



Walter Infant School and Nursery

Policy for School Lettings and Extra Curricular Provision

DOCUMENT HISTORY

Version	Action	By	Date
1	Approved	Full Governing Body	7 July 2010
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4.1	Approved	Full Governing Body	27 th November 2025

Next Review Date: November 2027

Policy Statement for School Lettings and Extra Curricular Provision

1. Aim

To make the School available for the provision of extra curricular activities in line with the current extended schools agenda.

2. Organisation

2.1 School Business Manager (SBM)

Lettings/Extra Curricular Activities will be managed by the SBM in consultation with the Headteacher who will:

- receive enquiries for use of the School premises
- consult, if necessary, with the designated person over his/her availability
- calculate charges, if applicable, and provide the user with termly invoices
- confirm any lettings
- check the user's Public Liability Insurance
- take up/confirm DBS checks
- check and confirm, where the hirer is an organisation, that they comply with LA guidelines and DfE Keeping Children Safe in Education and Safer Recruitment in Education.

2.2 Designated Person

The designated person will:-

- liaise with the user informing the School of user's requirements, any difficulties, damage to property, etc.
- be on standby so that he/she is available in the event of any emergency or problem arising
- inform user of possible hazards
- inform user in the use of any school equipment
- inform user of fire exits and where to gain access to a telephone in the case of an emergency

2.3 User

It will be the condition for all users of school premises or facilities to comply with the following. Users shall not:

- remove or obscure fire and safety notices
- block fire exits or routes
- alter fixed installations
- use any equipment on the school site without the prior permission of the headteacher or head of department
- take any action that may create hazards for persons using the premises or the pupils or staff of the school

Users will:

- ensure adequate registration procedures are adhered to and ensure they have current contact details for parents if applicable
- ensure visitors are all accounted for at the end of session
- ensure children are all accounted for at the end of session and remain with children until they are collected by parents
- be responsible for the health and safety (see appendix 1) of the children and visitors during and at the end of the session
- be required to provide first aid to any child or adult during the session
- sign to accept terms and conditions
- the providers will be responsible for the administration and payments of the sessions
- the provider will be responsible for removing and disposing of rubbish appropriately (in the grounds)
- the provider will ensure the school facilities (inside or outside) are left clean and in the same state in which they were found
- the provider will use the car park responsibly

Regular users should acquaint themselves with school activities which will take precedence over the user's use of school premises so that dates published do not clash.

3. Finance

The school will charge for the use of the premises for extra curricular activities and hirers will be invoiced on a termly basis. This will be reviewed during the Spring Term by the Finance Committee with any changes taking effect from the beginning of the Summer Term. Charges will cover heating & lighting, administration, wear and tear and cleaning.

4. Termination of Regular Lettings

The period of notice for terminating a regular letting is half termly, for either the school or the hirer.

Regular Lettings can be terminated at one week's notice if the hirer fails to comply with the conditions as set out in this Policy and the Contract for the Hire of School Accommodation.

5. Applications to Hire

An application form to hire (see Appendix 2) should be completed and returned to the school at least 14 school days prior to the proposed date of hiring. Detailed terms and conditions are included in the form and the hirer will be expected to comply strictly to these and those set out under Policy Statement for School Lettings and Extra Curricular Provision for Walter Infant School.

APPENDIX 1

General Health & Safety guidance for hirers of Walter Infant School

FIRST AID

It is assumed that hirers will provide their own first aid, including supplies, however in an emergency basic first aid supplies, including gloves and plasters are available from reception.

HAZARDS

If you discover a hazard in regard to access to school premises or the equipment to be used, before or during the hire you will take action to make the school's representative aware of the hazard.

USE OF EQUIPMENT

No equipment will be used without the prior approval of the Headteacher of the school or the school's representative, as the case may be, and that the installation of hirer's equipment will be carried out by competent personnel.

EMERGENCY EVACUATION

The hirer accepts that they should familiarise themselves with the position of telephones, escape routes, fire alarms and fire fighting equipment. Notices regarding the procedures in relation to action in the event of the fire will also be studied and the information passed on by the hirers to the users and any, other person concerned.

In the case of an emergency whilst on the premises the hirer should contact the Headteacher, Site Controller and School Business Manager.

SMOKING

It is forbidden by law to smoke on school premises, including the grounds

SAFEGUARDING

This school is committed to safeguarding and promoting the welfare of children and young people and expects all hirers of school premises to share this commitment. All hirers working with children are required to have a DBS Certificate at an appropriate level for those individuals working in school premises on behalf of the hirer.

TOILETS

Please check with the school's representative which toilets are to be used during the duration of hire and report any problems associated with these or any other facilities used to the school's representative.

APPENDIX 2

Walter Infant School and Nursery

Contract for the Hire of School Accommodation & Equipment by Individuals, Firms and Companies

Contracts are not entered into with a club. If a hiring is required on behalf of a club the contracting parties shall be the school and the officer of the club and the hirer shall be liable to the school for all debits that arise under this agreement.

Name:	
Address:	
Telephone Number:	
Occupation:	
Accommodation: Room/s – how many? Hall Classroom	
Additional Equipment: Projector Screen TV School piano	
Any other requirements:	
Purpose of Letting:	
Date/s:	
Times (from/to):	

In accordance with the school's lettings policy statement,

I hereby agree:

1. To hire and use the said accommodation/equipment in accordance with the school's Policy for School Lettings and Extra Curricular Provision which I confirm that I have been provided with.
2. That I have read and understood and shall observe and fulfil all the following conditions:
 - a) Three clear days' notice is required in the event of the need to cancel a booking.
 - b) I will ensure that a responsible person will be present on the premises at all times during the period for the letting.
 - c) I will adhere to the schools health and safety guidelines for hirers
 - d) I accept full responsibility for the damages to or theft of the School's property, occurring during the period for which the premises are hired.
 - e) The School accepts no responsibility whatsoever and howsoever caused for the loss of personal property brought into or left in the premises during the letting.
 - f) If I discover a hazard in regard to access to school premises or equipment to be used, I shall take action to make school's representatives aware of the hazard.
 - g) I agree that no equipment will be used without prior approval of the Headteacher of the school or the school's representative, as the case may be, and that the installation of my equipment will be carried out by competent personnel.
 - h) I accept that I should familiarise myself with the position of telephones, escape routes, fire alarms and fire fighting equipment. Notices regarding procedures in relation to action in the event of the fire will also be studied and the information passed on by me to the users and any other person concerned.

Signature of hirer:	
Position:	
Date:	
Witnessed by: (signature)	
Name of Witness: (block letters)	
Address of Witness: (inc postcode)	