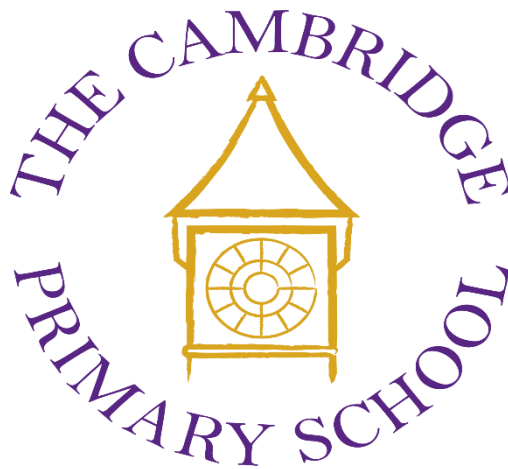


THE CAMBRIDGE PRIMARY SCHOOL

LETTINGS POLICY

2025



Date of Approval:	June 2025
Date of Next Review:	June 2026

The Cambridge Primary School
Queens Avenue, Wellesley
Aldershot, Hampshire GU11 4AA



THE CAMBRIDGE PRIMARY SCHOOL

Lettings Policy

Mission Statement

The Cambridge Primary School seeks to create a safe, happy and healthy learning environment. We believe that every member of our community is a lifelong learner. Together we can foster the hopes and dreams of our learning community. We believe that all learners have a right to be challenged and motivated to enable them to achieve their potential academically, personally, socially and emotionally.

As an inclusive learning community we believe that every child does matter and it is our duty to prepare our children for the challenges of the 21st Century. Providing high quality learning experiences is the foundation of our school.

We believe in excellence for all and strive to deliver a wide range of extra-curricular experiences which enable the children to grow in confidence and strive to become successful members of our community. We believe that Teaching and Learning is a process of co-operative teamwork and welcome and encourage the involvement of parents and others in the community.

1. Objectives

In adopting this policy, the Governors recognise that:

- (i) The School premises are a valuable community resource to which community access should be promoted;
- (ii) The School premises represent a significant capital investment and should be fully utilised;
- (iii) In operating this policy, the needs of the School should be given priority; and
- (iv) A profit margin may be derived from private or commercial usage but is not the objective when facilitating educational activity by designated users.

2. Priority Usage

Priority of use shall be given as follows:

- (i) School use;
- (ii) School community users;
- (iii) Wider community users;
- (iv) Private users.

Power to determine designated status is delegated to the Headteacher

3. Conditions of Hire and Charging Policy

The Terms and Conditions of hire of the school premises are attached in Appendix 1 to this policy.

The current Scale of Charges is set out in Appendix 2 to this policy. Charges shall be set at a level only to cover the costs to the school of the hire except that private users will be charged on cost plus an income margin for the School. Educational use will attract a discount to charges as set out in the Scale of Charges.

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4. Variations and Review

The Terms and Conditions and the Scale of Charges shall be reviewed annually together with this policy.

Variations to either the Terms and Conditions or Scale of Charges may be agreed in respect of individual lettings at the discretion of the Headteacher in agreement with the Chair of the Governors.

5. Administration of Lettings

Authority to accept applications for hire is delegated to the Lettings Officer acting with the agreement of the SBM and Head Teacher. The day to day administration of all hires is the responsibility of the Lettings Officer.

6. Lettings Documentation

All formal hiring of the School premises (including any for which no charge is made) shall be properly documented:

- (i) All hirers **must** complete the lettings hire forms and receive a copy of the Terms and Conditions of hire and Scale of Charges.
- (ii) The hirer must sign a Hire and User Agreement, which forms Appendix 3 to this policy.

7. Health & Safety Policy on Lettings – Appendix 4

During the period of the let, it is the responsibility of the hirer for ensuring the safety of all those making use of the building and the safety of members of the public who may have cause to come onto the premises. The hirer or their representative will be responsible for compliance with the Health and Safety Act in force at the time of the let.

For Fire Safety, hirers should note the following points:

- One person must be nominated to take responsibility for the Health & Safety of the entire group. This person must make sure that s/he knows where the fire exits are located.
- S/he must inform the group BEFORE the commencement of the meeting exactly how to proceed if there is an emergency.
- A list or register of all those attending the meeting must be made.
- S/he must be aware of how to contact the emergency services, and it would be useful to note anyone who has a mobile phone.
- A suitable Assembly Point must be pre-arranged so that if there is an evacuation everyone knows where to meet.
- It is then the responsibility of the appointed Health & Safety Officer to liaise with the emergency services to ensure that all those in that particular group are accounted for.
- All emergency incidents occurring during these sessions should be reported to the Headteacher within 24 hours.
- There should be immediate Supporting test certification for any electrical equipment brought to the premises.

8. Review of Policy

The governors will review this policy in the Summer term, ahead of the next academic year, and the scale of hire charges for the forthcoming year will also be reviewed and updated.

Appendix 1

**The Cambridge Primary School
Terms and Conditions of hire**

The use of school premises for purposes other than those of the school itself is subject in all respects to the Education Committee's regulations for the community use of schools.

1. Application for hire

1.1 Hirers must sign to confirm that they have read and agreed these Terms and Conditions and complete a booking form. A letting will only be confirmed on receipt of the completed booking form, terms and condition forms, safeguarding form and a copy of proof of relevant public liability insurance.

2. Payment and hire periods

2.1 A deposit may be requested for certain lettings.

2.2 Payment of the appropriate charges will be made on demand.

2.3 Payment for all ongoing lettings shall be paid in advance termly or as otherwise agreed in writing between the school and the Hirer/User.

2.4 Payment must be made within 14 days of the invoice date. If payment is not received on time, we reserve the right to cancel the letting until payment is made.

2.5 All users must be covered by insurance. If the hirer's Public Liability Insurance cover is less than £5,000,000.00, Hirer's will be charged an additional 15% of the entire letting costs.

2.6 The School Governors reserve the right to charge an additional amount for use of school equipment or for heating or lighting overheads.

2.7 The minimum hire period for all hires (excluding one off lettings) will be 1 hour per letting session over a minimum of 5 continuous weeks in the case of ongoing hires.

2.8 The School Governors reserve the right to charge where damage to the school property has occurred.

2.9 The school reserves the right to pass any unpaid debts to a debt collection agency

3. Cancellation

3.1 Cancellation of a booking must be made by at least two weeks' notice in writing addressed to the Lettings Officer, The Cambridge Primary School.

3.2 Any deposit paid may be refunded at the discretion of the School's Local Advisory Committee.

4. Property hired

4.1 Hirers will have access only to the particular parts of the School premises let to them, including where it is practicable the use of a cloakroom and toilet accommodation. In no circumstances is access permitted to any other part of the premises or unauthorised use made of any outside play areas.

4.2 Seating accommodation in the room booked may be used, but the hirer must make their own arrangements for any additional chairs, tables etc. required for the letting, and removing them before the schools re-opens on the following day.

5. Caretaker

5.1 If required to be in attendance, the School caretaker will give reasonable assistance, within the terms of their employment, to hirers. If the hirer provides additional personnel to prepare for a letting, these personnel shall be subject to the direction and control of the caretaker.

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6. Care of School premises

- 6.1 The premises will be left clean and in good order and vacated **not later** than the time booked. The hirer shall reimburse any costs incurred by the School Governors in cleaning the premises after the hiring necessary to ensure the premises are sufficiently clean for normal use by the School.
- 6.2 The hirer shall pay to the school the cost of repair or replacement resulting from any loss or damage arising from the hiring however caused or of whatever nature to the School premises and all the equipment or property thereon. *Hirers shall ensure they have a policy of insurance to cover such liability up to at least £5 million* (amount as advised by the Risk Management and Insurance Unit) and shall produce the policy to the Governors on demand.
- 6.3 No preparations are to be applied to the floor.

7. Licences

- 7.1 No intoxicating liquor will be brought on to or consumed on the premises except as a function organised by a body or bodies which the School Governors shall have approved. Where a licence for the sale of intoxicating liquor is necessary for a function the responsibility for obtaining such a licence is solely the hirer's.
- 7.2 In the case of lettings for music, singing, dancing or stage plays, the entertainment must be for a closed organisation such as a society or club or by invitation only.
NOTE TO HIRERS: All other entertainments are classified as public entertainments, in which case there exists a statutory requirement that the school must be properly licensed. However, most school premises do not conform to the regulations governing the issue of licences for public entertainments so that they cannot normally be used for this purpose.
- 7.3 There must be no infringement of copyright and in the case of musical entertainment the requirements of the Performing Right Society must be fulfilled.
- 7.4 Before approving any letting for the exhibition of pictures involving the use of films or television, enquiries should be made to the appropriate District Council as to whether the exhibition is exempted from, or requires, a licence under the provision of the Cinemas Act 1985 or any statutory modifications thereof.

8. Sub-letting

- 8.1 A hirer must not sub-let to another party.

9. Smoking

- 9.1 The School operates a NO Smoking Policy throughout its premises.

10. Car parking

- 10.1 The School expects all hirers to ensure that all users of the premises are considerate to the School's neighbours in parking on and around the school premises.
- 10.2 The School accepts no responsibility for loss of property, damage to cars or injury incurred by the use of the School car park for the purpose of lettings.

11. Disputes and revocation

- 11.1 Any dispute on the use of School facilities or School equipment out of normal hours shall be settled by the School Governors.
- 11.2 The School Governors reserve the right to revoke without notice any contract for the hire of School premises.
- 11.3 The School Governors are empowered to withdraw, without notice, permission to use school playing fields when such playing fields are unfit for use.

12. Safeguarding

12.1 The School is committed to safeguarding and promoting the welfare of children and young people and expects hirers and their representatives to share this commitment. The Governors require that for all hiring's involving groups working with children, appropriate level of Disclosure has been obtained from the **Disclosure and Barring Service** (DBS) for the individuals working on school premises.

12.2 It is the duty of the hirer to ensure that all DBS details held by the school are up to date and the letting officer or head teacher are informed of any changes in the hiring group's staffing and DBS details as soon as possible.

12.3 If the hirer is using the school to provide an extra-curricular club after school, as part of our safeguarding and child protection arrangement, absent children's parents are to be called to ensure their safety.

12.4 The hirer should provide the school with a copy of their organisation's safeguarding policy.

12.5 The External hirer safeguarding checklist (Appendix 5) should be completed for all hirers.

Appendix 2

**The Cambridge Primary School
Scale of Charges**

	<u>Commercial</u>	<u>Educational</u>
Hall per day	£125	£100
Hall per hour	£22	£15
Classroom per day	£125	£100
Classroom per hour	£22	£15
Field/playground per day	£125	£100
Field/playground per hour	£22	£15

Costs:*Caretaker per visit:***After 6pm Monday to Friday**

Opening £15

Closing £15

Saturday and Sunday

Opening £30

Closing £30

School Holidays (Monday to Friday)

Opening £30

Closing £30

Heating per hour:

Hall £10

Classroom **£5**

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Appendix 3

**The Cambridge Primary School
Hire and User agreement**

Letting Agreement between The Cambridge Primary School
and **(The Hirer)**
and **(The User, if different to above)**
for the use of The Cambridge Primary School..... (The School Premises)
For the purpose of.....
On:.....

The Hirer/User agrees:

1. To pay the sum agreed for the above letting within 14 days of invoice date and in all cases, no later than 48 hours before the letting date
2. That the hire is subject to the Terms and Conditions of hire attached to this agreement.
3. To provide a copy of their Public Liability Insurance policy certificate.
4. That they will leave the School Premises in good condition at the end of every hire and acknowledge that The Cambridge Primary School is a non-smoking site and that dogs are not allowed on the premises.
5. That any damage caused or noticed will be notified as soon as practicably possible to the School's Lettings Officer.
6. Hirer/User acknowledges, they have read and understood the Cambridge Primary School Safeguarding Policy, available on www.CambridgePrimary.co.uk, under Services, Facilities for Hire.
7. Hirer to provide school with a copy of their organisation safeguarding policy and procedures if they have one.
8. Hirer ensures no child or group of children or young people under 16 are left unattended on school premises at any time.
9. Hirer ensures that where appropriate a register of children attending a regular activity will be kept. This will include details of their name, next of kin and telephone number.
10. Hirer agrees to complete written details within 24 hours of any accident occurring during their occupation of the premises which did or could give rise to injury or a safeguarding concern.
11. Hirer informs the school in writing within 24 hours of a) any allegations of abuse or cause for concern relating to members of your organisation who are involved with the activity, and b) any known offenders seeking to join your membership, and agree you will manage such allegations or agreement with offenders in co-operation with statutory agencies, and with the school.

Signed on behalf of The Cambridge Primary School

..... **Headteacher**

Signed by the Hirer:

Signed by the User (if applicable):

Date:

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Appendix 4

**The Cambridge Primary School
Health & Safety Policy on Lettings**

During the period of the letting, it is the responsibility of the hirer for ensuring the safety of all those making use of the building and the safety of members of the public who may have cause to come onto the premises.

The hirer or their representative will be responsible for compliance with the Health and Safety Act in force at the time of the letting.

The hirer must carry out their own risk assessment prior to the letting and provide a copy to the lettings officer. By signing this document, the hirer confirms they have carried out a risk assessment.

For Fire Safety, hirers should note the following points:

- One person must be nominated to take responsibility for the Health & Safety of the entire group.
- This person must make sure that s/he knows where the fire exits are located.
- S/he must inform the group BEFORE the commencement of the meeting exactly how to proceed if there is an emergency.
- A list or register of all those attending the meeting must be made.
- S/he must be aware of how to contact the emergency services, and it would be useful to note anyone who has a mobile phone.
- A suitable Assembly Point must be pre-arranged so that if there is an evacuation everyone knows where to meet. It is then the responsibility of the appointed Health & Safety Officer to liaise with the emergency services to ensure that all those in that particular group are accounted for.
- All emergency incidents occurring during these sessions should be reported to the Head teacher within 24 hours.

There should be immediate Supporting test certification for any electrical equipment brought to the premises.

Emergency Contact Number: Caretaker Graham Aldridge – mobile no. 07521419205

Sign.....

Date.....

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Safeguarding Checklist – External Providers

To be completed prior to external provider commencing provision. This should be provided for all extra-curricular activities where an external provider is used and/or lettings for children's provision where the school is used as a venue. Once completed, record to be kept in Confidential Drive> External Providers

Name of Provider			
Date/Time/Frequency			
Start Date			
End/Review Date			
Name of DSL completing the checklist		Name of External Provider representative / link member completing this form	
Name of CPS link staff member			
Considerations	Comments / Notes		RAG
Name and contact number of External Provider Safeguarding Lead/Deputy			
External Provider's procedures and protocols for sharing any safeguarding concerns has been confirmed and agreed			
External Provider's procedures and protocols for non-attendance of children have been outlined and agreed with the school <i>(who is responsible for informing them on non-attendance, who follows up on absent children etc)</i>			
External Provider's procedures and protocols for registering and dismissing children have been shared with school <i>(this includes for those children who walk home by themselves)</i>			

School have knowledge of the External Provider's process for children absconding from school site		
External Provider's procedures and protocols for challenging behaviour shared with school – this may include risk assessments		
External Provider's procedures and protocols for looking after children with medical needs during their provision <i>(how does the external provider collect this information and where/how is medicine accessed?)</i>		
External Provider to assure school of procedure for managing allegations about staff/ visitors		
External Provider to assure school of their Safer Recruitment processes for Staff and Volunteers, this includes checks for Staff / Regular Volunteers <ul style="list-style-type: none"> • Identity • DBS • Barred List • Prohibition from Teaching Work • Overseas Checks (including EEA) • Right to Work in UK • Disqualification by association 		
External Provider to confirm date/frequency of last whole staff CP training		
External Provider to confirm that Designated safeguarding lead officer has completed appropriate training		
External Provider to confirm all staff - KCSiE part 1 and annexe A		

Signature:

Name:

(School Representative)

Signature:

Name:

(External Provider)

Head Teacher to complete final sign off: Signature:

Date:

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