



ST LAURENCE CHURCH  
**JUNIOR SCHOOL**

## Lettings Policy

Date of Publication: June 2023\*

*\*Safeguarding update September 2023*

To be reviewed: June 2026

*(To be reviewed on a three-year cycle or the policy will be updated when the guidance on which it is based changes, or when this version of the policy otherwise stops being applicable. Any updates to this policy will be shared with the full governing board.)*

*'Learning, Loving and Sharing, guided by Jesus'*

## **Definition of Letting**

Any activity which takes place beyond the normal school closure time of 18.00pm. Any activity during the school day wholly or mainly organised by groups other than the school.

## **Policy Objectives**

The Governors adopt the following principles:

- (i) Lettings should not place an unacceptable workload or restriction of personal time on the Building Services Manager;
- (ii) The school is a valuable community resource for the children of our school and other children of school age and form part of an overall extended school strategy;
- (iii) Educational usage constitutes a natural priority;
- (iiii) Potential lettings will only take place Monday to Friday and that the premises should be secured by 22.30pm at the latest. An exception would be conditions required by statutory users.

## **Priority Usage**

The Governors have adopted the following categories of priority user:-

- (i) statutory users
- (ii) school users
- (iii) community users

## **Applications for Community Status**

The Governing Board will determine community status and will determine any applications. A list of approved organisations will be maintained.

## **Definitions of User Groups**

### **Statutory Users**

The most common purpose will be for the holding of elections. Where it is established by statute that school premises may be used, then other priorities must stand aside.

### **School Users**

The school's own activities e.g. parents and information meetings, governor meetings and events.

### **Community Users**

- (i) The Events Team meetings and events organised for children and their parents.
- (ii) Approved uniformed groups for school-age children.
- (iii) Other non profit making groups which the governors decide fall into this category.

## **Conditions of Hire**

The Governors have drawn up terms of hire which are given to all hirers. These are included as Appendix 1.

## **Administration of Lettings**

### **Lettings Documentation**

All formal hiring of the school premises, including those for which no charge is made, shall be properly documented. All hirers **must** complete a lettings or hire agreement

and are to receive a copy of the conditions of hire. The hire agreement is a contract which the Governors may enforce at law.

### **Scale of Charges**

In arriving at their scale of charges the Governors have followed the following principles:-

- (i) that statutory users will be charged an amount commensurate with cost recovery;
- (ii) that school and community users will hire the buildings free of charge or at a concessionary rate, to be agreed annually.

### **Minimum charges and deposits**

The minimum hire period will be one (1) hour.

The Governors reserve the right to require a deposit over and above the hiring charge as a surety against damage to the premises (including any equipment) or the premises being left in an unacceptable condition necessitating their incurring additional cost for cleaning, caretaking or other expenses.

### **Cancellations**

Governors will seek to recover any cost incurred by the school which are unavoidable and result directly from the cancellation of a letting.

### **Payment Methods**

The Governors are mindful of their responsibilities in safeguarding the school from bad debt. Therefore payment at the time of booking is the norm. Cheques/BACS payment or cash are all acceptable. Payment for long standing hire arrangements may be by termly invoice (see: Extension of Credit). In all cases where cash or cheques are paid over then an official receipt must be issued.

### **Extension of Credit**

The Governors will allow extension of credit to bona fide local organisations and individuals where they are satisfied that they are credit worthy. In all cases the governors reserve the right to withdraw credit facilities where prompt payment is not received.

### **Security**

The governors will determine the caretaking role for each category of hiring. A continuous physical presence is not normally required.

### **Review of Policy**

The Governors will review the policy each year in the month of June and the scale of hire charges for the forthcoming year will also be reviewed and updated.

### **Safeguarding**

The school is dedicated to ensuring the safeguarding of its pupils at all times. It is a requirement of hire that hirers abide by the schools' requirements in respect of safeguarding. Any failure from the hirer in this respect will result in the hire being terminated.

It is the responsibility of the hirers to ensure that safeguarding measures are in place while hiring out the space. If there is a chance that those hiring the premises will

come into contact with pupils, for example if the hire occurs during school hours, or when pupils may be present in the school (during after-school clubs or extra-curricular activities), we will ask for confirmation that the hirers have had the appropriate level of DBS check.

The hirer will be required to have appropriate safeguarding policies in place, including safeguarding and child protection, and shall provide copies of these policies on request to the school.

The hirer confirms that, should any safeguarding concerns present themselves during the hire of the school premises, they shall contact the DSL at St. Laurence Church Junior School – Mrs L Haden on 0121 4646499 or [lyn.haden@stlrcj.bham.sch.uk](mailto:lyn.haden@stlrcj.bham.sch.uk) as soon as reasonably practicable.

The hirer understands that if our school receives an allegation relating to an incident where an individual or organisation is using our school premises for running an activity for children, we will follow our usual safeguarding procedures and inform our local authority designated officer (LADO).

**APPENDIX 1**  
**Conditions of hire for St Laurence Church Junior School**

**1. Accommodation**

The basic use of the premises is restricted to school hall, toilets, forest school, car park, field and playground. Request for use of classrooms and the back playground should be made at the time of application or when particular circumstances arise. The use of classrooms would be granted in exceptional circumstances only.

**2. Location**

Statutory event locations will normally be stipulated by the hirer, and will be the Junior School Hall.

For school events and parents' associations, the Junior School hall will be the location. Where there is a joint event, the location will be in one school or shared. For approved community groups, the Junior School hall will be the location. If that was not available, every effort would be made to offer the Community Room. The unavailability of the school will be notified at the beginning of each term.

**3. Security**

For statutory, school, event team, and community groups other than specified groups, the caretaker will open and close the school and be available throughout the period of hire. For specified, long term community groups, the Governors will consider the use of nominated persons who will open and close the premises after receiving suitable training.

**4. Equipment Services and Furniture**

Tables and chairs located within the hall are the only items within the hire schedule. Any other items, such as PE equipment, must be applied for separately. The governors reserve the right to refuse or withdraw access to equipment.

**5. Duty of Care**

It is the responsibility of the Hirer to ensure that the premises are left in the condition in which they are found. Failure to do so will incur charges for any additional cleaning.

**5. Insurance**

The Hirer shall effect Third Party (Public Liability) insurance with a minimum indemnity limit of six million pounds for any one occurrence to cover its legal liabilities for accidents resulting in injuries to persons, including participants, in the hiring activity and/or loss of or damage to property including the hired premises, arising out of the hiring of educational premises.

The school will not be responsible for any injury to persons or damage to property arising out of the hiring of premises unless such injury or damage results from negligence or breach of statutory duty on behalf of the school.

**6. Public Safety**

The hirer is responsible for making a risk assessment of their event or activity, which should include:

- making themselves aware of emergency and fire exits
- the prevention of overcrowding such as would endanger public safety and for keeping clear all gangways, passages and fire exits
- providing adequate supervision to maintain order and good conduct
- providing adequate first aid
- providing adequate communication to summon help or support

**7. Persons attending**

Only personal guests or members of the organisation hiring the school facilities may be admitted. Any person attending a function should do so by way of a ticket paid for prior to the function or by written invitation.

#### **8. Safeguarding**

Any incident or disclosure which gives cause for concern must be reported to the school's Designated Safeguarding Lead.

#### **9. Alcohol and Drinks**

We do not allow the sale or consumption of alcohol on site.

#### **10. Licences**

It is the responsibility of Hirers to ensure that they have the appropriate public performance licences.

#### **11. Smoking**

Smoking is not permitted in any of the school buildings or grounds.

#### **12. Governors' Rights**

The governors reserve the right to free access to the hired premises for the purposes of inspection. The governors reserve the right to cancel any letting, either before or during the activity.

#### **13 Current Scale of Charges**

- a. Statutory users. The rate determined by the organising body e.g. Birmingham City Council.
- b. School Events. Caretaking charges through School Budget Share.
- c. The School Events Team. Caretaking charges through School Budget Share.
- d. Approved Community Groups. Junior School Premises to be made secure by trustees. Accommodation charges: £20 per hour, based on the school academic year. Any additional caretaking or cleaning charged as above and reclaimed through St Laurence Governing Board.

**APPENDIX 2**

**LETTINGS FORM**

To be completed by

- Community Groups at the start of the school year for regular, timetabled meetings, and for any additional meetings or events.

USER GROUP NAME(s)

DAYS/DATES/TIMES OF MEETING(S) OR EVENTS

Date(s)/Day(s)	Time(s)	Person(s) in charge	Contact(s)

PURPOSE OF ACTIVITY OR EVENT:

I have read the Conditions of Hire and confirm that the booked events comply with the requirement of the letting.

Signed

Print Name

on behalf of

Signed

Head Teacher on behalf of the St Laurence Governing Board.

Date