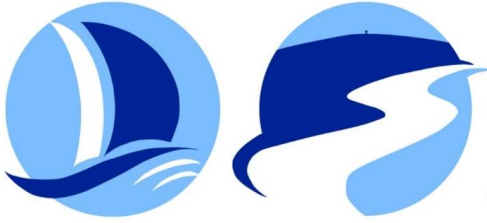




The Federation of the Church Schools of
Shalfleet and Freshwater & Yarmouth
Together for a Brighter Future



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LETTINGS POLICY

Approved by	CB
Portfolio	Finance
Approved on	Spring 26
Review date	Spring 27
Review Cycle	1 Year
Policy Type	Non -statutory
Ratified/FGM Date	20.05.2026



1. Purpose & Principles

Our schools aim to be centres of lifelong learning and valued community hubs. We welcome responsible community use of our buildings and grounds, provided that:

- The safety and welfare of pupils remains the overriding priority.
- All hirers comply with safeguarding, health & safety and site security expectations.
- School activities always take precedence over external lettings.

“The school is committed to safeguarding and promoting the welfare of children and expects all users of the premises to share this commitment.”

2. Governors’ Letting Regulations

The Letting rates will be reviewed annually. The School Business Manager will be responsible for the day to day administration of the Lettings policy and practice. The Headteacher, School Business Manager and Governors have flexibility to negotiate charges where appropriate.

All lettings are to be made with the School Business Manager using the appropriate booking form giving as much advance notice as possible. Payment is to be made to Shalfleet or Freshwater & Yarmouth C.E. Primary School. School functions and events will always take priority over lettings. Every effort will be made to inform users of dates when the premises will be unavailable. The school reserves the right to refuse lettings to applicants who have previously failed to fulfil the requirements of the ‘Conditions of Hire’ which is issued to all users. No lettings are allowed before 4pm Monday to Friday during term time.

Holiday lettings are available subject to the building availability and cleaning schedules and at the discretion of the Headteacher.

Transfer of responsibility/duty

The Hirer shall indemnify the School Governors and Local Authority against all claims, demands, actions or proceedings in respect of any loss, damage or injury caused by or to persons which shall occur while such person is in the premises or in respect of any loss or damage suffered or sustained by any person by reason of use of the premises by The Hirer.

3. Governance & Management

- The Governing Body approves the Lettings Policy annually.
- The School Business Manager (SBM) manages day-to-day lettings, bookings, charges and compliance checks.
- The Headteacher and SBM may negotiate charges where appropriate.
- No lettings are permitted before **4pm Monday–Friday** during term time.



4. Safeguarding Requirements

In line with KCSIE 2025 and DfE After-School Clubs & Tuition Guidance (2024), the school must ensure that any organisation working with children has appropriate safeguarding arrangements.

Where governing bodies or proprietors hire or rent out school facilities/premises to organisations or individuals (for example to community groups, sports associations, and service providers to run community or extra-curricular activities) they should ensure that appropriate arrangements are in place to keep children safe.

When services or activities are provided by the governing body or school, under the direct supervision or management of their school staff, the school child protection policies will apply.

Where the services or activities are provided separately by another body, the governing body or school should seek assurance that the body concerned has appropriate safeguarding and child protection policies and procedures in place (including inspecting these as needed). The governing body and school will ensure that there are arrangements in place to liaise with the school on these matters where appropriate. This applies regardless of whether or not the children who attend any of these services or activities are children on the school roll or attend the college.

The governing body and school should also ensure safeguarding requirements are included in any transfer of control agreement (i.e. lease or hire agreement), as a condition of use and occupation of the premises; and that failure to comply with this would lead to termination of the agreement..

Please refer to the Department for Education guidance for After-school clubs, community activities, and tuition for further guidance.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1185885/After-school_clubs_community_activities_and_tuition_safeguarding_guidance_for_providers.pdf

4.1 When the activity is run by school staff

School safeguarding and child protection policies apply in full.

4.2 When the activity is run by an external provider

The hirer **must provide assurance** that they have:

- A current **Safeguarding & Child Protection Policy**
- A **Designated Safeguarding Lead (DSL)** with up-to-date training
- Safe recruitment procedures and **DBS checks** for all staff/volunteers
- Procedures for managing allegations and reporting concerns
- Knowledge of referral routes to Children's Services and the LADO
- A named contact for parents to raise safeguarding concerns

"The governing body should seek assurance that the body concerned has appropriate safeguarding and child protection policies and procedures in place."

Failure to meet safeguarding requirements will result in refusal or termination of the letting.



5. Health & Safety Responsibilities (HSE-Aligned)

5.1 Responsibilities of the Hirer

The hirer must:

- Provide adequate supervision and ensure safe admission/exit of users
- Ensure all equipment brought on site meets statutory safety requirements (e.g., **PAT testing**)
- Follow the school's fire evacuation plan and identify a **Fire Marshal**
- Provide their own **First Aider** and first aid equipment
- Keep all areas clean, tidy and left "as found"
- Ensure no smoking, vaping, alcohol (unless licensed), drugs or dogs (except assistance dogs)
- Report any damage, incidents or near misses immediately

"The Hirer is responsible for providing adequate staff to secure the efficient supervision of people or premises during the hiring."

5.2 Fire Safety

- Hirers must familiarise themselves with fire exits, alarm points and assembly areas.
- In an emergency, evacuate immediately, call **999**, and notify the SBM.

6. Conditions of Hire

The following conditions apply to all lettings:

- Premises must be used only for the agreed purpose.
- Hirers may not sub-let or share the premises.
- Only agreed areas may be accessed.
- Furniture and displays must not be moved or damaged.
- Vehicles must be parked in designated areas only.
- Maximum hall capacity: **250 people**.
- The school may refuse or cancel bookings if safeguarding, safety or conduct concerns arise.
- The premises and grounds must be left 'as found' at the end of letting.
- Hirers should report any damages or breakages to the School Business Manager
- No fires to be sited anywhere within the school premises.
- Hirers should point out to their members the appropriate procedure and exits in case of fire and familiarise themselves with fire extinguisher points.



- The Hirer is responsible for the security of the building and its contents, and the safety of **all** occupants during the Let. The Hirer must ensure that they check that **all** windows and doors including fire doors are securely locked.
- Any children present at a lettings function shall be properly supervised by adults, parents and/or organisers present.
- Organisations who wish to advertise events in school need to contact the Headteacher or School Business Manager first. Hirers should be aware of the legal requirements for lotteries and prize draws and make separate arrangements for obtaining any licences for consumption of alcohol or music performances **if** the school has given permission for these.
- The sports field may be hired separately from the school buildings. Hirers requiring the sports field should state this on their booking form. The areas that may be used on the sports field are the grassed areas and within the marked boundaries, not the concrete play area or woodland (at Freshwater). Use of PE equipment is only with permission of the PE Teacher. Gates at both ends of the Sports field must be closed after use.
- In the event of any damage, of any person sustaining injury or loss, the Hirer must notify the School at the earliest opportunity. The School shall be indemnified in full by the hirer for any damage, loss or injury occurring during the period of the hiring even if not caused directly by the hirer.
- All Hirers and those permitted to use the school buildings/sports field in consequence of the hiring must fully comply with all relevant Health and Safety legislation and regulations, and the school's health and safety policies. Hirers shall not permit smoking, the use of drugs or the consumption of alcohol anywhere on the school premises or sports field (save that alcohol may be sold and consumed if a licence has been obtained as mentioned below. Hirers shall not permit any dogs (apart from guide dogs) to be brought on to any part of the school buildings or playing field.
- Hirers must ensure they have an appropriately trained and qualified First Aider and a designated Fire Marshal on site throughout the hire period as per
- The school buildings/sports field will not be hired to individuals or organisations if there is reason to believe that the name of the school may thereby be brought into disrepute. The decision of the head teacher or governing body in this regard shall be final and neither he/she nor they shall be obliged to give a reason for the decision.
- Income derived from hiring's will be retained by the school and costs to the school of hiring's will be met from this income.
- The school shall not be liable for any claims for damages for death, personal injury or damage to property arising out of the hiring of the school premises/sports field by any person or corporate body save to the extent that such liability cannot by law be excluded. The hirer must make sure that all users are aware that they are solely responsible for the security of their personal property, and should put a sign up to this effect.
- A copy of this Lettings Policy will be provided to all hirers, which must be signed and returned with all required information provided in full prior to any hiring's taking place. Copies of all relevant school policies are available on request
- No person under the age of 16 years is permitted on the premises without adequate adult care and supervision



- Furniture, (including chairs), must not be removed from the school premises nor for use either on the playing field or playground or in any other building outside the school, unless prior permission has been applied for and granted by the Governing Body
- The use of any preparation or material for the purpose of preparing a floor for dancing is not allowed, as this may make the floors dangerous for normal use. The safe condition of the floors shall be deemed acceptable to the hirer after inspection and will remain the hirer's responsibility during the letting
- The hirer's signature on the application form confirms his/her agreement of the above conditions of booking and all other aspects of our school Lettings Policy.

7. Insurance

- Hirers must provide **Public Liability Insurance** with minimum cover of **£2 million**.
- If not insured, hirers must purchase the Local Authority's Third Party Hirers Insurance (£2.50 per hire).

8. Charges & Deposits

- Charges are reviewed annually.
- All bookings require a **£50 refundable deposit**, returned within 14 days if the premises are left in good condition.
- Lost keys are charged at full replacement cost.
- Cancellations more than 14 days before the event incur a £20 admin fee; cancellations within 14 days forfeit the hire fee.
- Use by the PTFA will be free of charge.
- Charges available upon request.

9. Booking Process

Sources:

10. Kitchen Use (If Applicable)

- Only adults preparing food may enter the kitchen.
- Kitchen must be left clean (ovens, surfaces, sinks, floors).
- **A Kitchen Certificate must be signed at the start and end of the let.**

11. Termination of Lettings

The school may cancel or refuse a letting if:

- Safeguarding requirements are not met
- Damage or misuse occurs



- The school requires the premises for educational or statutory purposes
- The hirer breaches any conditions of hire

The School takes the Safeguarding of children very seriously. If any organisation or group involved with children or vulnerable adults wishes to hire the hall, on a recurring basis they should have their own Safeguarding Policy and procedures in place (including inspecting these as needed). It is their responsibility to ensure that DBS checks are carried out. The School reserves the right to inspect these checks and to view the safeguarding policy of the hirer upon request. The school will ensure that safeguarding requirements are included in any transfer of control agreement (i.e. lease or hire agreement), as a condition of use and occupation of the premises; and that failure to comply with this would lead to termination of the agreement.

When services or activities are provided by the governing body or school, under the direct supervision or management of the school, their arrangements for child protection will apply. However, where services or activities are provided separately by another body this is not necessarily the case.

The Governing Body have the right to vary these terms and conditions at any time. The final decision on compliance lies with the Governing Body.

I acknowledge that I have read and accept the terms and conditions outlined above:

Signature.....

Name.....

Date.....



BOOKING PROCEDURES

1. Applicants should fill in an application/booking form and return to the main school office.
2. The person signing the application form (then known as “the Hirer”) is responsible for all aspects of the let.
3. By signing the application form, the person signing is acknowledging and agreeing to adhere to the terms and conditions of our school’s lettings policy.
1. A signed application does not guarantee the booking will be granted.
2. Where the application for a let is accepted, the applicant will be sent a letter provisionally confirming the let and an invoice to cover the cost of the let and the additional returnable deposit required.
3. The hirer should then pay the booking invoice and returnable deposit in full on receipt of the confirmation letter and ensure they receive a receipt of payment, this will then confirm the booking agreement. Failure to pay the invoice and returnable deposit will result in the application for the let becoming void.
4. Where deposits are paid, the hirer must ensure that he/she meets the representative of the school and signs for the conditions of the building on arrival. At the end of the hire period, the hirer is responsible for agreeing and collecting the Kitchen Certificate (where applicable).
5. Where applicable, the Kitchen Certificate should be presented to school at the main office, within 48 hours (72 hours if the let takes place at the weekend) after the let in order to claim back any refund. Failure to do so will mean that the deposit is not returnable.



BOOKING PROCEDURES CHECKLIST

1. Issue application form + Terms and Conditions of Usage and Booking Procedures to the potential Hirer (as attached).
2. Receive completed application form (mark date of receipt).
3. Assess suitability of applicant.
4. Check availability of buildings and/or sports field.
5. Check availability of caretaker.
6. Book let into diary with hirer's contact number.
7. Send permit and invoice for booking.
8. Receipt of deposit/payment in full.
9. Send receipt of payment to the hirer.
10. Receive any outstanding payment (where in two stages).
11. Confirm booking in diary.
12. Send receipt to hirer and confirmation of booking.
13. Process payment
 - a. Receive payment from hirer
 - b. Log payment into Tucasi as lettings income
 - c. Send payment to Lloyds Bank via payment book.
 - d. Lettings income will be recorded on the Monitoring Statement
14. Ensure payment has cleared before letting is allowed to proceed.



APPLICATION FORM FOR THE USE OF SCHOOL PREMISES

This form is to be completed by the person responsible, on behalf of the hirers. It is understood that this person will be responsible for the payment of all charges relating to this booking and will ensure that all aspects of our lettings policy are adhered to at all times.

Office contact: Kacey Snow (Yarmouth) 01983 760345

Office contact: Katy Cool (Shalfleet) 01983 760345

School Business Manager: Sarah Woodburn 077292 04546

Caretaker contact: Terry Coburn 07802 849932

ACCOMMODATION REQUIRED	TIME FROM TO	DATES	TOTAL HOURS	COST PER HOUR	TOTAL COST
SCHOOL HALL					
SPORTS FIELD					
RETURNABLE DEPOSIT					
TOTAL COST					

Name of Organisation
Nature and object of meeting
Estimated number of people to be present
Estimated number of children under 8 years to be present
Will all persons be members of the Organisation?
To what purpose will any proceeds be donated?
How many chairs will be required?
How many tables will be required? Adult: Children:

FOR OFFICE USE ONLY:	£	
Cancellation costs		
Additional administration (amendments)		
PERMIT NO.	INVOICE SENT	PAYMENT RECEIVED



LETTINGS INVOICE

Date: _____

Dear

With reference to your application to let school premise dated _____ we are pleased to inform you that permission has been given to use the accommodation/facilities at our school, details as stated below. This permission is dependent on;

1. All regulations and conditions stated in our School Letting Policy being met
2. The receipt of payment of any deposit required within _____ days of the date of this invoice, and;
3. The cost of your let (as stated below), being paid within _____ days of the date of this invoice.

ACCOMMODATION REQUIRED	TIME FROM TO	DATES	TOTAL HOURS	COST PER HOUR	TOTAL COST
SCHOOL HALL/BUILDINGS					
SCHOOL FIELD					
PUBLIC LIABILITY INSURANCE					
RETURNABLE DEPOSIT					
TOTAL COST					

Yours sincerely

All cheques should be made payable to the school and returned to the school at the address shown above.



REMINDER RE: LETTINGS INVOICE

Dear

We note from our records that the balance of payment for the above letting is now due.

Please pay, by _____ (date) the sum of £_____ which is the balance now due.

Cheques should be made payable to the relevant school and returned to the school at the address as shown above.

*We would also like to remind you that a deposit of £_____ is also due for payment now.

Failure to pay the amount due by _____(date) will mean that your booking to let part of the school premise will NOT be able to go ahead.

We thank you for your co-operation.

Yours sincerely

On behalf of the School.



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CONFIRMATION OF BOOKING TO LET SCHOOL PREMISES

Dear

This is to certify confirmation of your booking to let the school premises as detailed in the Letting Invoice dated _____ which was previously sent to you.

Please find enclosed a receipt for payment covering the cost of this let.

We hope you will find our premises a satisfactory venue for your let and will consider using us again in the future.

Yours sincerely

On behalf of the school.



HIRER'S AGREEMENT WITH SCHOOL

This agreement must be signed by both the Hirer (or Agent) and the school's representative.

This agreement calls for the Hirer (or Agent) and key holder to check the condition of the area and facilities covered by the Hirer's booking at the beginning and end of the letting.

This agreement also covers any time which is spent by the Caretaker (or representative) on duty beyond that of the Hirer's booking.

We have agreed that the condition of the area is acceptable on taking charge of the hired area.

HIRER Signature:

School representative: Signature:

Date:

Time:

We have agreed that the condition *is/is not acceptable compared to that on taking charge of the hired area.

We are agreed that the Caretaker (or representative) *was/was not/will be required to spend extra time on duty.

Estimated time required:

but should the time exceed this, the Hirer will be advised at the earliest possible opportunity.

HIRER Signature:

CARETAKER Signature:

Date:

Time:

(* Please delete as necessary)



CONDITIONS OF LETTING SCHOOL KITCHEN

THE KITCHEN MUST BE LEFT CLEAN AND TIDY AFTER LETTING

1. Ovens and cooker tops must be cleaned.
2. Sinks must be cleaned out and wiped dry.
3. All worktops must be wiped down.
4. Floor must be swept clean and mopped if necessary.
5. Only adults preparing food are permitted access to the kitchen area.
6. **NO SMOKING** in the kitchen at any time.
7. **NO CHILDREN** in the kitchen at any time.

You are advised that you must adhere to the times agreed as stated in your letting agreement.

Please make sure adequate time is left before the end of your let to ensure the kitchen is left clean and tidy.

Please ensure the Kitchen Supervisor's Certificate has been signed by both yourself (the Hirer) and the caretaker or key holder at the beginning and end of the letting.



HIRER'S AGREEMENT WITH CARETAKER
(Kitchen Supervisor's Certificate)

This agreement must be signed by both the Hirer (or Agent) and the caretaker or key holder. This agreement calls for the Hirer (or Agent) and the caretaker or key holder to check the condition of the area and facilities covered by the Hirer's booking at the beginning and end of the letting.

This agreement also covers any time which is spent by the staff on duty beyond that of the Hirer's booking.

We have agreed that the condition of the area is acceptable on taking charge of the hired area.

HIRER Signature:

School representative Signature:

Date:

Time:

We have agreed that the condition *is/is not acceptable compared to that on taking charge of the hired area.

We are agreed that ___ no. of staff *was/was not/ will be required to spend extra time on duty.

Estimated Time:

but should the time exceed this, the hirer will be advised at the earliest possible opportunity.

HIRER Signature:

School representative Signature:

Date:
(please delete as necessary)

GUIDANCE ON PUBLIC LIABILITY INSURANCE

The attached guidance on public liability insurance comes from

.....

INSURANCE COVER FOR SCHOOL LETTINGS

This is to confirm that the Isle of Wight Council still maintains a policy offering hirers of school premises public liability cover against third party claims for personal injury and damage to property. Details of this policy and the Local Authority's advice to schools concerning it are outlined below :

EXISTING INSURANCE COVER FOR SCHOOL LETTINGS

Third Party Lettings Policy

Hirers of school premises currently have the option of purchasing public liability cover against third party claims for personal injury and damage to property.

This cover can be bought for a flat rate of £2.50 per hire per day.

Although the purchase of this cover is optional for the hirer, schools are strongly advised to encourage hirers to take up the offer if they are not already covered by a public liability policy of their own. For example, in the event of any damage occurring to the school building or contents during a letting, and the hirer not being insured against public liability, the school would have to place a claim under their own buildings and contents policy. In the long run this will have an adverse effect on the school's claims record and possibly result in the payment of a higher premium in the future. It is in your school's interest therefore to draw this offer of public liability cover to the hirer's attention on your lettings form. A possible clause would be "It is strongly advised that you are indemnified by the Council's public liability policy for which a rate of £2.50 will be charged".

This policy will indemnify hirers in respect of claims up to £50 million

All schools on the Isle of Wight, including those in the voluntary sector, are able to offer this cover to anyone hiring their premises with the exception of :

- a. political parties, and
- b. organisations using the premises for business or commercial purposes.

Public Liability Insurance

Date:

To all key holders and hirers of school facilities

FIRE SAFETY COMPLIANCE

In order to comply with the current fire risk assessment please acknowledge, by putting your initials in the boxes, that you are aware of and have had sight of the following notices concerning fire safety

Fire Alarm call points location chart in entrance hall

I have an established Fire/Emergency Evacuation procedure in place

Location used:
(Please specify e.g. hall)

It is also a requirement that you name a fire marshall who is on site during the hiring who will act as the responsible adult to follow the fire plan.

Name Fire Marshall:.....

Named First Aider:.....

Signed:..... Print name:.....

On behalf of: (organisation).....

Date:.....