

# **St Nicholas Catholic High School**

**LETTING POLICY  
2020**

## Version Control

<b>Current version</b>	<b>Previous version</b>	<b>Summary of changes made</b>
1.2	2017	Reference to Safeguarding Policy para 9.
2020		Visitor instructions staff updated

<b>Policy Impact Statement</b>	
<b>Policy:</b>	
<b>This Policy has been implemented:</b>	
Fully	
Partially	
Occasionally	
Not at all (give reasons why)	
<b>What revisions need to be made:</b>	
To the Policy?	See Version Control Above
To its implementation?	

# **St Nicholas Catholic High School Letting Policy**

## **Definition**

1. A letting may be defined as 'any use of the school premises by either a community group or a commercial organisation which falls outside of the normal corporate activities of the school'.

## **Introduction**

2. The Shrewsbury Roman Catholic Diocesan Trustees have delegated authority to the Governing Body with regards to the use of the school buildings and grounds as a community asset, who will make every reasonable effort to ensure that they are made available to the community as much as possible. However, any lettings of the premises to outside organisations will be subject to the condition that they will not interfere with the school's primary purpose of educating its children. A charge will be levied for each letting to meet any additional associated costs that may be incurred by the school whilst letting its premises to outside organisations.

## **Administration**

3. Any organisations wishing to hire the school premises should contact the School Business Manager, who will assess their request and confirm whether suitable facilities are available. An application form and the Schedule of Charges, including Terms and Conditions will be sent out for completion.
4. The Governing Body reserves the right to refuse any application and confirmation of all lettings will be made in writing. There must be no public announcement of any activities that are to take place on the school premises until the booking has been formally confirmed.
5. The invoice will be sent to the person named on the hire agreement. Charges will be made in accordance with the current scale for all sessions, one month in advance. Free use and charges below economic cost will be unusual and authorised by the Headteacher on an individual basis.

## **Booking lettings**

6. The hirer should complete the application form providing all details of the dates and times the letting is for, what activities are involved and all the appropriate personal information so that the hirer's details can be authenticated.
7. The hirer should be one named representative of the group or organisation, and the agreement should be in their name, giving their permanent private address. Personal photo identification and a current utility bill must provide

evidence of this. This avoids any risk that the letting might be held to be a business tenancy, which would give the hirer security of tenure.

8. Only when the details have been checked and written confirmation given, should the hirer begin to advertise their event. Any literature that is to be circulated to the general public must be vetted by the school, prior to printing to ensure that the information and language used is appropriate. It is not appropriate to use any school headed stationery, as this would indicate that the letting activity might be led by the school.

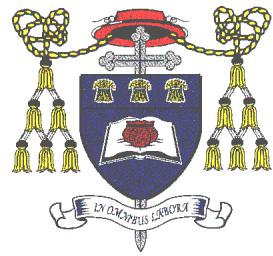
## Safeguarding

9. Where the Governing Body transfers control or otherwise allows the use of school premises to external bodies (such as sports clubs) or service providers during or out of school hours, the school will ensure that these bodies or providers have appropriate safeguarding policies and procedures, and that there are arrangements in place to co-ordinate with the school on such matters. Such considerations will be made explicit in any contract or service level agreement with the bodies or providers.
10. All visitors to school during the school day are expected to abide by the standard visitor Safeguarding Protocol.

By order of the Governing Body of St Nicholas Catholic High School

Reviewed by: Finance, Resource and Personnel Committee	Date: 26 <sup>th</sup> November 2020
Ratified by Governing Body	Date: 12 <sup>th</sup> December 2020
Review of Policy Due By	Date: September 2023

Attachments:	Lettings Application Form Lettings Charges and Code of Practice Safeguarding Protocol
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# Visitors to St Nicholas Catholic High School: Instructions for all staff

- All visitors **must** report to reception.
- Other than parents and carers, **all** visitors require photo ID.
- Visitors who are unable to provide photo ID will not be allowed onto site without permission from the Headteacher following an appropriate risk assessment.
- Students from other schools **must** be registered for Fire and Safety purposes.

## **It is your responsibility:**

- a) To inform your visitor that they are required to show photo ID on arrival at reception.
- b) To inform Vicky Hill or Tanya Leech in Vicky's absence and Reception when you are expecting a visitor.

## **Visitors who will always be supervised when with students**

- Must show photo ID at Reception
- Do **not** need a DBS
- Must never be alone with students
- Must never be unsupervised within school
- Will wear a RED visitor lanyard

## **Visitors who at any time may work unsupervised in school**

- Must show photo ID at Reception
- Must report to Reception every time they visit the school
- Request written notification (e-mail is fine) before the date of the visit from the organisation to confirm the organisation has carried the check for an enhanced DBS
- A copy of the notification must be sent to Reception to enable cross checking
- If notification has not been received they will not be allowed to carry out the work they came to do
- Will wear a GREEN visitor lanyard

## **Other agencies such as Police, Support Workers, Social Workers arriving without notice**

- Must show photo ID at Reception
- A member of SLT or Ash Evans/Lisa Burton will be informed and if required they may contact the visitor's organisation for clarification prior to arrival.
- Will wear a RED visitor lanyard

### **Parents & Carers**

- Must report to Reception every time they visit the school
- Will wear a RED visitor lanyard
- Will not be unsupervised at any point

### **Agency Supply Staff.**

- Reception will receive an email containing a booking confirmation from Vicky Hill or Tanya Leech. This will contain a name, DBS number and photo to confirm ID.
- Upon their arrival at Reception, the booking confirmation will be signed by the supply worker to confirm they arrived. This will be given to Tanya Leech.
- If Reception doesn't have the booking confirmation, they must contact Vicky Hill or Tanya Leech. The individual must not be allowed past Reception until the booking confirmation has been signed.
- Will wear a GREEN visitor lanyard

**ST NICHOLAS CATHOLIC HIGH SCHOOL**  
**HIRE CHARGES 2021-22**

	<b>Community Weekday</b>	<b>Community Weekend</b>	<b>Commercial Weekday</b>	<b>Commercial Weekend</b>
<b>Sports Hall</b>	£41.00/hr	£48.00/hr	£66.00/hr	£78.50/hr
<b>Sports Hall plus use of Climbing Wall</b>	£51.00/hr	£61.00/hr	£86.00/hr	£103.50/hr
<b>Drama Studio</b>	£24.00/hr	£30.00/hr	£34.00/hr	£37.00/hr
<b>Classrooms Subsequent addition rooms</b>	£15.00/hr £7.00/hr	£21.00/hr £9.00/hr	£22.00/hr £12.00/hr	£31.50/hr £17.00/hr
<b>Hall</b>	£30.00/hr	£36.00/hr	£45.00/hr	£48.00/hr
<b>Conference Room</b>	£25.00/hr	£31.00/hr	£35.00/hr	£38.00/hr
<b>Football/Rugby pitches</b>	£18.00/hr	£18.00/hr	£23.00/hr	£23.00/hr

Lettings will not be available during bank holidays and over the Christmas school holiday period. In addition, the lettings diary runs from 6.00pm until 9.00pm due to staffing arrangements.

Organisations or individuals who hire School facilities are required to complete the application form before the first date of hire. By signing the application form they agree to abide by these conditions of use. The use of any facility is subject to availability but in all cases the school retains primacy for its own use. It is important to understand that bookings may be cancelled at short notice if necessary, to meet school needs or for reasons of Health and Safety, maintenance or adverse weather conditions etc. The premises should be vacated on time in accordance with the booking.

Hirers will indemnify the school, under third party liability insurance, against any loss or damage to school property as a consequence of their neglect or acts of commission or omission.

All fees or charges are to be paid within 14 days of demand unless otherwise agreed by the school. In case of cancellation a minimum of **24 hours** must be given otherwise the full fee will be charged.

The school is a **NO SMOKING SITE**

Hirers and those they bring on site must conduct themselves in a responsible manner and not:

- Interfere with any equipment or other school property;
- Enter school buildings that do not form part of the Letting;
- Endanger the safety of others

All portable electrical equipment MUST have a current Electrical Test Certificate for any use in the school.

**PLEASE NOTE THAT VAT will be charged at the standard rate unless:**

- a) The letting is for a room or hall with just tables and chairs.
- b) A sports letting is for a series of 10 or more with at least 1 day but no more than 14 days between sessions and the letting is paid for as a whole.

### **CODE OF PRACTICE FOR USERS OF SPORTS HALL**

As a user of our sports hall, we request that the following Code of Practice is adhered to:-

1. All Shoes worn outside are removed and only clean-soled trainers worn in the area.
2. No food, confectionery or glass bottles are taken into the area.
3. If equipment needs to be moved, caretaking staff are contacted before possible movement.

If this Code of Practice is adhered to the floor standard will be maintained and damage to floors and equipment will be minimised.

### **SAFEGUARDING**

All hirers must make available to school a copy of their Safeguarding policy and procedures.

All visitors to school during school hours must adhere to the standard visitor Safeguarding Protocol.

**ST NICHOLAS CATHOLIC HIGH SCHOOL**  
**APPLICATION FORM FOR USE OF SCHOOL PREMISES**

I/we hereby apply for use of the accommodation and facilities specified below:-

**Day(s) Required:** .....

**Dates From:** ..... **To:** .....

**Times From:** ..... **To:** .....

**Purpose for which accommodation is required:**

.....  
.....

**Number of participants intended:** .....

**Age range of participants:** .....

ACCOMMODATION REQUIRED	YES/ NO	HOURLY RATE	NO OF HOURS	TOTAL DAILY CHARGE £
HALL				
CLASSROOM(S) Details:				
DRAMA STUDIO				
CONFERENCE ROOM (seats up to 20 people)				
SPORTS HALL				
CLIMBING WALL				
TENNIS / NETBALL COURTS				
FOOTBALL PITCHES				
RUGBY / FOOTBALL PITCHES				
<b>TOTAL CHARGE PER DAY</b>				
<b>KITCHEN – Facilities for boiling water</b> Note: Only sinks, boilers or means of heating water may normally be used. If other catering facilities are required in the kitchen permission needs to be granted. If additional catering facilities are required please indicate the facilities required. A charge may be levied.				

I/we agree to accept and abide by the conditions and regulation specified, and to such other conditions as may be imposed by the Governors. I/we undertake to pay any necessary charges in advance.

Name in Block Letters

.....  
(Mr/Mrs/Miss/Ms)

On behalf of

Address

Tel No:

Signature: .....  
Date: .....

Name and address of person who will be responsible for supervision during the whole period of the letting:

Cricket bookings:  
Associated Cricket Coach Membership YES/NO  
Membership No:.....

## **DAMAGE TO PREMISES AND INSURANCE**

I/We, certify that I/we will be directly responsible to the Headteacher and the Governors of the School for the proper use of the school premises and will reimburse the School for all expenses incurred in reinstating any damage to the premises, furniture, equipment, playing fields etc, caused by the letting or by any person admitted to the premises by me.

I/We certify that if the hiring of the premises involves the admittance of the public for an entrance fee, an insurance policy has been taken out to cover our legal liabilities to the Governors and third parties and to the reinstatement or any damage to the premises etc. and that I/we shall produce such policy to the school if called upon to do so. In other circumstances I/we note that insurance cover to cover our legal liabilities to the School and third parties has been recommended.

Signature.....

On behalf of .....

Date.....

Note: This form should be completed on behalf of the hirers of rooms, courts and pitches, and submitted to the BUSINESS MANAGER, St Nicholas Catholic High School, Greenbank Lane, Hartford, Northwich, Cheshire CW8 1JW not later than three weeks before the proposed date of hire. A confirmation letter of approval/non approval will be sent within 14 days of receipt of this application form.

**PLEASE NOTE:** The school reserves the right to cancel the booking with reasonable notice, if circumstances made such decision necessary.  
Whenever possible, the school will then endeavour to offer an alternative date/time/venue to the hirer.

For official use only:

Application approved/not approved by: ..... Rate:

.....

Applicant Notified ..... Inv. No

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