

**Eastlea Primary School**  
**Lettings Policy**



The Governors of Eastlea Primary School seek to encourage the use of the school to support and build good relationships between the local community and the school.

All applications to use the school premises should be in writing, and are subject to approval by the Headteacher in consultation with the Governing Body. They will be considered within the schools policy for the provision of equal opportunities. The school reserves the right to refuse access to the school.

It is the policy of the Governing Body of Eastlea Primary School to charge lettings fees which cover the actual costs of using the school outside of school hours. The costs reflect the use of fuel and caretaker time but also, in relation to voluntary youth organisations, reflect the wish of the Governors that these groups are actively encouraged and the cost to them is not prohibitive.

The current charges agreed by the Governors are as follows:

**School Association events and School Activities**

There will be no fee attached to these activities

**Voluntary Youth Organisations**

*[currently Rainbows £27.00 per session up to 12 sessions per term] – revised following recent increased costs from county*

The organisations are expected to give notice of any weeks which they intend not using the facilities. A full record of usage is kept by the Caretaker and signed weekly by the Head Teacher. The school secretary manages the receipt of payments.

**Other organisations**

- A schedule of charges will be applied depending on the number of rooms hired and the length of the letting – the governors, together with the Head Teacher will take advice from the LA on the charges to be levied.

The letting agreement is valid for a maximum of one year, after which time it should be renewed.

Any changes in leadership should be advised immediately and the letting agreement renewed.

***It is recommended that any leaders of children's groups have child protection register clearance.***

**Regulations relating to the use of Eastlea Primary School out of school hours**

- A named person/hirer must discuss/ask the Head Teacher for permission to use the school.
- The number of people using the school must be stated.
- The users must be aware of Health and Safety Regulations.
- School furniture or apparatus must not be moved into or removed from any rooms without the previous authority of the Head Teacher/School Governors.
- All persons using or coming on to school premises in consequence of permission granted to the hirer do so in all respects at their own risk and the hirer must make this known to persons involved

- Alcoholic drinks must not be brought on to or be consumed in the school when the premises are let to any outside hirer without the prior consent of the Governing Body.
- No occupation will be permitted which, in the opinion of Governors or the Education Committee is likely to create any disturbances or cause any inconvenience to the residents in the neighbourhood or to interfere with any existing occupation of the premises or with school activities.
- The hirer of the premises is responsible for the preservation of good order and behaviour.
- The hirer is responsible for any damage to property.
- The hirer must be aware of all the emergency exits and safety appliances in the school.
- As part of the letting agreement to a third party for the use of the school grounds and/or premises for a physical activity, the following criteria must be met.

#### Dress

All participants should wear clothing appropriate to the activity; this should include suitable footwear. All loose or sharp jewellery; for example, necklaces, chains, earrings, bracelets, rings are to be removed for the duration of the activity.

#### Supervision

The designated leader, or any person deputising for them, should have appropriate training and experience to ensure the activity be conducted in both an orderly and safe manner. This training should also include up-to-date experience of refereeing, if that function is to be undertaken.

#### Safety

- The leader or other designated person should have appropriate first aid knowledge, for example, St. John's ambulance "Emergency Aid" certificate or equivalent experience
- An appropriate first aid kit should be available.
- The leader or other designated person should have immediate access to a telephone in order to summon the emergency services in the event of an accident requiring specialist medical attention.
- The leader should have a known procedure to follow in the event of an emergency and it should be known to all participants by word of mouth and written notices.

#### Insurance

The group should have adequate insurance cover for the activity in question, with an appropriate insurance company and Eastlea disclaims any responsibility for accidents or injuries caused to persons whilst on the premises.

Signed: *E J Beeston* Head Teacher

Signed: *D Blackburn* On behalf of the Governors Resource Committee

May 2018