

LETTINGS POLICY FOR ST. MARGARET'S CofE PRIMARY SCHOOL



At St. Margaret's Church of England Primary School we seek to develop wisdom, encourage aspiration and promote dignity and acceptance enabling our respectful children to live a life giving back to the community.

John 10:10: 'Live life in all its fullness.'

Aspiration

Wisdom

Endurance

Approved by the governing body on:	Spring 2026
Shared with stakeholders on:	Spring 2026
Next review:	Spring 2028

LETTINGS POLICY

1. General

The Governing Body recognises the position of the school in the local community and that encouragement should be given to the use of the school premises by outside organisations.

The Governing Body wishes to take every possible care to ensure that all children / young people and others using the school premises out of school hours are safe from abuse and that they are treated with dignity and respect.

The letting of the school is the responsibility of the Governors and the administration of the letting is the responsibility of the Head Teacher and School Business Manager.

2. Application Form

All hirers will complete the appropriate lettings application form (see Appendix 1). Long term hirers must complete a letting application form at least annually. Day to day approval of requests for hire will be the responsibility of the Headteacher who will sign the letting application form in the designated space, after -

- i. Agreeing the scales of charges to be applied. Abatement of charges can only be made subject to Governing Board approval.
- ii. Checking to ensure the application form has been properly signed by the hirer.
- iii. Confirming if the hirer is affiliated to any national association that has its own child protection policy.
- iv. Checking that the hirer has a child protection policy if not affiliated to a national association,
- v. Checking that a copy of the school's own child protection policy and guidelines has been passed to the hirer and that the hirer has signed to confirm receipt and acceptance
- vi. Deciding if it is necessary to seek references for the hirer.

3. Bookings

All requests for hire will be logged in the office diary by the School Business Manager. Payment will be required in advance for all one-off lettings or if the hirer is not known to the school. In other instances it may be appropriate to require a deposit by BACS payment, Should a refund of the deposit be subsequently required, then a refund will be issued.

4. Payments

Where payment is not made in advance the School Business Manager is responsible for raising and issuing invoice.

5. Debt Management

In the absence of specific terms agreed with the hirer, payment terms will be 28 days from date of hire.

If payment has not been received by the due date, the following will apply.

(a) 28 days after date of hire	- First reminder letter to be issued. At this point all future hire dates will be suspended pending payment in full.
(b) 14 days after first reminder letter	- Second reminder letter to be issued advising the hirer that non payment could result in referral to the schools legal services provider.
(c) 14 days after second reminder letter	- Issue report to the Governing Body for advice on how to proceed e.g. referral to school's legal services provider for recovery of debt.

6. Safeguarding

In accordance with the DfE publication, Keeping Children Safe in Education, schools who hire or rent out school facilities/premises to organisations or individuals (for example to community groups, sports associations, and service providers to run community or extra-curricular activities for children) they should ensure that appropriate arrangements are in place to keep children safe.

The Head Teacher will seek assurance that the hirer concerned has appropriate safeguarding and child protection policies and procedures in place (including inspecting these as needed); E.g. DBS clearance checks and certificates for those people in the care of children

7. Cancellation

The School or Head Teacher, acting on its behalf, must reserve the right, having good reason, at any time without notice to cancel a hiring or withdraw permission for the hirer to occupy any part of the hired premises on any particular date. In such event the School shall not incur any liability whatsoever to the hirer other than for return of any fee or the appropriate part of any fee paid in respect of the hiring. If the hirer shall cancel the hiring of the premises then the School shall be entitled to retain or demand as the case may be the whole of the fee paid in respect of such

cancelled hiring PROVIDED THAT if notice of such cancellation is received at least seven days prior to the date of the hiring the fee will be refunded or remitted to the hirer subject only to any necessary deduction or payment in respect of expense already incurred by the School in respect of that hiring.

Bookings are taken subject to the premises not being subsequently required for Parliamentary or Local Government elections or other statutory purpose. In the event of the premises being so required, the School will refund to the applicant all charges made by them and already paid by the applicant.

8. Kitchen facilities

Kitchen facilities and facilities for the preparation of refreshment are not included in the hiring unless prior consent for the use of such facilities has been given by the school who will have consulted the school's kitchen manager to arrange for such use at all times to be supervised adequately. Separate conditions of hire exist for catering facilities. Where catering facilities form part of the contract, these conditions, which can be obtained from the school, are deemed to have been accepted.

9. Licences

The hired premises shall not be used for the sale or supply of intoxicating liquor, or the holding of any public entertainment, theatrical performance, film exhibition, lottery or other similar function without the consent of the school, and such consent shall be subject to the hirer first obtaining the necessary licence or permission required under current legislation, and producing this for the scrutiny of the school and/or Governors if required;

The hired premises shall not be used for any betting, gaming or gambling.

The hirer shall indemnify the School against any infringement of copyright which may occur during the hiring.

10. General

The right of entry to the hired premises at any time during the hiring is reserved for authorised employees of the School or a person nominated by the School.

The hirer and his agents shall during the hiring and during such other times as they or any of them shall be on the hired premises for the purpose of the hiring comply with all reasonable requirements of the caretaker/Head Teacher, of the hired premises.

The hirer shall not sub-let the hired premises or any part thereof and in the event of this condition being breached or any threat thereof then the hiring will stand cancelled, the charges forfeited and the hirer and sub-hirer excluded from the hired premises.

11. Risk assessment

Prior to confirmation of a letting agreement, the Hirer shall supply a detailed risk assessment for their activity for scrutiny by and approval of the Head Teacher/School Business Manager. A guideline and generic risk assessment set out in Appendix 2 may be adopted and used for the purpose of this policy. The risk assessment must be signed and dated by the Hirer.

APPENDIX 1

Application to Hire St Margaret's C of E Primary School, Toppesfield Premises



This form must be completed by the person responsible for the intended function/activity and forwarded to the Head Teacher (admin@st-margaretscofe.essex.sch.uk) at least 30 working days prior to the commencement of the booking.

Please complete the following:

Name of Applicant	
Society or Organisation	
Nature of Hire	
Contact Email Address	
Contact Telephone Number	
Date	
Start Time	
Finish Time	
Location Required (hall, field, toilets etc)	
Additional Requirements (Tables, chairs etc)	

Insurance Provision

It is a requirement of all lettings that appropriate insurance is held by the hirer.

Commercial Hirers:

Will be required to produce evidence of their current legal liability insurance before the booking can be accepted.

Non-Commercial Hirers:

The hirer will be held responsible for damage to premises or equipment and will be charged for repairs or replacement as required.

Hire Charges

Once a booking has been accepted; an invoice will be raised for the full amount inclusive of room and equipment and forwarded to the hirer.

All invoices are payable within 30 days of the invoice date.

Data Protection

Any personal data entered on this form will be held by the school in accordance with the School's Data Protection Policy.

Hirers' Responsibilities

- The Hirer shall:

(a) Vacate the premises by the time stated on the Application Form, otherwise additional charges may be incurred by the hirer.

(b) Intoxicating liquor shall not be sold, supplied or consumed on School premises without the prior written consent of the School and/or Governors and subject to any necessary licence having been obtained by the Hirer.

(c) Be responsible for obtaining the licence of the owner of the copyright of any dramatic or musical work intended to be performed or sung and must indemnify the school against any infringement of copyright.

(f) Ensure that any equipment brought onto the premises and used is safe and meets the standards of any statutory requirements regarding its serviceability, control and use. Any electrical equipment brought onto site must have a certificate of safety, which must be shown to the responsible person(s) nominated by the school.

(h) Smoking or vaping is not permitted in any of the school buildings or grounds; which must be observed.

(i) No animals to be brought on to any of the School premises except for working animals such as guide dogs.

(j) Observe the school's Health & Safety Policy and ensure risk assessments are in place.

(k) Only use rooms as agreed in the letting agreement. Access to the kitchen area is restricted to those over the age of 18 years who have obtained prior written consent from the School.

(l) Comply with all applicable notices and signs.

(m) Immediately evacuate the premises by the nearest Fire Exit on the sounding of the Fire Alarm. Fire collection point is in the School field.

(n) Make suitable arrangements for first aid.

(o) Inform the responsible person(s) nominated by the school immediately of any accidents/incidents.

(p) Notify the school of any hazards identified during the letting.

(q) Leave the premises and equipment as found.

- Furniture must not be moved without prior permission
- School equipment must not be used or moved without prior permission;
- All litter must be placed in or close to the dustbin where waste items are too large for the dustbin.
- The hirer is responsible for ensuring that access is not gained to areas of the school that have not been permitted as part of the hire agreement.
- **The use of the Trim Trail climbing apparatus in the School field is strictly forbidden.**

(r) If any additional expense is incurred, arising from the letting, or any extra cleaning becomes necessary as a consequence of the use of the premises, the person/organisation hiring the college will be responsible for any such expense and charged accordingly.

(s) Persons hiring premises or grounds will be held responsible for any damage to buildings, furniture, equipment or other property and a claim for the reinstatement, replacement or repair of such will be made whether as a result of the negligence of the Hirer or his/her invitees, employees or agents during the period of hire. The Hirer shall be deemed to have undertaken to pay the cost of such reparation by signing this hire agreement.

(t) Please note that no nail or fastening of any kind shall be driven or put into any wall, partition, pillar or other fittings or furniture.

(u) The Hirer is responsible for the supervision of all persons attending the premises for the purpose of the hiring whilst they are on the premises or on any part of the school site, and for preserving good order. The Hirer is responsible for ensuring the School is not brought into disrepute due to the actions of anyone attending the event.

(v) Any precautions required to ensure the users safety when using equipment are the responsibility of the Hirer. This includes, for example, the provision of information and training in the use of the equipment.

(w) The School cannot accept responsibility for any loss, damage, accident or injury arising during the Hirer's use of the premises, or to any member of the Hirer's party and the hirer shall indemnify the Trust Board against all claims, demands, actions or

proceedings.

(x) Vehicles can only be brought on to the School premises with prior written consent. The School takes no responsibility for theft or damage to vehicles while parked on the premises.

Declaration

By completing this form I certify that I am not less than 18 years of age. I have read and agree to be bound by the Terms & Conditions of Hire detailed within St Margaret's C of E Primary School, Toppesfield Lettings Policy and Application Form, for the time being in force, and I accept responsibility for the observance of the conditions and agree to pay on demand the letting charge hereby incurred.

I hereby indemnify St Margaret's C of E Primary School, Toppesfield against all claims in respect of injury, loss or damage (including damage to the premises and equipment) arising from this letting.

(In requiring this undertaking the School does not seek to absolve itself or any employees from liability as owners/occupiers of the premises)

Signed: _____

Name: _____

Organisation/Role: _____

Date: _____

LETTINGS CHARGES

Reviewed by the Governing Body – Annually Summer Term

1. Hire of Playing Field	£15.00 per hour – with toilet facilities
2. Hire of the Sports Hall Commercial hourly rate & Private use (birthday parties, fund-raising events, sports clubs etc)	£30.00 per hour
3. Private Event Hire (includes time for setting up and tidying period)	£150.00 per day

Abatement of charges can only be made by the Headteacher, subject to Governing Board approval. Discounts are available for regular bookings and local residents.



Please refer to hazard identification and risk assessment guidance

Hazardous Event	1	2	3	4	5
Likelihood (L)	Very unlikely	Unlikely	Possible (Heard of it happening)	Likely	Very Likely
Severity (S)	None or trivial injury / illness or 1 person at risk	Minor injury or illness / Only minor first aid required or up to 5 persons at risk	Injury or illness that could result in lost time or up to 10 persons at risk	Specified major injury / severe incapacity, fractures, loss of consciousness or up to 25 persons at risk	Fatality / widespread loss – 25 or more persons involved

	1	2	3	4	5
1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15
4	4	8	12	16	20
5	5	10	15	20	25

Risk Rating
Low – monitor the situation
Medium – identify improvements, draw up action plan and monitor
High – urgent action required to reduce exposure and re-access

School Name:	St Margaret's CofE Primary School, Toppesfield								
Activity Description:	Hire of school hall Hire of school field <i>(delete if not required)</i>								
Person Completing:									
Hazards	Who is at risk?	L	S	Risk (L*S)	Current Control Measures	L	S	Risk (L*S)	Additional Requirements
Fire Safety and Evacuation	Letting Attendees & other visitors	5	3	15	<ul style="list-style-type: none"> The Hirer shall not bring onto site candles, indoor pyrotechnics, flammable pressurised gas cylinders, petroleum spirit, artificial smoke makers or dry ice machines etc. The Hirer shall ensure that there is no smoking on site. St Margaret's School and grounds are a no smoking areas. The Hirer shall familiarise themselves with the fire precautions in force on the premises, and with the means of escape in the event of a fire. Fire and 	3	3	6	School must ensure that hirer has contact details of nominated member of staff.

					<p>other exits must be kept clear at all times</p> <p>If the fire evacuation alarm sounds, leave the building by the nearest emergency exit and muster at the far bottom corner of the car park as per map provided.</p> <ul style="list-style-type: none"> • The Hirer shall maintain and conduct a register of their party and report to the nominated member of staff. • The Hirer is responsible for ensuring that his or her party are all clear of the building and accounted for and report to the premises officer in charge • Once the member of staff has dealt with the alarm and the situation, a decision will be made as to whether the building is safe to return to the building 				
Electricity	Letting Attendees & other visitors	3	4	12	<p>The Hirer shall not bring on site any personal electrical equipment, including kettles, cookers, hot rings, microwaves deep fat fries, popcorn maker etc.</p> <ul style="list-style-type: none"> • All other electrical equipment, IT equipment, disco equipment, lighting and sound system brought and used on site shall have a current PAT test cert. • Power sockets shall not be overloaded and only one extension lead used per supply 	3	2	6	
Accidents Sporting Injuries Slips, Trips and Falls Accidents Sporting Injuries	Letting Attendees & other visitors				<p>The Hirer shall ensure that all hazards and potential dangers are reported to a member of staff on the day of the letting • The Hirer shall ensure that his or her party remain in the designated area as detailed on the letting agreement and not allow adults or</p>	3	2	6	

					children to roam freely around the building and site. • First Aid is the responsibility of the Hirer and is responsible for supplying a small First Aid kit at all times. All efforts will be made to ensure trailing leads do not cross walkways, where this is unavoidable, they will be secured with yellow and black hazard tape				
Traffic Management	Letting Attendees & other visitors	5	2	10	Vehicles can only be parked on the school grounds with prior written consent. The School are not responsible or liable for any claim for damage caused to private vehicles whilst parked on school grounds • Gateways and access roads shall not be obstructed.	1	3	3	Please be respectful of local residents when parking
Safeguarding	Letting Attendees & other visitors	2	2	4	The Hirer shall comply with the requirements of St Margaret's child protection policy. • Activities for Children, the Hirer shall ensure that two responsible adults are present, and in charge throughout the whole period of hire. It is recommended that one adult is a qualified First Aider	1	2	3	A copy of the child protection policy can be found on our website or in the School office.
Manual Handling	Letting Attendees & other visitors	5	1	5	The Hirer shall ensure that his or her party will not move furniture e.g. tables, staging, scenery or any other furniture anywhere within the building.	1	1	2	
Rubbish Clearance	Letting Attendees & other visitors	5	1	5	The Hirer will be responsible for ensuring the venue is left in good condition and clear of all rubbish once the event has finished.	3	1	3	

Initial Assessment	Risk Assessment assessed, reviewed by the following competent person:
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Review Date		
Name (PRINT)		Position:
Signature:		Date:
Next Review Date: Annual	<p>Your workplace will change over time. You are likely to bring in new equipment, substances and procedures. There may be advances in technology. You may have an accident or a case of ill health.</p> <p>You should review your risk assessment:</p> <ul style="list-style-type: none"> • if it is no longer valid • if there has been a significant change 	

