

John Clifford School

LETTINGS POLICY



Policy Owner:	Tracey Coyle
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Reviewed by:	FGPP
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Introduction

This policy serves as the John Clifford School Governing Body's agreed position on the use of the school for lettings, i.e. use of the facilities beyond the school's core purpose.

The policy will be reviewed every year; its monitoring and review are the responsibility of the F&GP committee. The review should include user and wider stakeholder feedback.

The day-to-day operations connected to lettings are the responsibility of the school's Business Manager. Elements of the day-to-day operations may be delegated by the Business Manager to other staff, e.g. the raising of invoices, taking bookings and liaising closely with the school's site manager.

The standard operating procedures connected to lettings activities are set out in Appendix A.

Purpose

The purpose of the lettings policy is to offer broad principles to support the school's staff in operational decision-making, e.g. around suitable individuals/organisations for lettings.

Audience

This policy is owned by John Clifford School's Governing Body, which delegates its review to its Finance & General Purposes committee.

The policy is available on the school website. Its principal audience is those individuals, groups or organisations interested in, or committed to a letting arrangement with the school.

Policy statement

John Clifford School and its facilities are a community asset. As such it is right that the school seeks to make itself available for use by the local community, subject to a number of terms and conditions, which are set out in the following sections.

That notwithstanding, all bookings and requests for bookings are subject to scrutiny by the school's staff and the school reserves the right to reject any letting request and to terminate any ongoing letting, should the school believe it has reasonable grounds to do so.

All users, both the hirer and their customers (either children or adults) do so at their own risk. The school accepts no liability for injury, damage or loss whilst our premises are being used. It is the responsibility of the hirer to make appropriate insurance arrangements, if applicable.

It is the responsibility of customers, or in the case of children, their parents, to ensure they are satisfied that appropriate insurance and safe-guarding arrangements (including DBS) of the hirer are in place.

Cost recovery

Any letting incurs costs for the school, e.g. in terms of wear-and-tear, caretaking, cleaning, administration etc. As such charges will be a feature of this policy. For details on current charging structure, see Appendix B. These charges are subject to annual review.

Charges for short notice cancellation of a booking also apply. See Appendix B for details.

Prioritisation

Should the school be required to prioritize between more than one booking request, the following will be taken into consideration in the order set out. The final decision is the school's. Where we cannot reasonably accommodate a potential letting, we will seek to negotiate an alternative timing with the interested party.

- School activity will always take priority, e.g. parents' evenings, school plays/concerts
- Friends of John Clifford School activity will be prioritized above all other organizations/individuals, in respect of the work they do to support the school
- Repeat bookings: individuals and organizations with an existing letting arrangement with the school will take precedence
- Bookings from individuals with a close/direct link to the school will take precedence, e.g. a member of staff, a parent or group of parents
- Not for profit activity will take precedence

Exclusions

Whilst John Clifford School is committed to being an inclusive school and one that plays an active role in the life of its wider community, we do reserve the right not to accept bookings from organisations we believe risk associations being made that could detriment the school's reputation.

The school would consider hosting multi-party events, e.g. in the run up to local, national, or European elections.

The school has systems in place to ensure the school is a safe environment for all pupils and staff, and actions are taken to address any concerns about children's safety and welfare. This includes measures to protect staff and pupils from extremist views that contradict fundamental British values. Any letting must not disseminate extremist views or seek to radicalize any person present, and any person suspected of such actions will be reported to the appropriate bodies.

General Right to Cancel

The school may cancel any hiring if in its opinion the organisation to which the premises are hired contravenes the School's Equal Opportunities, Multicultural or other policies including the Prevent Duty.

The premises shall not be hired to the following organisations:-

- a) The National Front
- b) The New National Front
- c) The British Constitutional Movement
- d) The British Movement
- e) The League of St. George
- f) Column 88
- g) The British Democratic Party
- h) The British National Party
- i) Any other Organisation which has racist aims



APPENDIX A

Conditions of Hire

- Full conditions of hire are detailed on the Lettings Application Form.
- Lettings based on up to 4 hour sessions up to 10.00pm.
- Minimum fees apply – see appendix B.
- Lettings will be invoiced in advance of hire.
- In the event of an emergency call
 - 999 for emergency services¹ or
 - Site Manager (phone number will be issued at the confirmation of booking).
- Please check your emergency exits before letting commences.
- We operate a No-Smoking Policy.
- Classrooms are not available for hire.
- Refreshment facilities available **at an additional charge.**
- Minimum 24 hours' cancellation notice required or full fee charged.
- Car park – Available, but maybe shared with other hirers.
- Cars are parked in the car park at the owner's risk.
- Room's available and Capacity.

Room Hire	Capacity (Standing)
Community Room	100
Junior /Infant Hall	150
Dining Room	60

- Access to the room(s) reserved will be made available at the times specified on the forms. Please ensure that you have allowed enough time before, and after the event, for preparation and clearing away
- It is the responsibility of the person named on the form (The Hirer), to comply with Health and Safety requirements, and ensure that before using the Hall, it is suitable for purpose, and safe to use.
- The rooms hired must be left clean and tidy. All tables and chairs must be wiped down, floor spillages wiped up. Any crockery used, must be washed, and returned to the cupboards. A mop bucket/mop and spillage sign will be left for your use.
- All damages/breakages will be charged to The Hirer.
- Please do not stick anything on the walls or windows with drawing pins, blutac, self-adhesive tape, or similar materials, without prior notification.

¹ Should the Emergency Services invoice the school for any call out, we reserve the right to pass these charges in full onto the hirer.

- Access is limited to the hired rooms only.
- School equipment (unless requested on the booking form) is not available to anyone other than school staff and supervised pupils, during school times
- The Hirer is responsible for ensuring that all emergency procedures are followed, and must familiarise themselves, and understand, the emergency procedures, which are located:
 - **Infant/Junior Hall – Instructions located in the reception area on the wall near alarm**
 - **Community Room – Instructions located near emergency exit door on the wall.**
 - **Dining Room – Instructions located near entrance on wall.**
- The Hirer or responsible person must be on the premises at all times
- It is the responsibility of the Hirer to arrange their Public Liability Insurance for the event. All Hirer's electrical equipment must be tested for safety, and have a valid PAT (Portable Appliance Test) Certificate, which must be available for inspection.
- Any breach of any of these conditions may result in the school refusing the user future bookings.
- All other areas of school (not booked or with prior consent), including the adjoining school premises and grounds, **are strictly out of bounds.**
- Fire doors must be kept closed, and only opened during an emergency.
- Please ensure that any publicity material for your letting at the school clearly shows that, whilst your event is held at John Clifford School, this does not mean that this is a school activity.

Please add this paragraph to any leaflets/literature you give out regarding your letting:

'Your attention is drawn to the fact that although this letting is taking place on John Clifford School property this is not a school activity.'

Risk Management Hirer responsibilities

- The hirer will provide their details and details of anyone in their party to the school prior to using the school site, to ensure it complies with NHS Test and Trace.
- The hirer will ensure all members of their party have read and understand the relevant school policies prior to using the school site.
- The hirer will have due regard for public health advice when undertaking activities on the school site.
- The hirer will ensure they contact all members of their party **24 hours** prior to using the school site to ensure they do not have symptoms of coronavirus.
- Any member of the party who has returned from a country requiring quarantine upon return to the UK in the last 14 days will not attend the school site.
- Any individuals with symptoms of coronavirus do not attend the school site.
- If an individual from any group develops coronavirus symptoms within 14 days of attending the site, they notify the school immediately.

- Hirers will clean any equipment or surfaces used after they have finished any activities.
- If individuals develop symptoms of coronavirus whilst on the school site, they leave the site immediately.
- Any individuals arriving on the school site will be asked to sign a declaration form to state that they do not have symptoms of coronavirus and do not live with anyone with coronavirus symptoms.
- **Monitoring and review**
- The **Headteacher** and **SLG** review this policy annex continually during the coronavirus pandemic.



Appendix B

Fees and charges, all in £

Regular Use	Junior/Infant Hall Community Room & Dining Room		
	Mon to Fri	Saturday	Sun & Bank Holidays
First Hour	£23	£35	£40
Subsequent Hour	£9	£9	£9

Regular Use	Outdoor Facilities Field / Football Pitch / Playground		
	Mon to Fri	Saturday	Sun & Bank Holidays
1/2 hours	£20		
3/4 hours	£26		
5/6 hours	£32		
7/8 hours	£37		

Occasional Use	Junior/Infant Hall Community Room & Dining Room		
	Mon to Fri	Saturday	Sun & Bank Holidays
First Hour	£27	£35	£40
Subsequent Hour	£9	£10	£10

Occasional Use	Outdoor Facilities Field / Football Pitch / Playground		
	Mon to Fri	Saturday	Sun & Bank Holidays
1/2 hours	£24		
3/4 hours	£30		
5/6 hours	£38		
7/8 hours	£44		

Minimum fee is the charge for 1 hour and rounded up to the nearest ½ hour after that for each booking charges are before 10.00 pm.

No lettings after 10pm except for Friends of John Clifford (Parents' Association) or by negotiation with Site Manager

Staff rates for a letting Monday – Friday = £15.00 per hour between 4.00 pm and 6.00 pm.

Staff discount

15% discount off standard rate after 6.00 pm.

Appendix C

Please complete this evaluation of your time at our school, in order to help us give you.

What type of activity did you run at John Clifford School? (e.g. Choir, Sport, training session, party, dance, theatrical etc.)	
Which room(s) did you use?	
How did you find out about our school?	
Optional: Your name If you are willing to be contacted to discuss any aspects of your feedback, please leave contact details.	

Please rate the following:

	Poor	Satisfactory	Good	Excellent
Ease of booking				
Facilities				
Clarity of school's expectations of you				
Professionalism of staff				
Cleanliness				
Value for money				

If you chose less than excellent, how could these be improved?

	Definitely not	Probably not	Possibly	Definitely
Would you recommend the school to others?				

Any other comments?

Thank you for taking the time to fill out this form.

Return address

Tracey Coyle
John Clifford School
Nether Street
Beeston
Nottingham NG9 2AT

Email

office@johnclifford.school

Office use

Checklist

Documentation Required	Date received
Application for Use of Premises Form	
Public Liability insurance (£5m)	
Requirements	
1. Mop & Bucket together with spillage sign will be left for use.	
2.	
3.	
4.	
Electrical equipment PAT tested (if applicable)	

