premises.

13. Refuse bins will be provided and rubbish should not be placed elsewhere.
14. The school accepts no responsibility for any loss or damage to the hirer's property left on the school premises after the hiring.
15. The hirer must not block any exits nor place obstructions in the corridors.
16. Additional lighting or extensions from existing lights must not be used without prior consent from the Site Manager.
17. Any electrical appliances used by or on behalf of the hirer must hold a current Portable Appliance Test certificate which should be submitted with their application form or before the appliance is brought into school for use. The school can PAT test an appliance at an extra charge (please see charges section).
18. No fixings should be attached to the walls or floor without arrangement with the school.
19. The hirer is not permitted to sub-let the premises. The premises can be used only for the purpose outlined in the application.

## ANNUAL LETTINGS TIMETABLE

Autumn Term	Local Governing Body review charges.
Spring Term	Any changes to lettings charges notified to hirers and new lettings forms sent for the new financial year. Confirmation of letting sent to hirers on receipt of completed application forms.
Summer Term	Revised lettings charges in place and invoices sent half termly.

### PREMISES LETTING CHARGES FROM MARCH 2021

#### RATE A – Friends Association/community/staff private hire etc

<u>Facilities</u>	Per hour	Daytime/term time (up to 6pm)	Weekends/ School hols
Hall and toilet		£30(20)	£35
Activity Room and toilet/ Fitzwilliam Room		£25(18)	£30

#### RATE B – Commercial or private hire/External clubs

<u>Facilities</u>	Per hour	Daytime/term time (up to 6pm)	Weekends/ School hols
Hall and toilet		£35(21)	£40
Activity Room and toilet/ Fitzwilliam Room		£30(19)	£35

#### Outside facilities      Per hour

Field including toilet and indoor Changing facility	£23	£26
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Includes locking, unlocking and cleaning.

Rates apply to normal conditions of cleaning.

We reserve the right to make an additional charge if there is additional cleaning and maintenance to be carried out as a result of the letting.

Charges will be made for photocopying flyers/leaflets etc.

Current Charge 10p per A4 copy.

Portable Appliance Testing - £2.50 per appliance.

PLEASE NOTE: failure to vacate the building by the time stated on the letting form will incur an additional charge of £5.00 per fifteen minutes.



## St Botolph's C of E (C) Primary School FIRE EVACUATION PROCEDURES

Please read this document carefully

It could save your life or the lives of the children you have responsibility for.

### Fire Procedures

#### At the time of the emergency

1. If you discover a fire or one is reported to you – operate the nearest fire alarm call point by pressing the appropriate button and ensure that you (and your class) evacuate the building immediately.
2. If you hear the fire alarm – evacuate the premises immediately, as detailed in the evacuation procedure.
3. Site Manager/Business Manager/Head/Deputy (nearest to Fire Panel) will take on the role of **School Designated Fire Officer**. They will identify fire zone on panel and put on Orange Hi-viz jacket. On investigation, if proven to be a fire, they will dial (9) 999 for the Fire and Rescue Service. If not a fire, then they will turn off the fire alarm.

### Evacuation Procedure

1. Everyone in the school to leave by the nearest fire door.
2. Teachers to lead their children out through the nearest fire door ensuring they wear their blue Hi-viz jacket.
3. Classroom support staff to check toilets and enclosed areas and where possible closing external doors as they leave the building.
4. Teachers and children to assemble in designated spaces on the field.
5. All other adults helping or working in school to assemble with the class they are working with at that particular time.
6. Children must move and stand in silence.
7. Administration staff to take registers and student contact details list outside.
8. Administration staff to distribute registers to teachers.
9. Teachers to conduct 'headcount' as soon as class is assembled and check all classroom staff and visitors are present.
10. Teachers to call register as soon as they receive their class register. When the teacher has taken the register he/she must hold the register above their head to indicate that it has been called and can be collected by Administration staff or Headteacher.
11. Any missing person to be reported to Administration staff who will report to School Designated Fire Officer
12. In the event the school cannot be re-entered, everyone will congregate at Orton Hall hotel where parents will be contacted to arrange collection of their children.

### Fire and Emergency Evacuation

#### YOU MUST IMMEDIATELY:

Kitchen Staff	Vacate kitchen as soon as possible to the school field and assemble at point no. 7
Hall	Leave by the outside door and assemble on the school field at your designated assembly point (or 8 if not a class)
Foundation Stage	Walk out of nearest exit door and line up on the field by the fence with Orton Hall Hotel near designated sign 0
Year 1	Walk out of nearest exit door and line up on the field by the fence with Orton Hall Hotel near designated sign 1
Year 2	Walk out of nearest exit door and line up on the field by the fence with Orton Hall Hotel near designated sign 2
Year 3	Walk out of the classroom's outside doors, turn left, walk around the outside of the school and line up on the field by the fence with Orton Hall Hotel near designate sign 3
Year 4	Walk out of the classroom's outside doors, turn left, walk around the outside of the school and line up on the field by the fence with Orton Hall Hotel near designate sign 4
Year 5	Walk out of the classroom's outside doors, turn left, walk around the outside of the school and line up on the field by the fence with Orton Hall Hotel near designate sign 5
Year 6	Walk out of the classroom's outside doors and line up on the field by the fence with Orton Hall Hotel near designate sign 6
Activity Room	Walk out of the back fire exit doors on to the field and assemble by the fence with Orton Hall Hotel re-joining your year group or assembling near designated sign 8.
Fitzwilliam Room	Walk out of door signed 'Fire Exit', walk around the outside of the school and line up on the field by the fence with Orton Hall Hotel re-joining your year group or assembling near designated sign 8.
PPA Room/Elgar Room	Leave through exit door at bottom of the 'hill' and assemble on the field by the fence with Orton Hall Hotel re-joining your year group or assembling near designated sign 8.
The Pentagon	Leave through the exit door at the bottom of the slope and assemble on the field by the fence with Orton Hall Hotel re-joining your year group or assembling near designated sign 8.
Staff Room & Group Rooms	Leave through 'The Den' fire exit and assemble on the field by the fence with Orton Hall Hotel re-joining your year group or assembling near designated sign 8.
Admin Staff & Kidz Biz	Leave through fire exit, walk around building and assemble on the field by the fence with Orton Hall Hotel re-joining your year group or assembling near designated sign 7.
After School Clubs (3.00pm+)	Staff and after school clubs should leave through their fire exit, walk around the outside of the school and assemble on the field by the fence with Orton Hall Hotel near designated sign 8.
Visitors & Contractors	Leave school through the nearest exit and make your way to the school field and assemble by the fence with Orton Hall Hotel near designated sign 8.