

# NEWLANDS GIRLS' SCHOOL

## POLICY DOCUMENT



## Lettings

<b>LAST UPDATED</b>	(by) N Forster / R Good/ A Price	June 2021
<b>LAST REVIEWED</b>	(by) Resources Committee	
<b>POLICY TYPE</b>	Non-Statutory	
<b>REVIEW DATE</b>	June 2022	
<b>RESPONSIBLE</b>		
Leadership Team	Bursar – Rachel Good	
Governing Committee	Resources Committee	
<b>APPROVED</b>	Approved by Governors	
	Meeting Date	21 <sup>st</sup> June 2021
UPDATE: Shared Drive Website (if applicable)		

***At Newlands we create confident and responsible young women equipped with the skills they need for the twenty first century. We empower all students to realise their potential as part of a community committed to lifelong learning.***

## Newlands Girls' School Lettings Policy

**(Sections 1 to 8 below apply to all parts of the school excluding the Swimming Pool Facility.)**

### **1. Those eligible to hire the School Premises:**

- (a) Commercial Lettings
  - Sports Clubs
  - Sports Coaching – not school based
  - Keep Fit Clubs
  - Aerobics Clubs
  
- (b) Lettings to Non-Profit Making Organisations
  - Youth and Community
  - LA use
  - Parish Council
  - Elections
  - Hire by a member of staff at the discretion of the Headteacher

All lettings are available at the discretion of the Leadership Team

### **2. Conditions of Hire**

- (a) No letting must interfere with the education of the pupils of the school in any way.
- (b) Every hirer must fill in a contract of hire and a schedule of required dates and be familiar with the conditions laid down on the form.
- (c) The hirer must carry sufficient third party liability insurance (5 million) otherwise an extra 10.4% charge will be made.
- (d) The let must finish by 10.30pm unless it has been agreed before with the Site Manager or another person on duty.
- (e) The only items of equipment to be used are the tables and chairs in the normal classrooms and the sports equipment in the Sports Hall and Gym.
- (f) Additional equipment can be hired at an agreed rate if available.
- (g) There is no access to the school kitchen without the prior approval of Accent Catering.
- (h) Alcohol is not permitted on the premises without the prior permission of the Headteacher.
- (i) If the hirer or any user is found to be under the influence of alcohol or an illegal substance the police will be contacted and the contract terminated immediately.
- (j) Fees are subject to change and will be reviewed annually, any changes to take effect in September.
- (k) It is expected that the premises will be left in a fit state. Should this not be the case then the hirer will be charged the necessary rectification costs.
- (l) The room will be ready for use and any changes in the layout will be the responsibility of the hirer.

- (m) Anyone hiring the netball or tennis courts will be allowed access to the external toilet facilities.
- (n) Anyone hiring the school facilities during the school day will be required to sign in at reception or complete a register of attendees in the case of evacuation.
- (o) In accordance with safeguarding legislation all hirers during the school day must have a DBS check or be shadowed by a member of staff.
- (p) In accordance with the school's Safeguarding Policy, individuals or organisations making the letting are made aware of the need to have Safeguarding/Child Protection procedures of their own to protect the children they are interacting with.
- (q) The contract of hire form/accompanying information requires that the organiser will follow school procedures for managing allegations against staff, and where necessary, the suspension of adults from the school premises.
- (r) This is a non-smoking school.

### **3. Appropriate Hiring Periods**

- (a) Monday to Friday – Any reasonable time after the end of school through to 10.30pm.
- (b) Saturday 9.00am – 9.00pm, Sports Hall and Gym only
- (c) Sunday 9.00am-9.00pm, Sports hall and Gym only
- (d) Any other times at the discretion of the Leadership Team and with the agreement of the Site Manager.

### **4. Lettings Costs (see the appendix)**

The following are included in the cost of the hire.

- Staff on costs
- Lighting
- Cleaning
- Water and Sewerage
- Wear and Tear
- Administration
- Heating will be charged as an extra

### **5. Headteachers Discretion**

The Headteacher will have discretion over

- Who is able to hire the facilities
- Which facilities may be hired.
- The time of the letting
- The duties performed by the Site Manager.

### **6. Hire Fees**

There will be no charge for the school's own use.

### **7. Site Security**

The Sports Hall and Gym have a time clock on their doors which automatically unlocks and locks at pre-set times. For all other areas of the school a member of the Site Team will unlock and lock up as necessary.

## **8. Cancellation of Hire Contracts**

The school has the right to cancel or postpone any letting, for example:

- a) Where the hirer has failed to pay an invoice within the correct timescales.
- b) Where the hire interferes with the smooth running of the school.
- c) Where there is concern that the hirer cannot safely manage the letting.

## **Lettings of the Swimming Pool Facility**

The hiring of the pool facility is run by the Swimming Pool Manager.

### **9. Those eligible to hire the School Pool Facility:**

#### **(c) Commercial Lettings**

- Swimming Clubs for coaching of infants to adults
- Other clubs wanting pool based training e.g. Canoe

#### **(d) Non-Profit Making Organisation Lettings**

- Youth and Community e.g. Guides and Scout organisations
- Charities offering swimming for disabled children and adults
- Hire by a member of staff at the discretion of the Headteacher

### **10. Conditions of Hire**

- a) No letting must interfere with the education of the pupils of the school in any way.
- b) Every hirer must fill in a contract of hire and a schedule of required dates and be familiar with the conditions laid down on the form and within the Normal Operating Procedure and Emergency Action Plan for the Pool facility.
- c) All letting schedules from hirers must include time for their clients to change before and after the swimming session within their hours of hire for the facility.
- d) The hirer must carry sufficient third party liability insurance (5 million).
- e) The let must finish by 9.30pm weekdays and 7.30pm at the weekends unless it has been agreed before with the Pool Manager.
- f) There will be no additional charge for use of the floats, armbands, woggles, dive sticks, lane ropes, benches and diving blocks.
- g) No food or drink is permitted around the pool.
- h) No alcohol is allowed on the premises without the prior permission of the Headteacher.
- i) If the hirer or any user is found to be under the influence of alcohol or an illegal substance the police will be contacted and the contract terminated immediately.
- j) Fees are subject to change and will be reviewed annually, any changes to take effect in September.
- k) It is expected that the premises will be left in a fit state. Should this not be the case then the hirer will be charged the necessary rectification costs.
- l) In accordance with safeguarding legislation all hirers during the school day must have a DBS check or be shadowed by a member of staff.

- m) In accordance with the school's Safeguarding Policy, individuals or organisations making the letting are made aware of the need to have Safeguarding/Child Protection procedures of their own to protect the children they are interacting with.
- n) It is essential that all hirers make sure there are two qualified staff on duty at their swimming sessions, minimum qualification in NRASTC for one staff member and one fully qualified NPLQ lifeguard. It is the hirers' responsibility to make sure that all staffs' qualifications remain up to date and that copies are supplied to the Pool Manager.
- o) All Lifeguards employed by the Hirer must complete the school's induction to the pool with the Pool Manager.
- p) The Hirer's responsible Lifeguard or Coach for the session must ensure that they are the last one to leave the building and that any children attending their swim session have been collected by a parent/ carer.
- q) The hirer must complete a form for each session providing the Pool Manager with the number of swimmers that used the pool within their hire period. The contract of hire form/accompanying information requires that the organiser will follow school procedures for managing allegations against staff, and where necessary, the suspension of adults from the school premises.
- r) This is a non-smoking school.

#### **11. Appropriate Hiring Periods**

- Term time – Monday, Wednesday, Thursday and Friday – 4.30 to 9.30pm.
- Term time – Tuesday – 4pm to 9.30pm.
- Term time – Saturday – 8.30am to 6pm
- Term time – Sunday – 9.30am to 7.30pm
- Holidays – Monday to Friday – 9am to 2pm and 4pm to 9pm
- Holidays – Weekends – 9am to 6pm
- Any other times at the discretion of the Leadership Team and with the agreement of the Pool Manager.

#### **12. Lettings Costs (see the appendix)**

The following are included in the cost of the hire.

- Cleaning
- Energy
- Water and Sewerage
- Wear and Tear
- Administration

The school letting charge does not include the supply of the two qualified Lifeguards that are required to hire the pool facility.

#### **13. Headteachers Discretion**

The Headteacher will have discretion over

- Who is able to hire the facilities
- The time of the letting
- The duties performed by the Pool Manager.

#### **14. Hire Fees**

There will be no charge for the school's own use.

#### **15. Pool Facility Security**

For continuous regular lettings the hirer can nominate a responsible person to hold a key to the main door and a code for the alarm. For all other lettings a member of the Site Team or the Pool Manager will unlock or lock the Pool Facility.

#### **16. Cancellation of Hire Contracts**

The school has the right to cancel or postpone any letting, for example:

- a) Where the hirer has failed to pay an invoice within the correct timescales.
- b) Where the hire interferes with the smooth running of the school.
- c) Where there is concern that the hirer cannot safely manage the letting.

## Appendix



### Newlands Girls' School Lettings Price list from 1<sup>st</sup> September 2020- 31<sup>st</sup> August 2022

For further information on bookings please contact Nigel Forster (Site Manager) at the school tel: 01628 502644 or email [nigelforster@newlandsgirls.co.uk](mailto:nigelforster@newlandsgirls.co.uk)

Facility	Hourly Rate	Concession Rate
Standard classroom	£22.58	£15.81
Specialist classroom	£27.95	£19.57
Music block	£67.74	£47.42
Sixth Form block	£67.74	£47.42
Hall	£33.33	£23.34
Gymnasium	£33.33	£23.34
Sports Hall	£35.48	£24.84
Badminton Court	£8.87	£6.21
Netball Court	£8.87	£6.21
Tennis Court	£8.87	£6.21
Hockey Pitch	£27.95	£19.57
Changing	£22.58	£15.81
Field	£55.92	£39.15

Additional equipment can be hired at an agreed rate prior to the letting if available. These prices will be reviewed annually and any changes will take place from September 1<sup>st</sup>

#### Lettings Concession Rates

The discount on the standard rate is currently 30%.

Concessions are currently allowed for the following hirers:

School staff

Community use

Charity events

Sports clubs and events for under 18s

Or at the discretion of the school

An agreed extra concession rate of £4.03 per court exists for Maidenhead Junior Badminton as the Hirer, Mr Chew, also provides a free after school badminton session for our pupils.

## **Appendix continued**

### **Pool Lettings Pricing Structure 1<sup>st</sup> September 2020- 31st August 2022**

The Standard hourly rate for hire of the Pool Facility is £71 per hour.

There is a concession hourly rate of £59 per hour for staff provided monies are paid in advance.

There is an agreed rate of £30.50 per 1.5 hour session for Sport Able for their disabled children's' swim sessions due to their charity status and volunteering opportunities for our pupils.

Hirers are invoiced monthly, payment terms are 15 days and invoices can be paid via BACS or cheque. All new lettings will need to pay the first month in advance of the booking.

The pricing structure will be reviewed in the summer term so that it can be applied to the lettings for the next September and Hirers can be given notice for any price increases.

An agreed concession for Splash Swimming Academy for a reduction of £10 on 1 hour of their hire each week to allow for them cleaning the changing rooms and pool area after their Friday evening hire or prior to their Saturday morning hire.

### **Lettings During COVID-19 Pandemic**

The school will follow all Government guidance on whether lettings can take place including terminating all lettings during periods of lockdown.

When lettings for under 18s sporting activities are allowed to take place the Bursar and Headteacher will consider each requested hire based on the area of the school to be used and the cleaning/ disinfecting that is required before the pupils next utilise that area. All hirers will need to provide a copy of their COVID-19 Risk Assessment.

Where a hirer agrees to pay an external cleaning company to come in after their evening use the Bursar and Headteacher will consider a reduction in the cost of the rate of hire. The Bursar will expect to be provided with evidence that the cleaning is taking place.

While the pupils are not using the Pool during the school day and it is legitimate to hire it only one Hirer will be allowed per evening and the Pool Manager will clean/ disinfect the pool during the day. Pool lettings will have to be given careful consideration when pupils are back using the pool in the school day to make sure there is enough time for cleaning/ disinfecting to take place.