



Parklands Community Primary School

Lettings & Extended Services Policy

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Reviewed by : FGB

LETTINGS & EXTENDED SERVICES POLICY

The Governing Body regards Parklands Community Primary School premises as a community asset and will make every reasonable effort to enable it to be used as much as possible. However, the overriding aim of the Governing Body is to support the school in providing the best possible education for its pupils and any lettings of the premises to outside organisations will be considered with this in mind. This also includes our extended services which is a key mechanism to ensure that the outcomes for children and young people are met. This includes working in partnership with other schools and providers and provide access to extended services. Consultation on the provision is in discussion with pupils, staff and parents. The use of the school by external organisations will take into consideration the needs of the pupils and the extended services we would like to offer.

The school's delegated budget will not be used to subsidise any lettings by community or commercial organisations. A charge will be levied to meet the additional costs incurred by the school in respect of letting the premises. As a minimum, the actual cost to the school of any of the premises by an outside organisation must be reimbursed to the school's budget.

The Governing Body:

- controls the use of the school premises both during and outside the school day
- must have regard to the desirability of making the premises available outside school hours to the local community
- has the power to enter into agreements allowing for shared or delegated control of the premises, provided that one of the aims is to encourage community use of the premises
- must get West Sussex County Council's consent before entering into a transfer of control agreement, if it transfers control of use during school hours
- must follow any reasonable directions from the LA as to the use of the premises

The Headteacher:

- is responsible for the management of lettings, in accordance with this policy, but has delegated the daily responsibility to the Bursar, whilst still retaining overall responsibility of the lettings process
- will, if they have any concern about whether a particular request for a letting is appropriate or not, consult with the Chair of the Finance and Staffing Committee or Chair of the Premises, Health & Safety Committee, who is empowered to determine the issues on behalf of the Governing Body

Purpose

The purpose of this policy is to ensure that the most effective use is made of the school premises. Parklands Community Primary School should be a centre for lifelong learning. We recognise that the facilities could generate resources for the school. This policy sets out the criteria for making decisions on requests for use by external organisations.

Relationship to other policies

This policy should be read in conjunction with the Equality Policy, the Health and Safety Policy, Security Policy and the Curriculum Policy.

Roles and responsibilities of Headteacher, other staff, governors

The Governing Body, with advice from the Headteacher, will:

- balance the desire to generate income against the desire to support “worthy” groups within the community, agree the criteria to be used when deciding which groups are to be allowed to use the premises and consider requests for bookings against those criteria and on which basis
- take a positive approach to enhancing learning opportunities for the whole school community through promoting community use of the school by organisations that are in sympathy with the core values of the school
- ensure that use by external organisations does not degrade the standards of the facilities to the extent that they are no longer suitable for use by pupils and that the needs of the local community are respected
- consider issues of political balance
- consider the implications of all requests received for the health, safety and security of pupils and staff at Parklands Community Primary School
- consider the implications for workload of all staff of any decisions it makes
- be mindful of the prevailing commercial rates being charged locally for similar facilities and the overhead costs to the school of making its facilities available to third parties and use these considerations to advise the Headteacher on an annual review of the rate card to apply for lettings

The Bursar will:

- establish a central booking system
- apply the criteria agreed by the Governing Body on requests for bookings which do not meet them or where there is a potential conflict of interest or any uncertainty in deciding on which basis to apply

This policy is to make the school premises available for use to our wider school community, where this does not harm the interests or finances of the school.

The charges have been prepared on the assumption that the group are able to secure the services of a willing and suitable keyholder to open and lock the school premises, satisfactory to the school’s wishes, and to do so at no cost to the school, and therefore with no need to pass on such cost. If a keyholder is needed a charge will be made for their services. That charge is defined in the conditions of hire regardless of the duration of the letting.

Arrangements for monitoring and evaluation

The Finance & Staffing and Premises, Health & Safety Committees of the Governing Body will receive reports from the Bursar on a termly basis of the schedule of use of the school outside of the school day, the number of groups involved and the net profit from such activities

Issues that require intervention by the Headteacher will be noted, together with the action taken and the outcome. The committee will consider whether the additional use of the school premises is achieving the purposes set out at the start of this policy.

Name of School/College:

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Name of Hirer: ('the Hirer')

1. The School will provide the hirer with up-to-date H&S information needed for the period of hire. Guidance, for the school, is available on what information needs to be provided to the hirer. The guidance is located within the Resources section under Health and Safety A-Z (Hiring out your premises) on West Sussex Services for Schools (WSSfS).

2. The Governors of the School/College are advised to include the vetting of hirers to ensure their premises are not being used for radicalisation purposes.

3. The Hirer shall satisfy himself that the facilities to be hired are suitable for his purposes.

4. The use of the premises must not interfere with the proper working of the School/College or impair its efficiency.

5. The contract for the hire of the premises between the Hirer and the Governors of the School/College shall take effect only upon written acceptance of the application on behalf of the Governors being posted or handed to the Hirer.

6. The Hirer shall be advised of the hiring fees (and any insurance premium) either on completion of the application form (**Form SL1**) attached or on the written acceptance of the hiring and shall pay the hire fee within 7 days of the written acceptance.

7. In the event that the Hirer cancels the hiring, the following fees shall be repayable to the Hirer, less any expenses incurred, at the Governors' discretion:

not less than 42 days notice of cancellation	-	75% of fees
not less than 28 days notice of cancellation	-	50% of fees
less than 28 days notice of cancellation	-	no refund

8. The Hirer shall indemnify the Governors of
 School/College and the West Sussex County Council against all claims for damages, compensation and/or costs in respect of:
 - (i) bodily injury or illness to Third Parties, and/or
 - (ii) damage to Third Party property caused by or arising out of or being incidental to the Hirer's use of the premises.

9. The Hirer shall be responsible for loss or damage to the School/College premises and contents therein the property of the West Sussex County Council.

10. The Hirer shall obtain adequate insurance in respect of the liabilities and the loss or damage referred to respectively in Conditions 7 and 8 above. (See Appendix following Conditions of Hire for explanatory notes on insurance).

11. In order to obtain adequate insurance either from your own insurance source or if you wish to use the insurance provided through the school and West Sussex County Council (see appendix), you should ensure that you have an appropriate risk

assessment of the activity you are going to undertake. The risk assessment should be attached to this application form.

12. The risk assessment does not have to be a detailed document, but it will need to provide information on what activity will take place on the school premises and in which rooms. There should be a simple plan of:
 - how are people going to get into the premises,
 - how will they be notified of an emergency and what they should do if an alarm is activated
 - information on what they can and can't do, where they can go and can't go etc.
 - appropriate control measures to deal with emergencies such as a nominated first aider, someone who remains able to take control if there is an emergency and call the emergency services if needed
13. The Governors hold/do NOT hold licences for (a) public dancing, music or any other public entertainment and (b) public performance of plays.

(The Hirer shall be responsible for obtaining any licence required from the District/Borough Council and shall produce the licence for inspection prior to the hiring date). The Hirer shall be responsible for complying with the terms of any such licence.
14. The Hirer shall be responsible for complying with the legislation relating to copyright in relation to the hiring and with the legislation relating to copyright in relation to the hiring and the requirements of the Performing Rights Society Limited and Phonographic Performance Limited concerning the performance respectively of musical work and sound recordings on the premises. The Hirer indemnifies the County Council against any breach of this condition.
15. If the Hirer intends to apply for a Justices' Occasional Licence for the sale of intoxicating liquor then the written approval of the Governors shall first be obtained. The Hirer shall be responsible for ensuring compliance with the provisions of the Licensing Acts.
16. The Hirer shall be responsible for ensuring that any gaming or lottery, which takes place on the School/College premises, complies with the relevant legislation.
17. Use of the premises is limited to the accommodation hired and necessary facilities such as toilets. Car parking is permitted in designated areas on the School/College premises subject to availability.
18. Where permission is given for the use of kitchen areas, this will normally be limited to the use of ranges, hot cupboards and wash up sinks. The Hirer shall be responsible for the provision of crockery, glasses, cutlery and cleaning materials. Kitchens must be left in a clean and tidy condition for the preparation of the school meal on the following day. On no account may foodstuffs stored in kitchens be used by Hirers.
19. The Hirer is responsible for the preservation of good order during the hiring. The Hirer shall at all times provide an adequate number of stewards who shall be present throughout the hiring.
20. The Governors reserve the right to require the Caretaker/Premises Officer to be in attendance for the preservation of good order and safety and to recover from the Hirer any additional expenses incurred as a result of this condition.

21. The wearing of nailed or stiletto-heeled or other unsuitable footwear in indoor areas is prohibited.
22. No nails or screws shall be driven into the walls, floors, ceilings, furniture or fittings, and no placards shall be affixed to any part of the premises.
23. The laying of composition or other preparation on School/College floors is prohibited, without the prior written approval of the Governors.
24. Smoking on the site is prohibited.
25. School furniture (other than chairs in the hired accommodation) and equipment shall not be moved except by prior arrangement.
26. Any alteration or addition to the school lighting or electrical heating systems is strictly forbidden, except with the written consent of the Governors. Consent may be subject to conditions, which the Hirer will be required to observe.
27. If any special equipment is required, it must be clearly stated on the application form. An extra charge will be made for this service, and the School/College must be satisfied that a competent person will supervise the use of the equipment.
28. The Hirer will be responsible for providing any first aid facilities that he deems necessary in accordance with the Health and Safety (First Aid) Regulations 1981.
29. No function shall extend beyond the hiring period and the Hirer shall completely vacate the premises and grounds by that time, unless special arrangements have been agreed on behalf of the Governors.
30. After use, the Hirer must leave the premises in a clean and tidy condition, the Hirer's property removed, and all appliances switched off and lighting extinguished. The Governors reserve the right to recover from the Hirer any additional expenses incurred as a result of non-compliance with this condition.
31. The Governors reserve the right to cancel any hiring without notice if: -
 - (i) the accommodation will, due to circumstances outside their control, be unavailable for the hire period, or
 - (ii) the Hirer has failed to disclose material information concerning the proposed hiring, or
 - (iii) there are reasonable grounds to conclude that the Conditions of Hire may be breached to a material extent.

In the event of (i) all hiring fees will be refunded to the Hirer, but the Governors shall have no further liability to the Hirer. In the event of (ii) and (iii) any refund of hiring fees shall be at the discretion of the Governors.

APPENDIX

HIRER'S INSURANCE – INDEMNITY CLAUSE

A. INJURY TO PERSONS OR PROPERTY

1. The Hirer shall indemnify West Sussex County Council against all claims for damages, compensation and/or costs in respect of: -
 - (i) bodily injury or illness to Third Parties, including the County Councils servants and agents or Governors and/or
 - (ii) damage or loss to Third Party property caused by, or arising out of, or being incidental to the hirer's use of the premises.
2. The Hirer shall effect adequate insurance to cover this liability with a preferred minimum limit of indemnity of £10 million, although £5 million is acceptable subject to approval from the Insurance and Litigation Section at West Sussex County Council.

The Hirer shall effect adequate insurance to cover this liability: -

B. DAMAGE TO PREMISES AND EQUIPMENT

1. The Hirer shall be responsible for the loss of, or damage to the premises and contents therein, which is the property of West Sussex County Council, except when loss or damage to the premises or contents are as a result of the negligence of West Sussex County Council.
2. The Hirer shall effect adequate insurance in respect of such loss or damage.

Hirers who have no Public Liability Insurance, must as a condition of the proposed hiring, take out the Hirer's Insurance arranged by West Sussex County Council, (provided they do not fall within the definition of the exclusions listed below) and the premium must be added to the hiring fee payable.

HIRERS INSURANCE

In accordance with the terms of hiring it is customary to require persons/organisations to accept responsibility for damage to the premises and its equipment and for Third Party claims involving injury to persons and/or damage to property.

Due to difficulties experienced by non-commercial hirers in arranging Public Liability Insurance with a Limit of Indemnity of £10 million, the County Council has arranged the following policy: -

WEST SUSSEX COUNTY COUNCIL – ON BEHALF OF NON-COMMERCIAL INDIVIDUALS AND ORGANISATIONS HIRING COUNTY COUNCIL SCHOOLS, COMMUNITY COLLEGES, EDUCATION CENTRES AND OTHER WEST SUSSEX COUNTY COUNCIL PROPERTIES

OPERATIVE CLAUSE

The indemnity will cover individual hirers for their legal liability for injury/illness to third parties and/or loss/damage to their property, and loss or damage to the premises and

contents hired, including such liability that may be imposed on the hirer under the terms of the hiring agreement.

LIMITATIONS

For loss/damage caused other than by Fire or Explosion, cover is limited to £10,000 per hiring and is subject to an excess of £100.

Damage resulting from Fire or Explosion is limited to £10 million.

EXCLUSIONS

Political Meetings and Professional Entertainment Promotions.
Commercial or trade hiring.

PREMIUMS

The premium is charged at 10% of the basic hire charge, plus Insurance Premium Tax (IPT).

If a group is affiliated to the school or establishment, they can obtain a special rate, details of which can be supplied by contacting the Insurance and Litigation Section at West Sussex County Council.

Name of School/College:

Reference Number of Hiring

This form should be completed and returned to the School/College as soon as possible. If the application is accepted, a copy of the form will be returned to the Hirer.

1. **Name of Organisation:**(The Hirer).

2. Name, address and telephone number of person responsible for organising the letting to whom all correspondence should be sent:

.....
.....

3. The Hirer applies to use the School/College premises on:(date)

from am/pm
to am/pm

for the following purpose(s):

(specify precise nature of proposed function and whether to be private or public)

4. Parts of Premises required:

Please Note:

The hiring will be confined to the use of the premises as set out above. If the Hirer wishes to use any other part of the premises, separate application must be made as early as possible.

5. Do you require the accommodation to be heated? **YES/NO**

If heating is required, please state times: from am/pm
to am/pm

6. Will there be a public entertainment or public performance of a play? **YES/NO**

7. Is it proposed to apply for a Justices' Occasional Licence for the function? **YES/NO**

8. Will use of the kitchen areas be required for preparing refreshments? **YES/NO**

If YES, please supply details on an accompanying sheet.

9. Will the use of any special equipment be required? **YES/NO**

If YES, please specify:

10. Any other special requirements? **YES/NO**
e.g. seating arrangements, Caretaker/Premises Officer to be in attendance?

If YES, please specify:

11. **Conditions of Hire and Indemnity.**

If the Hiring is agreed the Hirer undertakes and agrees:

(a) to pay the hiring fees and insurance premium totalling: £

(If the charges are specified here, a cheque for the full amount must accompany this application. If the charges are not specified here, they will be notified if and when the hiring is approved and payment is due within 7 days of notification of approval).

(b) to comply with the Conditions of Hire including the indemnities set out in Conditions 7 and 8, and the insurance requirements in Condition 8.

HIRER

Please check that you have a copy of the Conditions of Hire

Dated: Day Month Year

***Signed: (I certify that I am over 18 years of age)
(for and on behalf of the Organisation)***

***Please tick the box if the hirer's cover provided by
West Sussex County Council's insurers is required***

If not, please supply a copy of your own insurance policy/broker's letter confirming comparable cover.

ANNEX A

STANDARD CHARGE FOR THE USE OF SCHOOL PREMISES BY WEST SUSSEX EDUCATION SERVICES FROM 1 SEPTEMBER 2025

	Primary	Secondary
Fixed charge per session per site	£39.60	£49.10
Heating supplement per session per site	£15.10	£78.50

Hourly Rate charges in addition to the above		
Hall/Gym charge	£8.60	£10.00
Room Charge	£5.00	£5.70
ICT Room	£8.60	£10.00

These charges will apply to West Sussex education services using school sites and facilities.

Please note that the definition of a session is a morning, an afternoon or an evening. For morning and afternoon sessions during the school day, education services would not normally be charged for heating and opening and closing charges since such costs are already publicly funded through the school budget share. The Music Education Hub provides instrumental tuition for pupils during the school day and will not be charged for the use of premises during the school day but can be charged the standard charge for use of premises out of school hours.

A service level agreement between regular local authority service users of school premises and schools will set out the level and quality of service that is covered by the standard charge and arrangements to meet any costs that fall outside the standard charge structure.

Note to Heating Supplement:

The use of different fuel mixes and likely size of typical premises between Primary and Secondary schools is reflected within the heating supplement.

ANNEX B

USE OF SCHOOL PREMISES – CHARGES FOR ELECTION PURPOSES FROM 1 SEPTEMBER 2025

**THESE CHARGES ARE MANDATORY AND SCHOOLS WILL
RETAIN THE INCOME FROM THE ELECTORAL USE OF SCHOOL
PREMISES.**

1.

Estimated cost of caretaking £27.30 plus an additional £9.30 if polling continues after 10.00 p.m.

Plus

2.

For one polling station on the site, an additional payment of £4.90 for the cost of caretaking and £12.80 in respect of the school's expenses;
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Or

3.

For two or more polling stations on the site, (a) an additional payment of £9.80 for the cost of caretaking, and (b) £13.10 per station in respect of the school's expenses.

**STANDARD CHARGE FOR THE USE OF SCHOOL PREMISES BY EXTERNAL HIRER'S
FROM 29th MARCH 2023**

	Primary
Heating supplement per session (October – April)	TBC
Hall/Gym charge per hour	£20.60
Room Charge per hour	£10.30
IT Room per hour	£10.30
Specialist Craft/DT Room per hour	£20.60
Use of Field / Outdoor Environment	POA
Use of Kitchen Facilities / Toilet Facilities	POA

Please note that Caretakers charges will apply to all bookings.

EXTENDED SERVICES PROVISION

Purpose

The Government's vision, set out in the Children's Plan (2007), is that every child and young person should have the opportunity to fulfil their potential. Extended Schools are a key mechanism for this and help deliver the Every Child Matters (ECM) outcomes for children and young people; namely being healthy, staying safe, enjoying and achieving, making a positive contribution and achieving economic wellbeing.

This policy sets out how Parklands Community Primary School, working in partnership with other schools and providers will provide access to extended services for children and young people, their parents and carers and the wider community. This will be either on the school site or signposted to other extended services offered locally by other schools and providers.

Consultation

Consultation on what extended services should be delivered will be achieved through discussions with pupils, staff and parents and will include questionnaires and meetings.

Parklands School will also take into account data identifying need and results of consultation carried out by key partners in the delivery of extended services.

Relationship to other policies

This policy has links to school policies for Safeguarding and Child protection, Health and Safety, Security, Equalities and Behaviour.

Any partner agency delivering extended services on school site will adhere to the relevant school policies, in particular safeguarding, equalities, and health and safety.

Provision of Extended Services

The following core offer of extended services will be provided:

High quality childcare

This will be provided by signposting to local childcare.

Varied menu of activities

A programme of before school, lunch time and after school learning activities will be developed and delivered on a termly basis. These may include:

- Extension activity (eg homework clubs, booster classes)
- Enrichment activity (eg special interest clubs such as drama, arts, music tuition)
- Sport / Physical activity

The programme of activities will be made available each term to parents and carers and children via a letter.

We will also signpost children and parents and carers to other local activities through our Sports Clubs / School Links, the school notice-board and school newsletters.

Local authority provision – eg pupil enrichment programme – will also be used.

Swift and easy access to specialised service

Parklands School has effective arrangements in place for the early identification and support of children with additional needs. Through a referrals process we have access to the following specialist services:

- Speech and language therapy (SALT)
- Educational Psychologist
- Child and Adolescent Mental Health Services (CAMHS)
- Inclusion Support – Learning and Behaviour Support
- School Nurse and other medical professionals
- Family Link Support Worker

A named member of school staff will retain responsibility for liaison with the service that provides any intervention.

Parklands School will ensure that sufficient members of staff are trained in using Holistix to provide Early Help Plans which are used proactively to identify needs and support and ensure that any interventions and referrals are appropriate. We will work with other services to identify a lead professional where needed.

Parent support

The school aims to work in partnership with parents and carers to achieve the best possible outcomes for children in school and strategies may include the following:

- Offer transition information sessions for all parents and carers when their child starts reception class.
- Offer family learning opportunities, where children and parents and carers can learn together, and signpost to other family learning opportunities locally.
- Provide information, advice and assistance to parents and carers to support their child's learning and well-being, and provide, via the Children's Information Service, information about local and national services which are available to parents and carers.
- Offer parenting programmes and signpost to parenting programmes.

Community Use

Parklands School is part of the wider local community and as a school we recognise our duty in promoting community cohesion. As part of this, we will make the school facilities available, where possible, to the community through our lettings policy.

Arrangements for monitoring and evaluation

As extended services are key to the delivery of ECM outcomes for children and young people, they are reflected in the school's Self Evaluation Form and will be included as

appropriate in the School's Development Plan. Monitoring and evaluation will therefore take place within the school's evaluation and planning cycle.

The Headteacher or subject leader will have responsibility to monitor the take up and impact of extended services and data that may be collected will include the take up of services by pupils and parents and carers and feedback on these services.

Any evaluations of extended services will be reported to the governing body by the Headteacher or subject leader.