



At Chellaston Infant School, we believe that everyone should reach their full potential in a safe, fun and happy environment which promotes independence, self-worth and excellence. Everyone is a learner whose values are respected.

Chellaston Infant School
School Lane, Chellaston
DERBY, DE73 6TA

Headteacher: Lindsay Galley
Telephone: 01332 700298

admin@chellastoni.derby.sch.uk

LETTINGS POLICY

Date	Change made where?	Change description	Approved by Governors	Next review
Spring2 2022	Agreement document	Copyright date updated to 1988 Block booking weeks changed to 39 weeks – a school year to reflect that letting such as Soccerstars do not need to re-let the hall space within the same school year.	04.04.2022	Spring 2 2025

The Governors' Finance, Premises/Health & Safety Committee have discussed the use of the buildings outside the normal school day from 8.30am to 3.30pm. There is no such thing as a free letting, as every letting has a cost implication. Many of these costs are absorbed into the school budget and not separated out. It would not be sensible to separate out some lettings, and the Governors' consider that lettings should be listed in four categories:

1. "Free" Letting

- Governors' meetings, termly business meetings, special meetings, committees/working parties, meetings for parents.
- School events – concerts, pantomimes, parent/teacher consultations, curriculum meetings.
- PTFA events – summer fair, Christmas fair, discos for children committee meetings, AGM etc.
- Extra curricular activities – football, music, rehearsals for concerts etc.

Energy costs, water, cleaning, wear and tear on equipment, are absorbed in the budget.

2. Flat Rate – No Profit, Children-related

If solely for the use of our children and a no profit club – increase to such fees would mean the fees being passed on to parents.

3. Public Service/Authority Driven Use

Councillors' surgeries, elections, City inset meetings etc. The Governors agreed a flat rate plus a small additional mark-up for the additional wear and tear.

4. Commercial Ventures

Any organisation with a profit motive – the Governors will let the school to any other reasonable user at the headteachers' and governors' discretion. The headteacher will consult with the chair if there are particular concerns about a letting and if it is felt necessary, with the rest of the governing board. The charge will be a competitive rate and will be guided by the Derby City recommended skeleton formula for calculating lettings which is based on:

- Caretaker's wages – to open up, to set out necessary furniture, to clear away and reinstate everything prior to the next school day, to clean up litter, toilets, floors, to secure and lock up.
- An energy charge per hour to cover the cost of gas, electricity, water. The heating is all on or all off, and Derby City recommends an hourly energy charge depending on the size of the building and the type of heating.
- A "per person" charge, to cover requisites such as cleaning materials, soaps, toilet paper, etc.
- The use of special equipment such as music centre, projector etc. This would contribute towards fair wear and tear, and future replacement. Some school equipment would not be available for outside use.
- An administrative charge to cover the time the clerk would spend calculating invoices, checking licences etc.

The FGB recommended that regular ongoing lettings be invoiced half termly and one-off occasional lettings be paid for in advance and that the person responsible for the letting to sign the service level agreement and an indemnity form to cover loss or damage and conduct of those present.

The FGB recognise that payment for lettings may, with prior agreement, be made as on-going complementary services; such as PPA coaching in return for hall hire, which benefits all of our pupils or that commercial ventures may offer bursary places in return for waived lettings fees.

LETTINGS AGREEMENT

External Clubs

Administration

- It is expected that companies carry out their own administration of their clubs.
- Compose letters deciding on which dates to run to and from, how much they will charge and a deadline as to when slips are to be brought in to school.
- Letters must ask parents for child's name, class, emergency contact numbers, medical information and whether they can be photographed.
- Letters (exact amount of distribution i.e. 120 for Year 2) brought in to school exactly a week before deadline of replies.
- Replies collected and register created. Club to inform parents of their child's place and obtain their own payments.
- Register given to school at least 24hrs before first session to enable teachers to know which of their children are attending, office to create text group etc.

Cancellation

- School needs 24hrs notice if a session is to be cancelled.
- Club must inform parents of the cancellation – school will confirm this to parents also.
- Where the cancelled session is not to roll over to another week – parents are to be reimbursed.
- .

Club Staff

- School is to know who the adults are that are attending school to carry out their club.
- School needs preferably 24hrs notice of a change in adult. Unforeseen circumstances will be accepted.
- Another adult can come and teach the session instead if public liability insurance allows this - adult must be DSB checked and bring this along with them. Details will be recorded on our Single Central Record.
- All staff must have met the Keeping Children Safe in Education guidelines - Childcare (Disqualification) Regulations under the section 75 the Childcare Act 2006.
- Club Leaders must bring along their own register.

Club Children

- School staff are not expected to chase up any child that has not arrived. Club adults to call parents, if wishing to do so, to find out the reason (club registers should include contact numbers).
- If a parent arrives at home time, meaning the child will not attend the club, then the teacher will dismiss child to parent.

Communication

- It is incredibly important to ensure good communication. If club organisers wish to speak with school club organisers then they can be reached by either calling 01332700298 or emailing r.leyland@chellastoni.derby.sch.uk (Deputy Headteacher & After-School Club Organiser) or c.frearson@chellastoni.derby.sch.uk (Secretary).



CHELLASTON INFANT SCHOOL

BOOKING CONDITIONS FOR THE HIRING OF ACCOMMODATION



No bookings will be accepted unless accompanied by a signed copy of these conditions.

- 1) Where a charge is due, payment must be made prior to any accommodation within Chellaston Infant School being used. Forty-eight hours' notice of cancellations on both sides must be given, otherwise, in the case of the hirer, the full charge will be made payable. The hirer is responsible for informing parents of cancellations and refunding monies due. Roll over sessions are allowed with the agreement of school and reliant on the availability of the space being hired at another time.
- 2) Admission may be barred to the premises if payment is not received before the event. Payment method will be given upon acceptance of booking.
- 3) Block bookings will be accepted for a period not exceeding 39 weeks and will be terminable by one week's notice on either side. Re-application for a block booking should be made at least seven days before the expiry of the current booking.
- 4) Training course content needs to be approved by the Headteacher and external tutors need to provide evidence of their qualifications to deliver such a course. Tutors also need to provide evidence of a successful DBS check, as they will be working within the confines of a school.
- 5) A standby tutor may be used with prior agreement, if the above criteria are met and 24 hours' notice to the school is given.
- 6) Companies carry out their own administration of the clubs including:
 - a) Invitation letters including club dates charges and deadlines.
 - b) Clubs must request parents to supply information including Childs Name, Class, Emergency Contact Numbers, Medical Information and authorisation for photographs.
 - c) School will collect club replies on the club's behalf upon request.
 - d) Clubs must create an attendance register.
 - e) Club monies should be paid directly to the club.
- 7) Companies must safeguarding policy prior to commencement of the club.
- 8) Schools responsibilities include:
 - a) Supplying copy of register onto class teachers for clubs list attendees.
 - b) Delivering club children to the space whether the club will take place, and providing feedback of any children not attending e.g. Absence, Parents collected etc.
- 9) The hiring party (known as the hirer) shall undertake to:
 - a) Make good, in manner satisfactory to the governors, any damage caused to the building, furniture or equipment, arising from the use of the premises.
 - b) Ensure that the sound level of music complies with Health Authority requirements and does not cause a nuisance to other people inside or outside the building.
 - c) Ensure that lighting is kept to a level that is reasonable for safety.
 - d) Seek permission before any electrical equipment is brought onto the premises and provide a copy of relevant PAT testing certificates.
 - e) Ensure all members of the booking party are advised of procedure in the event of fire.
 - f) Ensure that no more people are admitted to Chellaston Infant School than the maximum permitted number.
 - g) Leave the hired accommodation in a clean and good order as at the start of the hiring; wash up, dry and put away any crockery/equipment used in kitchens and put away any equipment used, including tables and chairs.
 - h) Ensure that no decorations (internal or external) are put up and no alterations made in the arrangement of the premises without prior authorisation from the Headteacher or Site Manager.
 - i) Ensure that no nails, screws, drawing pins or other fittings are driven or fixed into or on any part of the premises.
 - j) Vacate the premises by the end of the booking time.
 - k) Send a copy of any advertising materials to Chellaston Infant School before an event is publicised, if required to do so.

l) Ensure that smoking and the use of drugs are not carried out on the premises.

10) The Hirer shall:

- a) Obtain any necessary permission from the owner of copyright in musical, dramatic, literary and other works required by the Copyright Act 1988; and indemnify the school in respect of any infringements of such copyright.
- b) Complete and dispatch to the Performing Rights Society Limited, a list of musical works, whether publicised or in manuscript, performed at the premises, vocally, instrumentally or mechanically at entertainments of which a charge of admission is made.
- c) Secure a licence in accordance with the Theatre Act 1968 in respect of the performance of any play.
- d) Secure an occasional licence for the sale of intoxicating liquor if permission is granted by the school to sell liquor.
- e) Ensure that no gambling takes place on the premises unless special arrangements have been agreed in writing with the school and that the appropriate licensing, betting and gambling legislation is complied with.
- f) Be fully responsible for First Aid and first aid requirements whilst on school property. They must ensure an adequately trained first aider is present at all times. A current First Aid certificate will be needed before lettings commence and kept on file in the school office.

11) The Hirer shall indemnify the school against all actions, proceedings, claims and demands brought or made against the school in respect of any loss or damage or injury sustained by any person during the period of this letting and arising out of this letting, except insofar as it is proved that the school was negligent.

12) The Hirer agrees to reimburse the school for false alarm security charges, and any additional cleaning or the cost of repair of any damage that may occur during the period of hiring. Our appointed contactors will invoice such charges separately.

13) The school accepts no liability for goods, personal affects, including motor vehicles brought onto or left on the premises by the Hirer.

14) In the event of a problem during the letting or at the end of the day, school staff will be available onsite to deal with any matters arising. The security firm will be available at the end of the day.

I HAVE READ THE BOOKING CONDITIONS AND DULY SIGN THAT I AGREE TO ABIDE BY THEM

Signed.....

Date.....

Name in block capitals.....

N.B THE PERSON SIGNING THE BOOKING FORM WILL BE DEEMED TO BE THE RESPONSIBLE HIRER

Please return this form to:

The school Office, Chellaston Infant School, School Lane, Chellaston, Derby, DE73 6TA

Telephone: 01332 700298

Email: admin@chellastoni.derby.sch.uk