



Learning to love; love to learn

Through Christian Faith, partnership with home and community, and our core values of Wisdom, Faith, Honesty, Trust and Courage, we are committed to helping every child achieve their full potential.

We are completely devoted to providing our children with a curriculum that inspires and motivates them. We aim to ensure that learning experiences are challenging for all in order to develop resilience as well as knowledge. In addition, we put a strong emphasis on an unerring positive ethos and an expectation of staff and all children living out the values of the school through their everyday behaviours and actions.

Priority of User Groups

The school premises will be made available to the following groups in order of priority:

- The Church for the purposes and use as a Sunday School (pursuant to Trust Deed)
- Schools Activities outside school hours.
- Parent-Teacher Association Activities
- User groups approved by and registered with the Youth and Community
- Service Consultative Committees.
- Use for elections covered by the Representation of the Peoples Act.
- Parish Council use and other Local Authority use.
- Commercial users.

Insurance Cover

Users must ensure that they carry sufficient insurance and a copy of their insurance cover must be supplied at the time of the booking. Currently the level of insurance should be £2 million public liability.

Health and Safety

Users must ensure that they carry out and document adequate and appropriate risk assessments of the school premises for the hired purpose/s and are responsible for ensuring that any measures identified to reduce the risk of harm are implemented. The hirer accepts responsibility for the security of the school sites and buildings for the duration of the hire period.

Charges

Hirers will be required to pay charges as determined and published by the Governing Body. These charges will be reviewed annually.

If the club is for the sole benefit of our school pupils the head teacher may approve that the club is able to use our facilities without paying the hirer fee. If the school waives the cost of the hire fee the club must agree to offer free bursary places to the school. The hirer must still sign the hirer agreement form and provide a copy of their insurance certificate.

Lettings Approval

All letting requests must be approved by the Head teacher who will inform the Governors Finance and HR Committee.

School's Representative



The caretaker, cleaner, staff or governor is the representative of the Governors. Users should liaise with him/her on specific requirements. The representative has authority to take any necessary action to protect the School's interest during any letting.

Policy Review

This lettings policy will be reviewed annually by the Finance Committee for formal approval by the Governing Body.

USAGE AGREEMENT

1. Invoices to be paid on presentation.
2. All damage to school premises and property to be paid for by the hirers.
3. Should any insurance claim arise due to any damage caused as a direct result of the hirer they will be liable for the insurance excess.
4. Cancellation of bookings must be made as soon as possible and no later than 24 hours before the commencement of the booking. Failing this the hirers will be liable for any charges incurred by the school.
5. Additional charges may be made if hirers exceed the agreed letting times.
6. The hire area will be as defined in the hire agreement. Access to toilets is permitted. Hirers must ensure that users do not go into any other areas of the school; notwithstanding this all areas used by the hiring groups must be left clean and tidy.
7. Smoking is not permitted on school premises.
8. Pins, staples or adhesives are not to be used on the walls.
9. Ball games within the school buildings may only be played with soft balls, only soft shoes or training shoes should be worn for such games.
10. School equipment may only be used by prior written agreement of the Governing Body or its representative.
11. The school first aid facilities are only to be used in an emergency. Similarly, the school telephone may only be used to contact either the school staff or to summon the emergency services.
12. In the event of an emergency at the school, normal procedures should be followed. For a fire this means first evacuating everybody from the school premises, calling the Fire Brigade and if possible tackling the fire with local extinguishers but under no circumstances should any person put themselves at risk. In the event of a bomb scare the school should once again be evacuated and the police notified immediately, giving as much information as possible about the call and caller.

Scale of Charges



The school hall in the evenings after 5.30 pm and weekend and holiday lettings £25 for the first hour and £20.00 per hour for each subsequent hour subject to negotiation.

After school weekdays lettings before 5.30 pm £15 per hour.

Deposit on all single bookings £150 returnable.

Third Party Hirer's Liability Insurance available on request: £9.00 per £100.00 of fees received (where hirers are not themselves providing adequate liability cover).

The Governors reserve the right to refuse bookings and to give priority to School functions outside school hours.

The Governors have the right to waive charges for particular clients.