



Through God We Achieve

OUR VISION AT ST. STEPHEN'S CE PRIMARY SCHOOL

To deliver outstanding education in a caring community, with God at its centre

'Turning your ear to wisdom and applying your heart to understanding'. Proverbs 2:2

OUR VALUES:

Joy - we provide a happy and stimulating environment, rooted in Christian values.

Excellence - we are a church school committed to the highest standards in everything we do.

Relationship – we work hand-in-hand with St Stephen's Church as well as our parents and carers.

Respect - we enable our children to deepen or realise their own faith and respect the freedom of others in their beliefs.

Nurture – our children are cared for spiritually, morally, intellectually, physically, socially and emotionally.

LETTINGS POLICY

Action	Policy to be reviewed as required and at least annually		
	Owner	Date	Completed
Updated	Michael Schumm	September 2021	
Next Review		September 2022	
Approved		September 2021	

ST. STEPHEN'S C.E. PRIMARY SCHOOL
Uxbridge Road, Shepherds Bush, London W12 8LH

Lettings Policy

The letting of the School facilities is a source of income for the school and a way to further its objectives in education and community cohesion. With the need to meet the cost of any repairs and maintenance costs to the building, as well as the need that costs associated with lettings are not subsidised from the delegated budget, it is necessary to set guidelines to ensure that lettings are:

- properly documented
- cost effective
- of a type conducive to the size and general disposition of the facilities
- produce as reasonable a level of income as possible.

General

It is the policy of the Governors to be selective in the letting of the facilities to local organisations/bodies only. Lettings support the ethos of the school. Where the purpose of any letting would appear to be detrimental in any way to the general conditions or otherwise of the facilities, or those of the school, the letting will be refused. This will be determined by the head teacher in the first instance, if necessary in consultation with the Premises committee

Lettings to The Friends of St Stephen's are to be made free of charge. Where the letting is to any other local organisations/bodies which will be furthering the school's objectives by providing a service of benefit to the school or its pupils a discounted rate will apply. Whether the discounted rate should apply will be a decision for the head teacher, subject to review by the finance committee in case of dispute. The hiring charge will be reviewed periodically by the finance committee.

The school is not currently intending to let out its facilities for purposes which do not further its objectives. This position will be subject to periodic review by the Premises committee. If such lettings are made, a full commercial rate commensurate with that charged by other local facilities will be applied.

All lettings are made in accordance with the Governors' No-Smoking Policy and Child Protection Policy.

Letting Conditions

- Lettings are made through the School Business Manager or Headteacher.

- A copy of the liability insurance will need to be seen prior to the letting.
- Those hiring the facilities must comply with current legislation. The school holds a copy of this for potential hirers and for the governors.
- No animals other than assistant dogs, shall ordinarily be allowed in the school buildings.
- No footwear liable to damage floors may be worn in the school buildings.
- Where there is damage caused to the school building or damage to contents caused during the hire of rooms, a charge of up to £150 will be made to the hirer to cover the school's excess.
- Long term lettings which occur regularly need to present their Child Protection Policy.
- The hirer and supporting adults working with the school's pupils must be appropriately qualified.
- Any electrical equipment brought by the hirer onto the school site MUST comply with the LA code of practice for portable electrical appliance equipment. Equipment must have a certificate of safety from a qualified electrical engineer. The intention to use any electrical equipment must be notified on the application.
- It is the hirer's responsibility to make their own arrangements for first aid facilities, such as the provision of first aid training for the supervising adults, and the provision of a first aid kit, particularly in the case of sports lettings.
- April 2019 the price per hour are listed below, with a minimum hiring period of 1 hour and bookings in hourly blocks only. Payments are to be made in advance by electronic transfer. Cheques will not be accepted.

Room	Hourly rate	Daily rate (8 hours)
Main hall	£35	£250
Upper hall	£25	£180
Playground	£30	£210
Art room	£15	£110
Classroom	£15	£110
Room above the nursery	£15	£110
Library	£15	£110
Late night lock up charge up to 9pm	£20 flat rate	

- All hirers and supporting adults must provide evidence of DBS Clearance when children are in attendance. Hirers are responsible for obtaining Enhanced DBS Clearance and providing details to the school. The School reserves the right to monitor DBS Clearance for all hirers. The hirer must ensure that appropriate safeguarding and child protection policies and

procedures are in place and these must be available for inspection by the school. As this is a condition of use and occupation of the premises, failure to comply will lead to termination of this agreement.

- All activities conducted on the school premises must be within the law. Please note that it is the responsibility of the hirer to ensure that the correct licences are obtained for draws and lotteries, music and entertainment, sale of alcohol and charitable collections.
- The terms shall be applied only to the named areas of the school which are to be hired and all other areas remain **out of bounds**.
- Entry codes/fobs must only be used to gain access to the premises during the period of hire and must not be used at any other times to gain access to the premises.
- The hirer is responsible for the security of the school building during the period of out of school hours hire and must undertake to pay for any loss or damage to school property or equipment and must insure against damage to school premises.
- No item of school property shall be removed from the school premises. No item of school equipment shall be used by the hirer without prior permission. All persons hiring the premises will be expected to conform to the relevant Health & Safety regulations.
- The hirer must undertake to leave the school premises in a secure, clean and tidy condition ensuring that any equipment or furniture used must be restored to its original position. **If this is not carried out to a satisfactory standard an additional charge will be made for the time spent clearing up.**
- Storage facilities are not available. All rubbish must be removed from the premises.
- No alterations or additions to the electrical installations at the school may be made whatsoever.
- No advertising may be placed in any area of the school premises without the direct permission of the Head Teacher of the school.
- There will be no telephone available. Any hirer is responsible for providing access to a mobile phone on the premises in case of medical or other emergencies.
- The school kitchen may only be used with training and the trained person must be on site throughout the event.
- The school play equipment may only be used with permission and children must be supervised at all times by a responsible adult.
- Hirers must ensure they are fully conversant with the fire emergency actions, including alerting the fire and rescue service if necessary, as this is not automatic. The hirer must take responsibility for safe evacuation of all those in the hall. The hirer will not introduce additional fire hazards without prior consultation with the school.

- Users of our facilities are required to have their own complaints procedures as part of the initial lettings arrangements.
- In any situation of extreme misuse of school premises the Governors will have the right to terminate the hire agreement immediately.
- The Governors will accept no responsibility for injury to a person or persons during a letting on school premises.
- St. Stephen's School Governors reserve the right to serve notice of not less than 14 days on any hirer who fails to comply with the terms and conditions of hire.

I have read and understood the terms and conditions of the lettings policy.

Name:

Signature:

Date:

Terms of use	
Name	
Period of hire	
Charge rate	
Agreed by	

