



REACHING OUR POTENTIAL TOGETHER IN CHRIST

ST MARY MAGDALEN'S CE PRIMARY SCHOOL

LETTINGS POLICY

Policy Status: Statutory/Local Policy

Responsible Committee: Resources/Finance Committee

Approved By: Governing Board

Date Approved: _____

Review Date: _____

Version: 1.0



Devonshire Street, Accrington BB5 1DW

CONTACT: Mrs L Morgan | School Bursar

01254 232329

bursar@st-marymagdalens.lancs.sch.uk

ST MARY MAGDALEN'S
CE Primary School



'Reaching our potential together in Christ'
We seek to help all of our learners to 'live and
live splendidly' (John 10:10)

CHRISTIAN VISION STATEMENT

'To live and live splendidly' John 10:10**By reaching our potential together in Christ.**

We believe that through the teaching of God's word at St Mary Magdalen's Church of England Primary School, we prepare our children for all challenges that lie before them, enabling all our school family to, **'live and live splendidly' John 10:10 'By reaching our potential together in Christ.'** We endeavour to provide a rich soil, enabling our children to flourish socially, morally, and spiritually in a safe environment. We do this by being prayerful and accepting of God's word, following our Christian values where love is central to all we do **Galatians 5:22-23**. It is our vision to inspire our children by creating a love of learning throughout our unique curriculum.

We worship by celebrating our uniqueness in the acceptance and respecting of all our differences whilst remembering our faith's diversities and spirituality. **John 13:34**.



Devonshire Street, Accrington BB5 1DW



CONTACT: Mrs L Morgan | School Bursar

**01254 232329**

bursar@st-marymagdalens.lancs.sch.uk

ST MARY MAGDALEN'S
 CE Primary School


'Reaching our potential together in Christ'
 We seek to help all of our learners to 'live and
 live splendidly' (John 10:10)

1. POLICY STATEMENT

The Governing Board of St Mary Magdalen's CE Primary School recognises the importance of making school facilities available to the local community wherever possible. The school premises represent a valuable community asset and their use by external organisations can strengthen community partnerships, support local groups and generate additional income that contributes directly to the education and wellbeing of pupils.

The Governing Board is committed to ensuring that all lettings are managed in a manner that:

- Safeguards children and vulnerable adults.
- Protects school property and resources.
- Supports the school's Christian vision, values and ethos.
- Complies with relevant legislation and guidance.
- Ensures the health, safety and welfare of all users.
- Maintains the school's ability to fulfil its primary purpose of providing education.

This policy sets out the principles, procedures and conditions governing the hire of school premises by external organisations and individuals.

2. LEGAL FRAMEWORK

This policy should be read in conjunction with:

- Health and Safety at Work Act 1974
- Children Act 1989 and 2004
- Keeping Children Safe in Education (KCSIE)
- Working Together to Safeguard Children
- Equality Act 2010
- Regulatory Reform (Fire Safety) Order 2005
- Data Protection Act 2018 and UK GDPR
- School Safeguarding Policy
- School Health and Safety Policy
- School Premises Management Procedures

The Governing Board reserves the right to refuse any application for use of the premises where the proposed activity may conflict with statutory requirements, school policies or the Christian ethos of the school.

3. OBJECTIVES

The objectives of this policy are to:

- Maximise the use of school facilities for the benefit of the wider community.
- Generate income to support the school's educational priorities.
- Provide a clear and transparent framework for the management of lettings.



Devonshire Street, Accrington BB5 1DW



CONTACT: Mrs L Morgan | School Bursar



01254 232329



bursar@st-marymagdalens.lancs.sch.uk

ST MARY MAGDALEN'S
CE Primary School



'Reaching our potential together in Christ'
We seek to help all of our learners to 'live and
live splendidly' (John 10:10)

- Minimise any disruption to teaching and learning.
- Ensure consistency in decision-making.
- Protect school assets and resources.
- Promote safe and inclusive community use of the premises.

4. DEFINITION OF A LETTING

A letting is defined as any use of school premises by an individual, organisation or group that is not directly organised by the school, regardless of whether a charge is made.

Examples include:

- Sports clubs
- Community groups
- Uniformed organisations
- Church groups
- Training providers
- Performing arts groups
- Children's activity providers
- Local authority services
- Private functions (subject to approval)

Activities organised by the school, Friends Association, Governing Board or partner organisations working on behalf of the school are not normally regarded as lettings.

5. FACILITIES AVAILABLE FOR HIRE

The following areas may be made available for hire subject to school requirements:

- Main Hall
- Classrooms
- Library
- Meeting Rooms
- Multi-use Outdoor Areas
- Playground Facilities
- Dining Area
- Kitchen Facilities (by separate agreement)

The Headteacher reserves the right to determine availability and to restrict access to particular areas of the school site.

6. PRIORITY OF USE



Devonshire Street, Accrington BB5 1DW



CONTACT: Mrs L Morgan | School Bursar



01254 232329



bursar@st-marymagdalens.lancs.sch.uk

ST MARY MAGDALEN'S
CE Primary School



'Reaching our potential together in Christ'
We seek to help all of our learners to 'live and
live splendidly' (John 10:10)

The following order of priority will apply:

1. School curriculum activities
2. School events and functions
3. Governing Board business
4. School improvement and training activities
5. Church and diocesan activities
6. Extended school provision
7. Community organisations
8. Charitable organisations
9. Commercial organisations
10. Private hirers

The school reserves the right to cancel any booking if the premises are required for educational purposes. Whilst every effort will be made to provide reasonable notice, the school shall not be liable for any consequential losses arising from such cancellation.

7. APPLICATION PROCESS

All requests for hire must:

- Be made using the school's Lettings Application Form.
- Be submitted at least 14 days prior to the proposed letting.
- Include details of the nature and purpose of the activity.
- Specify expected attendance numbers.
- Provide details of responsible persons.
- Include evidence of insurance where required.
- Include safeguarding documentation where children are involved.

Approval of a letting does not create any tenancy or other legal interest in the property.

The Headteacher or authorised representative may approve or refuse applications at their discretion.

8. GROUNDS FOR REFUSAL

The school may refuse an application where:

- The activity may endanger participants or the premises.
- There are concerns regarding safeguarding.
- Adequate insurance has not been provided.
- The activity may damage the reputation of the school.
- The activity is inconsistent with the Christian ethos and values of the school.
- The proposed use presents unacceptable security risks.



Devonshire Street, Accrington BB5 1DW



CONTACT: Mrs L Morgan | School Bursar



01254 232329



bursar@st-marymagdalens.lancs.sch.uk

ST MARY MAGDALEN'S
CE Primary School



'Reaching our potential together in Christ'
We seek to help all of our learners to 'live and
live splendidly' (John 10:10)

- The activity is politically partisan, discriminatory, extremist or unlawful.
- Previous conditions of hire have been breached.

The decision of the Governing Board shall be final.

9. SAFEGUARDING RESPONSIBILITIES

The welfare of children and vulnerable adults remains paramount at all times.

Where activities involve children or young people, the hirer must:

- Have a safeguarding policy appropriate to their organisation.
- Comply with current safeguarding legislation and guidance.
- Ensure all relevant personnel have enhanced DBS clearance where required.
- Provide evidence of safeguarding arrangements upon request.
- Maintain appropriate adult-to-child supervision ratios.
- Report safeguarding concerns in accordance with statutory requirements.

The school may request:

- Safeguarding policies.
- DBS evidence.
- Staff training records.
- Risk assessments.

Failure to provide satisfactory evidence may result in refusal or withdrawal of permission to use the premises.

10. HEALTH, SAFETY AND SITE SECURITY

All hirers have a duty to ensure the safety of participants and visitors.

Hirers must:

- Conduct appropriate risk assessments.
- Comply with all health and safety requirements.
- Familiarise themselves with emergency evacuation procedures.
- Keep fire exits and access routes clear.
- Ensure equipment is used safely.
- Report accidents, incidents and near misses immediately.
- Follow the school's security and visitor procedures.

The school reserves the right to terminate any activity where health and safety concerns arise.

11. INSURANCE

All external hirers must hold appropriate Public Liability Insurance.

Minimum cover should normally be £5 million.



Devonshire Street, Accrington BB5 1DW



CONTACT: Mrs L Morgan | School Bursar



01254 232329



bursar@st-marymagdalens.lancs.sch.uk

ST MARY MAGDALEN'S
CE Primary School



'Reaching our potential together in Christ'
We seek to help all of our learners to 'live and
live splendidly' (John 10:10)

Evidence of insurance must be provided before the booking is confirmed.

The hirer shall indemnify the Governing Board against all claims arising from their use of the premises except where such claims arise directly from the negligence of the school.

12. FINANCIAL ARRANGEMENTS

Charges for lettings will be reviewed annually by the Governing Board.

Lettings fees may take account of:

- Utility costs
- Staffing costs
- Caretaking costs
- Cleaning costs
- Wear and tear
- Market rates
- Community benefit considerations

The Governing Board reserves the right to:

- Require payment in advance.
- Request a refundable security deposit.
- Charge for additional staffing costs.
- Recover the cost of repairs arising from damage.

Failure to pay within agreed timescales may result in future bookings being declined.

13. USE OF SCHOOL EQUIPMENT

School equipment shall not be used without prior written authorisation.

Where permission is granted:

- Equipment must only be operated by competent persons.
- Equipment must be used in accordance with manufacturer guidance.
- Damage or faults must be reported immediately.
- Hirers will be liable for any loss or damage resulting from misuse.

The school reserves the right to restrict access to specialist equipment.

14. CONDUCT AND BEHAVIOUR

All users of the premises are expected to:

- Treat staff and other users with respect.
- Maintain appropriate standards of behaviour.
- Respect the Christian character of the school.



Devonshire Street, Accrington BB5 1DW



CONTACT: Mrs L Morgan | School Bursar



01254 232329



bursar@st-marymagdalens.lancs.sch.uk

ST MARY MAGDALEN'S
CE Primary School



'Reaching our potential together in Christ'
We seek to help all of our learners to 'live and
live splendidly' (John 10:10)

- Refrain from abusive, discriminatory or offensive behaviour.

The school reserves the right to terminate a letting immediately should behaviour be considered unacceptable.

15. ALCOHOL, SMOKING AND SUBSTANCES

The school operates a smoke-free environment.

The following are prohibited:

- Smoking
- Vaping
- Illegal drugs
- Offensive weapons

Alcohol may only be consumed on school premises where prior written approval has been granted by the Headteacher and all relevant licensing requirements have been met.

16. DAMAGE TO PROPERTY

The hirer shall be responsible for:

- Ensuring the premises are left clean and orderly.
- Removal of rubbish generated during the hire period.
- Reporting damage immediately.
- Meeting the cost of repairs resulting from negligence or misuse.

Any costs incurred by the school in restoring the premises may be recovered from the hirer.

17. CANCELLATIONS

Cancellation by the Hirer

Written notice must be provided.

The following charges may apply:

- More than 14 days' notice: No charge.
- 7–14 days' notice: Up to 50% of fee.
- Less than 7 days' notice: Up to 100% of fee.

Cancellation by the School

The school reserves the right to cancel bookings due to:

- Emergency circumstances.
- Adverse weather.
- Health and safety concerns.
- Building issues.
- Educational or operational requirements.



Devonshire Street, Accrington BB5 1DW



CONTACT: Mrs L Morgan | School Bursar



01254 232329



bursar@st-marymagdalens.lancs.sch.uk

ST MARY MAGDALEN'S
CE Primary School



'Reaching our potential together in Christ'
We seek to help all of our learners to 'live and
live splendidly' (John 10:10)

Where possible, alternative arrangements or a refund will be offered.

18. EQUALITY, DIVERSITY AND INCLUSION

The school is committed to equality of opportunity and expects all hirers to comply with the Equality Act 2010.

Permission will not be granted to any organisation or individual whose activities:

- Promote discrimination.
- Encourage hatred or intolerance.
- Undermine British Values.
- Conflict with the school's Christian ethos.

19. DATA PROTECTION

Any personal information provided as part of the lettings process will be processed in accordance with UK GDPR and the Data Protection Act 2018.

Information will only be used for the administration and management of lettings.

20. TERMINATION OF AGREEMENT

The school may terminate any letting agreement immediately where:

- Conditions of hire are breached.
- Safeguarding concerns arise.
- False information has been provided.
- Fees remain unpaid.
- Conduct poses a risk to people, property or reputation.

No compensation shall be payable where termination results from a breach by the hirer.

21. MONITORING AND REVIEW

The Governing Board will review this policy every three years or sooner where changes in legislation, local authority guidance or operational requirements make this necessary.

APPROVAL

Chair of Governors: _____

Signature: _____

Date: _____

Headteacher: _____

Signature: _____

Date: _____



Devonshire Street, Accrington BB5 1DW



CONTACT: Mrs L Morgan | School Bursar



01254 232329



bursar@st-marymagdalens.lancs.sch.uk

ST MARY MAGDALEN'S
CE Primary School



'Reaching our potential together in Christ'
We seek to help all of our learners to 'live and
live splendidly' (John 10:10)



Devonshire Street, Accrington BB5 1DW

CONTACT: Mrs L Morgan | School Bursar

01254 232329

bursar@st-marymagdalens.lancs.sch.uk

ST MARY MAGDALEN'S CE Primary School



'Reaching our potential together in Christ'
We seek to help all of our learners to 'live and
live splendidly' (John 10:10)

Appendices

Appendix A: Lettings Application Form

Appendix B: Conditions of Hire Agreement

Appendix C: Schedule of Lettings Charges

Appendix D: Safeguarding Requirements for External Providers

Appendix E: Fire and Emergency Procedures

Appendix F: Site Plan and Emergency Contact Information



Devonshire Street, Accrington BB5 1DW

CONTACT: Mrs L Morgan | School Bursar

01254 232329

bursar@st-marymagdalens.lancs.sch.uk

ST MARY MAGDALEN'S
CE Primary School



'Reaching our potential together in Christ'
We seek to help all of our learners to 'live and
live splendidly' (John 10:10)

Appendix A: Lettings Application Form
APPLICATION FOR THE HIRE OF SCHOOL PREMISES

1. Hirer Details

Information Required	Details
Name of Organisation	
Contact Name	
Position Held	
Address	
Telephone Number	
Mobile Number	
Email Address	

2. Letting Details

Information Required	Details
Purpose of Hire	
Date(s) Required	
Day(s) Required	
Start Time	
Finish Time	
Number Attending	
Age Range of Participants	

3. Areas Required

- ☐ Hall
☐ Classroom(s)
☐ Library
☐ Dining Area
☐ Playground
☐ Meeting Room
☐ Kitchen
☐ Other: _____

4. Safeguarding Declaration

Devonshire Street, Accrington BB5 1DW



CONTACT: Mrs L Morgan | School Bursar



01254 232329



bursar@st-marymagdalens.lancs.sch.uk

ST MARY MAGDALEN'S
CE Primary School



'Reaching our potential together in Christ'
We seek to help all of our learners to 'live and
live splendidly' (John 10:10)

Will children or young people under the age of 18 be attending?

☐ Yes ☐ No

If yes, please provide:

- Safeguarding Policy
- Designated Safeguarding Lead Details
- DBS Information (where applicable)
- Risk Assessment

5. Insurance

Public Liability Insurance Provider:

Policy Number:

Expiry Date:

Cover Amount:

£ _____

6. Declaration

I confirm that:

- The information provided is accurate.
- I have read and agree to comply with the school's Lettings Policy and Conditions of Hire.
- I accept responsibility for the conduct of all persons attending the activity.
- I will ensure all safeguarding, health and safety and insurance requirements are met.

Signed: _____

Name: _____

Date: _____



Devonshire Street, Accrington BB5 1DW



CONTACT: Mrs L Morgan | School Bursar



01254 232329



bursar@st-marymagdalens.lancs.sch.uk

ST MARY MAGDALEN'S
CE Primary School



'Reaching our potential together in Christ'
We seek to help all of our learners to 'live and
live splendidly' (John 10:10)

Appendix B: Conditions of Hire Agreement

Conditions of Hire

The Hirer agrees:

1. To use only the areas approved by the school.
2. To ensure activities remain within the stated booking times.
3. To provide adequate supervision at all times.
4. To comply with all safeguarding requirements.
5. To comply with all health and safety regulations.
6. To ensure fire exits remain unobstructed.
7. To leave the premises clean, tidy and secure.
8. To remove all rubbish generated during the event.
9. To report any accident, injury or damage immediately.
10. Not to bring alcohol onto site without written approval.
11. Not to smoke or vape anywhere on school premises.
12. Not to sub-let or transfer the booking.
13. To indemnify the school against claims arising from the letting.
14. To pay all charges as invoiced.
15. To compensate the school for any loss, theft or damage.

School Right to Terminate

The school reserves the right to terminate a letting immediately where:

- Safeguarding concerns arise.
- Health and safety risks are identified.
- Conditions of hire are breached.
- The premises are required for emergency school use.

Signed on behalf of the Hirer: _____

Date: _____

Approved on behalf of the School: _____

Date: _____



Devonshire Street, Accrington BB5 1DW



CONTACT: Mrs L Morgan | School Bursar



01254 232329



bursar@st-marymagdalens.lancs.sch.uk

ST MARY MAGDALEN'S
CE Primary School



'Reaching our potential together in Christ'
We seek to help all of our learners to 'live and
live splendidly' (John 10:10)

Appendix C: Schedule of Lettings Charges

Charging Structure

Facility	Community Groups	Commercial Organisations
Hall	£20 per hour	£35 per hour
Classroom	£15 per hour	£25 per hour
Meeting Room	£10 per hour	£20 per hour
Playground	£15 per hour	£25 per hour
Kitchen Use	By Agreement	By Agreement

Additional Charges

Service	Charge
Caretaking Support	£20 per hour
Additional Cleaning	Actual Cost
Security Deposit	£100-£500
Replacement Keys	Actual Cost
Damage Repairs	Actual Cost

Fee Remissions

The Governing Board may, at its discretion, reduce or waive fees for:

- School-related organisations
- Charitable causes
- Church activities
- Community support groups



Devonshire Street, Accrington BB5 1DW

CONTACT: Mrs L Morgan | School Bursar

01254 232329

bursar@st-marymagdalens.lancs.sch.uk

ST MARY MAGDALEN'S
CE Primary School



'Reaching our potential together in Christ'
We seek to help all of our learners to 'live and
live splendidly' (John 10:10)

Appendix D: Safeguarding Requirements for External Providers

Safeguarding Expectations

Any organisation working with children and young people must:

- Operate in accordance with *Keeping Children Safe in Education*.
- Have a current safeguarding policy.
- Have a Designated Safeguarding Lead (DSL).
- Ensure staff and volunteers receive safeguarding training.
- Ensure enhanced DBS checks have been undertaken where required.
- Maintain suitable ratios of staff to children.
- Have procedures for reporting concerns.

Required Documentation

The school may request the following:

- Safeguarding Policy
- Child Protection Procedures
- Safer Recruitment Procedures
- Evidence of DBS Checks
- Public Liability Insurance
- Risk Assessments

Reporting Concerns

Any safeguarding concern arising during a letting must be reported immediately to:

The Headteacher

or

The School's Designated Safeguarding Lead
using the school's safeguarding procedures.



Devonshire Street, Accrington BB5 1DW



CONTACT: Mrs L Morgan | School Bursar



01254 232329



bursar@st-marymagdalens.lancs.sch.uk

ST MARY MAGDALEN'S
CE Primary School



'Reaching our potential together in Christ'
We seek to help all of our learners to 'live and
live splendidly' (John 10:10)

Appendix E: Fire and Emergency Procedures

Fire Safety Instructions

Upon arrival, the Hirer must familiarise themselves with:

- Fire alarm points
- Emergency exits
- Assembly points
- Emergency contact arrangements

If the Fire Alarm Sounds

1. Stop activities immediately.
2. Instruct all participants to leave the building.
3. Evacuate by the nearest safe exit.
4. Do not collect personal belongings.
5. Assemble at the designated assembly point.
6. Take a register where appropriate.
7. Await further instruction from emergency services or school staff.

Emergency Contacts

Service	Telephone
Emergency Services	999
School Emergency Contact	_____
Site Manager	_____
Headteacher	_____

Accident Reporting

All accidents, serious incidents and near misses must be reported to the school as soon as practicable and recorded in the appropriate accident log.



Devonshire Street, Accrington BB5 1DW



CONTACT: Mrs L Morgan | School Bursar



01254 232329



bursar@st-marymagdalens.lancs.sch.uk

ST MARY MAGDALEN'S
CE Primary School



'Reaching our potential together in Christ'
We seek to help all of our learners to 'live and
live splendidly' (John 10:10)

Appendix F: Site Plan and Emergency Contact Information

School Site Areas

A site plan should identify:

- Main Entrance
- Reception Area
- Hall
- Classrooms
- Toilets
- Fire Exits
- Assembly Point
- Car Parking Areas
- Disabled Access Routes
- First Aid Locations
- Defibrillator Location

Key Contacts

Contact	Telephone
Headteacher	
School Business Manager	
Site Supervisor/Caretaker	
Designated Safeguarding Lead	
Deputy DSL	
Chair of Governors	

Out-of-Hours Emergency Contact

Name: _____

Telephone: _____

Alternative Contact: _____



Devonshire Street, Accrington BB5 1DW

CONTACT: Mrs L Morgan | School Bursar

01254 232329

bursar@st-marymagdalens.lancs.sch.uk

ST MARY MAGDALEN'S
CE Primary School



'Reaching our potential together in Christ'
We seek to help all of our learners to 'live and
live splendidly' (John 10:10)

Lettings Checklist (For School Use)

- ✓ Application Form Received
- ✓ Insurance Checked
- ✓ Safeguarding Documents Checked
- ✓ Risk Assessment Received
- ✓ Charges Calculated
- ✓ Booking Confirmation Issued
- ✓ Caretaking Arrangements Confirmed
- ✓ Emergency Procedures Shared
- ✓ Invoice Raised
- ✓ Letting Completed Satisfactorily



Devonshire Street, Accrington BB5 1DW

CONTACT: Mrs L Morgan | School Bursar

01254 232329

bursar@st-marymagdalens.lancs.sch.uk

ST MARY MAGDALEN'S
CE Primary School



'Reaching our potential together in Christ'
We seek to help all of our learners to 'live and
live splendidly' (John 10:10)