



Sacred Heart Primary School

Lettings Policy

This policy was reviewed:	Summer 2025
This policy will be reviewed again:	Summer 2027
Governor Committee Responsibility:	FP&P Committee
Statutory policy	Yes
Source:	Governing Body

RESOURCES COMMITTEE

Lettings Policy

AIM AND PURPOSE

It is the policy of the Governing Body of Sacred Heart Primary School to allow the school premises to be used for the benefit of the local community without detriment to the school or their site. To this end the Governing Body may at its absolute discretion allow groups and individuals to hire certain of the school's facilities, subject to availability and in accordance with the terms and conditions for hire determined by the Governing Body.

The Governing Body delegate the day-to-day decision making to the head teacher, who will arrange for the necessary accounting and administration procedures in accordance with the LA's Financial Regulations. The Resources Sub-committee will report annually in the spring term to the Governing Body the level of charges that have been set for the next academic year.

CHARGES

Charges will be reviewed in March of each year with a view to implementation half a term later and will aim, at a minimum, to recover the cost to the school of the letting. The type of user and the proposed function will determine the level of charges, and rates will be set with the broad intention of maximising profit to the school, as appropriate for the type of user and proposed function.

Facilities available and hire charges are contained in the attached Scale of Hire Charges.

RISKS AND INSURANCE

Use of school facilities will be at the Hirer's own risk.

All Hirers must complete the Application and Agreement for Hire before their use of the premises begins. The Hirer, by accepting the conditions of hire contained in the Application and Agreement for Hire form, agrees to indemnify the school against loss or damage arising in connection with the hire, and to ensure that the facilities are cleared after the event.

The Hirer must carry full third-party liability insurance and must ensure that all staff have appropriate training to supervise use of specialist equipment. They will not be covered by the school's insurance. The Hirer must have regard for his/her own health and safety and that of other persons on site. Hirers must familiarise themselves with the location of fire alarm points, extinguishers, exit routes and fire evacuation procedures with the site manager. The Hirer is responsible for the provision of first aid and for ensuring that their personnel and guests/customers are equally familiar with the fire alarm arrangements. The premises must be left clean and tidy and, as a minimum, in the condition in which they were found.

Licenses for dancing, music, alcohol, etc, must be obtained by the Hirer (in conjunction with the school) before the application for hire can be agreed.

APPLICATION FOR HIRE

The Application and Agreement for Hire form forms part of the school's Lettings Policy and should be completed and returned to the school at least 14 days prior to the proposed date of hire. Confirmation or otherwise of the booking will ordinarily be given, in writing, within 7 days of receipt of the Application and Agreement for Hire form.

The Hirer must comply with all terms and conditions as detailed in the Application and Agreement for Hire form and in this policy document. The signed Agreement for Hire document will be retained by the school for at least the duration of the letting.

PAYMENT

Regular lettings will be invoiced termly in advance and payment is required within 14 days. For other lettings, payment will be required in advance with the return of the completed Application and Agreement for Hire form. If payment is not received in a timely manner, the letting may be cancelled at the discretion of the Headteacher. In the event of a Hirer wishing to cancel a letting, at least 14 days' notice is required.

In the event of a Hirer wishing to cancel a regular (e.g. weekly) letting arrangement, half a term's written notice is required.

The Governing Body reserves its right to cancel any letting. The Governing Body will use reasonable endeavours to notify the Hirer as soon as possible but no guaranteed period of notice can be offered. Regardless of when notification is given to the Hirer, the Hirer will not be entitled to any compensation.

SCHOOL'S REPRESENTATIVE

The school caretaker, or other nominated person, is normally the school's representative on site during lettings, and Hirers should liaise with him/her concerning specific requirements such as setting out chairs and equipment. The caretaker has authority to take any action necessary to protect the school's interest during any letting. Failure by the user to comply with a reasonable request from the caretaker or nominee concerning the letting, or if the users fail to observe all the conditions contained within the Application and Agreement for Hire form and this policy document, may result in the letting being terminated and/or future bookings being cancelled.

STAFFING

The Hirer must ensure that staff have undergone Disclosure and Barring Service (DBS) checks (Enhanced Disclosure) where necessary. No adult without a DBS check can be involved in any work with children.

CARE OF CHILDREN

Sacred Heart Catholic Primary School is committed to safeguarding and promoting the welfare of all children and expects all hirers of school premises to share this commitment. All lettings must comply with our safeguarding requirements, including adherence to the latest statutory guidance, **Keeping Children Safe in Education (KCSIE)**.

- **Hirer responsibility:** All hirers, and anyone working on behalf of the hirer, must read, understand, and follow the most up-to-date version of Keeping Children Safe in Education (KCSIE). The latest guidance can be found here: [KCSIE 2025](#)
- All children must be supervised at all times by their carers except where they are attending an organised group or care scheme. Where this applies, the group or care scheme must adhere to the regulations set out in the Children Act 1989, including those of the relevant registering body.

HIRE OF SCHOOL PREMISES FOR PROVISION OF EXTRA-CURRICULAR SCHOOL ACTIVITIES

Where the hirer is engaged in delivering an extra-curricular activity for the pupils at Sacred Heart Catholic Primary School and/or pupils from other local schools, the following is required:

- **Safeguarding Policy:** The hirer must provide the school with either a copy of their own safeguarding policy (which must reference compliance with KCSIE), or confirm in writing that they have read, understood, and will follow the school's own safeguarding policy and the requirements of the latest KCSIE.
- **Risk Assessment:** The hirer must provide a risk assessment for their activity.
- **Prevent Duty:** Hirers must ensure that all activities comply with the Prevent Duty. Any concerns must be reported immediately to the school's Designated Safeguarding Lead (DSL) at ctaylor@sacredheart.richmond.sch.uk.
- **KCSIE Requirement:** Hirers must ensure that all staff and volunteers involved in the activity have read at least Part 1 and Annex A of the latest KCSIE guidance.

Failure to comply with these safeguarding procedures, including the requirements of KCSIE, will result in immediate termination of the agreement.

FACILITIES FOR THE DISABLED

There is ample parking space around the adjacent roads and premises enable access for the disabled. There is also wheelchair access to the ground floor of the building and a suitable toilet.

NO SMOKING POLICY

Sacred Heart Primary School operates a no smoking policy. Users of the school are not permitted to smoke within any of the school buildings or on the premises.

PARKING

There is ample road parking around the school. Users are not permitted to use other areas, such as the play area, for parking cars unless otherwise directed by a representative of the school.

TIME LIMITS

In order to minimise inconvenience to local residents, any letting within the school must end by 11.00pm. It is expected that users will have vacated the premises and the school site by 11.00pm and that any music, etc, will cease well in advance to allow the premises to be vacated by 11.00pm.

ACTIONS IN THE EVENT OF A FIRE

Before any event/letting in the School the Site Manager will brief staff on procedures in the event of a fire. You will agree the nominated personnel to act as 'Sweepers' if outside of normal school hours. The actual number required must be agreed with the Site Manager during the Risk Assessment for that particular event/hire. One person may also need to act as Fire Marshall or Deputy Fire Marshall.

At the start of any event/meeting a member of staff should inform the guests of what the alarm means and explain the evacuation procedure including the meeting point.

The hirer must have a register of all adults and children on site that is up to date at all time.

On hearing the alarm, the hirer should:

1. Contact the Site Manager who will check why the alarm has been activated.

2. If a fire is seen, call 999 and ask for the fire service to attend site
3. Assist guests in leaving the School as safely as possible by indicating the nearest fire exit. As soon as the event area is cleared the 'Sweepers' should go to their areas and begin the sweep procedure, all other adults should evacuate to the Playground or field as appropriate.

Each Sweeper will have a specific area to sweep; generally they will be the last person to leave that area. Once they have checked their area they should leave by the nearest exit; when clear of the building they should inform the Fire Marshall that the area is clear and proceed to the Playground or field.

If it is safe to do so all persons will remain in the Playground/Field area until the all clear is announced. The Fire Marshall will inform everyone when it is safe to return to the Building. THE ALARM BEING SILENCED IS NOT A SIGN THAT IT IS SAFE TO RETURN TO THE BUILDING.

If the building is not suitable for occupation, evacuees will be accounted for and dismissed from the Playground.

Should the Playground area become unsafe as a meeting point the evacuees will be moved to the field and vice versa.



Sacred Heart Primary School

Letting of School Premises

Scale of Hire Charges

Regular Lettings are during hours when the school is usually open, i.e. 9.00am to 6.00pm - Monday to Friday during term time.

Monday to Friday	Facility Available	Cost per Hour In-school hours
Regular Lettings	School Hall*	£22
	Classroom	£20
	School Playing Field	£15
	School Hard Court	£15
	Astro Court	£18

*Ball sports are not permitted in the school hall at the present time.

Other Lettings outside of school hours, including evenings, Saturday, Sunday, Bank Holidays and School Holidays are by arrangement. The charge for any letting of school premises will be determined by the head teacher.

The above rates are as at 1st September 2025 and will be reviewed annually. Reviews may happen more frequently if circumstances require – for example, if energy costs mean that it is no longer cost-effective for the school to let the premises at the previous rate. Revisions will be notified to the Finance, Premises and Personnel committee of the Governing Body.

A quotation for the letting of school premises does not constitute a contract. The school reserves the right to refuse or cancel any letting.



Sacred Heart Primary School

Application and Agreement for Hire of School Premises

Applicant's name:				
Address of applicant:				
Contact telephone:		Mobile number:		
E-mail:				
Name of Organisation:				
Date facility required				
	(day)	(date)	(month)	(year)
Purpose				
Start time:		Finish time:		
Facilities required (please be specific)				

This Agreement is made between _____ (“The Hirer”) of the one part and the Governors of Sacred Heart RC Primary School (“The School”) of the other part.

At the request of the Hirer, the School has agreed to hire to the Hirer part of the school premises for an activity organised or conducted by the Hirer or the Hirer’s representative(s). The Hirer agrees to indemnify the School as follows:

- That he/she will keep the school fully and effectively indemnified from and against all loss, damage and costs, which the School may suffer arising from use of the school premises to include the claim of any third party entering the school premises for whatever purpose connected with the activity organised or conducted by the Hirer, and however such claims arise.
- That the Hirer will maintain full third party liability insurance and provide such proof of such as may be requested by the School before obtaining access to the premises.

The Hirer agrees, during the letting period, not to infringe the law and to accept the following letting conditions upon which the letting is made:

- 1 The scale of fees for lettings shall be determined by the School annually, taking into account the cost of providing the letting. This includes energy costs, the cost of equipment being used and the purpose for which the school has been let. The charge for accommodation includes the use of furniture only within the room. In the event the Hirer requires additional furniture, a separate charge may be made.
- 2 The Hirer accepts that there may be occasions when the accommodation may not be available due to a school event. The School will use reasonable endeavours to notify the Hirer as soon as possible; however, no guaranteed period of notice can be offered. Regardless of when notification is given to the Hirer, the Hirer will not be entitled to any compensation.
- 3 Fees are to be paid in accordance with the school’s Lettings Policy. All payments should be made to Sacred Heart Catholic Primary School. The School reserves the right to cancel any booking if payment is not received on time.
- 4 In the event of loss or damage occurring as a result of negligence or carelessness on the part of the Hirer or the group on whose behalf the letting has been made, or where the School has reasonable grounds for believing that the damage occurred at this time and was not reported, the School reserves the right to make a charge to cover the costs of repairing the damage or making good the loss from the Hirer. The wearing of footwear likely to cause damage to floors is forbidden. Persons found wearing such footwear will not be permitted to enter the premises.
- 5 The Hirer is responsible for all damage to school buildings and/or any property thereon occurring during the period of hire or while persons are entering or leaving such property.
- 6 At the expiry of the period of hire, the Hirer shall leave the building in a clean and orderly state. All the property of the Hirer and the Hirer’s agents must be removed at the end of the period of hire unless special arrangements have been made. The School can accept no responsibility for any property left on the premises by the Hirers, their representatives or any person entering the school premises in connection with the hire.

- 7 The Hirer has read these conditions and hereby applies to hire the school premises, and agrees to indemnify the School against any breach of the conditions during the period of hire.
- 8 The licensing requirements for public entertainments must be strictly complied with. For further details, contact the licensing section of the Local Authority (on 020 8891 1411). Entertainment for children must have regard to the requirements of section 12 (1 and 2) of the Children and Young Persons Act 1933 which covers the obligation to provide stewards to restrain the amount of children to the levels that the building can accommodate, to control the behaviour and movement of the children and to take reasonable safety precautions, and the penalties for failure to do so. School premises are not licensed for gaming for the purposes of section 13 of the Finances Act 1966.

Hirer	
Signature	(Signature)
Signed by	(Full Name)
Date	

Witnessed by:	
In the presence of:	(Full Name)
Signed by:	(Signature)
Home address of witness:	
Date:	

For and on behalf of Sacred Heart Catholic Primary School	
Signature:	(Signature)
Signed by:	(Full Name)
Position:	(Job Title)
Date:	

Safeguarding Confirmation Form for Hirers

Sacred Heart Catholic Primary School – Safeguarding Confirmation (Lettings)

Requirement	Hirer Confirmation (tick & provide details where required)
Provided own safeguarding policy	<input type="checkbox"/> Yes <input type="checkbox"/> No (If no, must read school policy)
Read and understood school safeguarding policy	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Provided risk assessment for activity	<input type="checkbox"/> Yes <input type="checkbox"/> No
All staff have read the latest Keeping Children Safe in Education guidance	<input type="checkbox"/> Yes <input type="checkbox"/> No
Safer recruitment and DBS checks completed	<input type="checkbox"/> Yes <input type="checkbox"/> No – Provide details: _____
Prevent Duty (activity is compliant)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Understand how to report safeguarding concerns	<input type="checkbox"/> Yes <input type="checkbox"/> No

Name of Organisation: _____

Name of Hirer (Print): _____

Signature: _____

Date: _____