



LANGLEY SCHOOL

A SPECIALIST COLLEGE FOR THE PERFORMING ARTS,
LANGUAGES AND TRAINING

LETTINGS POLICY

Author:
Date adopted by Governors
Date to be reviewed:

J Smallwood/R Cotton/F Mitchell
10.05.2018 – Finance Committee
May 2019

The policy of the Governors is that the school should seek to maximise income generated through the hiring of facilities. Langley School is committed to being at the heart of the community and supporting it. It will do this by committing to the concept of lifelong learning and by facilitating improvements in the quality of life of the staff, pupils, parents and residents in the surrounding area. The school will support local community groups in sports, social and art events, promoting equal opportunities and fair access for all. The benefits of this will also be felt within the school, by raising our sense of self-worth and by making the school more welcoming place for all.

Aims

- To ensure fair access to school facilities.
- To set out the circumstances under which the schools may refuse use of facilities.
- To confirm the rights of the schools to make reasonable charges for the use of facilities.
- To ensure the school budget is not used to subsidise the cost of lettings.

Statement of Intent

The Governing Body accepts its responsibility to administer the letting of the school premises. The Governors have delegated overall responsibility for lettings to the Headteacher.

The Governors will allow the use of premises in the following order of priority:

- Governing Body and School functions.
- Recognised concessionary users ie. Voluntary organisations and charities.
- For-Profit organisations.

School functions and events organised by the Governing Body or Parent Teacher Association are exempt from all charges as they fall outside the scope of letting arrangements.

The school premises will be available for lettings from Monday to Friday evenings and during the daytime and evenings at weekends, when not required by the school. The premises will also be available during school holidays, apart from 2 weeks shutdown at Christmas and the final 2 weeks of the summer holiday. The Dovehouse Theatre and Langley Training & Conference Centre are available all year round.

Hirers of the Dovehouse Theatre who require technical assistance, need to book via:

SoundlightingUK Ltd
93 Coton Park
Linton
Swadlincote
Derbyshire
DE12 6RF
Tele No: 07939 89 21 99
Email: dovehousetheatre@gmail.com

Responsibilities

The day to day administration of the Lettings has been delegated to the Lettings Clerk for the school and Dovehouse Theatre and to the SLT administrator for the Training and Conference Centre.

Policy Strategies

The school publishes annually a list of charges as a basis for booking facilities. The school, via the Lettings Clerk, may refuse use of facilities on reasonable grounds. These are likely to include the following,

- Unreasonable hours.
- Unreasonable disturbance to local residents.
- Non-Availability of staff (E.G caretaking/cleaning) or facilities.
- Health and Safety considerations.
- Past bad experiences.
- Potential damage or wear and tear.
- Disruption of other school/community activities on site.
- Lack of security/supervision.
- Detriment to community relations and community cohesion.
- Use of the facilities for political purposes (Any permitted usage would be at the discretion of the Head Teacher).
- Conflict with school/ LA policies.

Hire Charges

Charges will be applied in accordance with the current scale of charges, as approved annually by the Finance Committee. A schedule of current hire charges is attached.

Procedures

All hirers will be issued of a copy of the Lettings Policy and the Safeguarding checklist.

Charges will be applied in accordance with the current scale of charges, as approved by the Finance Committee.

All lettings including internal events should be recorded on the lettings system to ensure the site management team are aware of the areas of the school that are in use.

Payments for school lettings should wherever possible be made in advance. All income received should be receipted and banked through the school's finance office. The

school's preferred method of payment is direct payment into the school's bank account. No cash will be accepted by site staff.

In the event of non-payment the hirer should be contacted and where necessary access will be refused until payment is made in full.

Potential bad debts will be reported to the Finance Committee, any debts written off will be in accordance with the limits stipulated in the Academies Financial Handbook. It is the responsibility of the Lettings Clerk and the SLT Administrator to ensure hirers are adequately insured for public liability. Evidence of this will be required and that they are aware of all relevant health and safety procedures. Copies of the Health and Safety Policy are available from the school office.

Complaints from hirers will be dealt with via the Lettings Clerk. If no resolution is reached, then the issue should be referred to the Governors Finance Committee.

SAFEGUARDING AND THIRD PARTY PROVIDERS OR GROUPS USING THE SITE

Langley school is committed to safeguarding and promoting the welfare of children, young people and vulnerable group. All employees, volunteers and hirers are expected to share this commitment and to obtain enhanced DBS clearance where this is deemed appropriate.

A hirer will be required to prove DBS clearance of the staff he/she employs. A hirer is also required to indicate on the booking application form whether or not provision of an out of school hours activity is for children under the age of 8 years old. If so, further investigation may be required. The hirer will be required to provide the school with sight of the valid certificate and other personal ID to authenticate it for each member of their staff. This individual information will also be recorded on the Single Central Record at the start of each academic year, or the start of a new letting, if this occurs at another time.

All Hirers must complete the safeguarding checklist for lettings. Appendix A.

Conditions of Hire

All hirers must be familiar with and adhere to the School's Conditions of Hire. Particular consideration should be given to the clauses regarding insurance and safeguarding

The school's premises will not be let to any person under 18 years of age.

The hiring of School accommodation is permitted only on these conditions. Acceptance of a booking confirmation is deemed to be the acceptance of these conditions.

All lettings should be recorded on the school's booking system to ensure the site management team are aware of the areas of the school that are in use.

The school's booking system will issue a booking form, which should be signed and returned by the hirer. An invoice will be issued 7 days after the booking form date or sooner if there is less than 7 days to the first let.

Payments for school lettings should be made in advance. The schools preferred method of payment is direct payment into the schools bank account.

The Lettings Clerk must receive notification of any cancellation, at least 24hrs before the date booked. No refund is due to the hirer if cancelled in a lesser period.

The school site staff are forbidden to allow the use of any other parts of the school building other than those specified on the application form.

No payment shall be made directly to site staff.

The hirer must nominate at least one person who will be on site during the period of the actual hiring to ensure these conditions are adhered to.

In conjunction with the Safeguarding Statement above, children must be supervised at all times within the building and grounds. The hirer will be responsible for ensuring the good behaviour of all those attending the function, including keeping noise at a reasonable level as determined by on site staff.

The hirer must ensure that the event does not exceed the times booked.

The hirer must leave the areas used, including the school grounds, in a reasonable state of cleanliness. Failure to do so will result in a bill being raised for extra cleaning.

The hirer must make themselves aware of the fire evacuation procedure relating to the area hired and must ensure that all fire exits are kept clear during the hire.

The hirer must make themselves aware of the school's Health and Safety Policy and must not interfere with or misuse anything which is provided in the interests of Health and Safety.

Equipment should not be used without the prior agreement of the school and the hirer must not interfere with the fabric, fittings or contents of the premises in any way.

Permission should be obtained from the school in advance if the hirer wants to bring electrical equipment onto the premises. Electrical equipment should be PAT tested if applicable. Hirers may not bring equipment or articles of an inflammable, explosive or dangerous nature onto the premises. The hirer should provide insurance for these items.

It is the hirer's responsibility to ensure that all those attending are made aware that they do so at their own risk.

The parking of motor cycles, cars, lorries or any other vehicle on the school's premises where suitable accommodation is available shall be permitted only on condition that persons bringing such vehicles onto the school premises do so at their own risk and that they accept responsibility for any damage or injury to the school's property or to any other persons, whether connected with the school or not, caused by such vehicles or their presence on the school's premises. There shall be no parking on grassed or cultivated areas.

The governors do not accept any responsibility for any accident or injury or loss of property that may occur to, or be sustained by, persons using the premises during the period of the letting.

No animals shall be brought on to any part of the school premises, without the express permission of the Head Teacher and the Governors.

Smoking is not permitted on the school site.

No musical works in the repertoire of the Performing Rights Society may be performed in public on the premises unless the hirer has obtained the permission of the Society. No copyright material may be delivered or performed without the consent of the owner of the copyright.

No intoxicants shall be sold, supplied or consumed on the premises of any school, except at special functions for which the Head Teacher or Governors have granted special dispensation and at these functions the hirer must ensure that persons under 18 years of age must not be sold or supplied with or consume any intoxicants.

It is the hirer's responsibility to obtain any necessary licences and consents.

The hirer shall indemnify the school for any loss, damage or expense arising from the hiring, unless such loss/damage or expense arises from any personal injury caused by the negligent action or inaction on the part of the school, their servants or agents.

The hirer will have in force liability insurance which provides indemnity to those persons or groups using the school premises. The hirer must provide a copy of the insurance annually to the Lettings Clerk.

Appendix A

Safeguarding Checklist for Lettings



Section 1: To be completed by Letting organisations

Name of organisation						
Address						
Contact telephone number						
Name of organisation leader						
Address of leader if different from address of organisation (above)						
Enhanced DBS check completed					Yes/No DBS disclosure number:	
Date of DBS check						
Names of other regularly attending adults	Address	Telephone	Enhanced DBS check completed Yes/No If yes, please list disclosure number	Date of DBS check	Date CP training last attended	
Are all children accompanied by an adult? (parent/carer)					Yes / No	

If Ofsted registered , please provide the date of registration and the registration number		
Designated Member of Staff for Child Protection	YES	NO
Name of Designated Member of Staff		
All staff, volunteers, committee members and students have been trained in safeguarding awareness which focuses strongly on child protection and is refreshed on a three year basis	YES :	NO
Have all staff read and understood Chapter 1 of Keeping Children Safe in Education (2016)? If No please access at : www.gov.uk/government/publications/keeping-children-safe-in-education--2	YES	NO
Does the letting have clear procedures for vetting visitors and a visitor record book for signing in and out?	YES	NO
Does the setting have an effective child protection policy and procedures	YES	NO
Are there procedures in place to ensure new staff / volunteers / committee members • Are inducted to the child protection policy and procedures by the Designated Member of staff for child protection?	YES	NO
Does the provision have an up to date safer recruitment policy and procedures which are applied to every appointment?	YES	NO
Does the provision have a health and safety policy and clear risk assessments in place?	YES	NO
Does the provision have clear fire evacuation procedures and regular fire drill practice?	YES	NO
Does your Club / Organisation have Club Mark status If no, is your club/organisation working towards Clubmark? www.sportenglandclubmatters.com/club-mark/	YES	NO

Section 2- To be completed by both organisations:

- I agree to keep a register of members in attendance at each session, and a central record of contact details for each member of the organisation.
- I agree to ensure that all members in attendance are informed that they may only access the designated room(s)/area(s) and MUST NOT attempt to access any other areas.
- I confirm that all the information provided by myself, or my organisation, in the form above is accurate.
- I understand, where children or young people are present that I must notify the school if there has been a change in Ofsted registration or adults regularly attending, and that failure to do so could result in a termination of the agreement.
- I agree to update the school if contact details change.

Signed by _____

Name _____ (Leader)

Date signed:- _____

For school use only:

Confirmation that a copy of child protection policy has been seen / provided to the school:

Yes / No

Confirmation that the policy covers at least the minimum requirements, checklist completed:

Yes / No

Confirmation that a relevant DBS documentation has been seen / provided to the school:

Yes / No

Name and signature of Head teacher or Designated Member of Staff

Name _____

Job Title _____

Signature _____

Date _____

Langley School & Langley Arts and Sports

Letting Charges with effect from 1st September 2019
Approved by Management & Finance Committee 20.06.2019

Facility	Hourly Rate
Sports Hall	£41.00
Gym	£19.40
Field	£25.35
Dance Studio	£24.00
Main Hall/Drama Studio	£29.50
Resource Centre	£41.00
Classroom	£19.00
Green Room	£20.00
Theatre Foyer	£16.40
The Baynes Hall	Please enquire
Training Centre	£134/Day
Training Suite	£144/Day

Use of changing rooms and toilets is included in the charges.