

“Together we can achieve more”

Highfield Primary School



Letting Policy

HIGHFIELD PRIMARY SCHOOL

POLICY OF THE LETTING OF SCHOOL PREMISES

INTRODUCTION

The Governing Body of Highfield Primary School believes that schools are a valuable community resource. We are therefore, committed to making every reasonable effort to ensure that the school premises (buildings and grounds) are available for the benefit of the local community. In keeping with the extended schools services agenda we will give priority to the use of premises for educational objectives.

This hiring of school premises at all times outside normal school hours is under the control of the Governing Body. Our policy sets out the facilities available and the charges. The Governing Body has delegated the day-to-day responsibility for lettings to the Site Manager, where the Site Manager has any concerns about a particular request for a letting the matter will be raised with the Headteacher.

LETTINGS POLICY

At Highfield, a letting is defined as the use of school premises during school hours, evenings, weekends and school holidays by all parties.

Our Lettings Policy will aim to:

- Ensure that the use of school premises and facilities is effectively co-ordinated and managed.
- Promote the use of school premises by the wider community.
- Give priority for established community providers of services for children and young people.
- Provide a clear statement of charges.
- Ensure a range of activities for children and young people.

APPLICATION PROCESS

If you wish to hire our school premises, please contact Site Manager.
Office@highfield-pri.enfield.sch.uk or Telephone 020 8360 2149.

You will then be issued with an Application form, (and a copy of the “Conditions for the Letting of School Premises.”) which needs to be completed at least 6 weeks before the date of hire. Bookings made with less than 6 weeks notice, if accepted, may be subject to a late booking fee.

If you have any particular complaints about the service you should approach the Site Manager who will then advise you on the procedure to be followed.

ADDITIONAL TERMS AND CONDITIONS

The following terms are in addition to the School hire agreement.

- The School premises will be available for let during term time, from Monday to Friday. It is also available during the Easter and Summer holidays for the purpose of providing a holiday club. A Letting will not be permitted beyond 11pm.
- The School will notify the Site Manager about the use of the Schools' premises.
- All adults organising activities or events including children must be DBS checked.
- You will ensure that a first aid post, with a qualified first aider, will be available at all times.
- Any departure from the "Conditions for the Lettings of School Premises" must be agreed with the Site Manager in advance.
- We expect you to supervise the children appropriately to ensure their health and safety.
- The Site Manager will confirm the hire by invoice, which will specify the premises to be used; the nature of the activity; the time and duration; and the cost.
- The permission for the letting to take place is subject to the payment of the invoice before the actual hire takes place. The payment will be made to the School.
- The Site Manager/Headteacher/Chair of Governors has the power to terminate any hire agreement relating to the hire of the school premises.
- We are delighted that you have chosen our school for your event. We will provide the facilities you have requested and in return, we expect you to respect our learning environment and leave our grounds and equipment in the condition you found them.

Approved by the Finance Committee on Sept 2016