TOLWORTH SCHOOL
Happy children, successful learners

Tolworth School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Lettings Policy

Governors' Committee / Responsible Member of Staff	School Business Manager / Finance, Premises and Personnel Committee
Status	Voluntary
Review Cycle	Annual
Date written	September 2018
Date of last review	April 2025
Date of next review	April 2026

Principle
The sports hall is available for use (subject to caretaker cover) by local and community groups on weekdays from 5:00pm to 9:30pm and on Saturdays from 9:00am to 1pm. This includes the school's parent / teacher association. This is a means of maximising the use of the school as a community resource and raising funds for the schools. The school will not let the premises to any political groups.

Current lettings charges are shown in *Appendix 1*. All lettings and charges are at the the discretion of the Headteacher and will be reviewed annually by the Finance, Premises and Personnel Committee.

Home / Work Life Balance
The facilities team work load is protected by employment law and the schools agree that it is not appropriate to expect the caretakers to undertake frequent evening and weekend work that could impinge on their family life or their core work duties.

The caretakers are not obliged to undertake more than three lets per week that start after 6:00 p.m. or at a weekend. With their agreement they can manage one let at a weekend but are not obliged to have evening lets on consecutive weekends.

The number of evening and weekend lets will be monitored closely so that we do not encroach unreasonably on the caretakers' time.

Procedures for Lettings Applications

- Application / Conditions for Lettings forms are available from the school office and completed forms must be returned to the School Business Manager/School Club Organisers for confirmation at least two weeks in advance of the letting date.

- Applicants need to read and complete all health & safety documents *(Appendix 3)* and to sign them to confirm that they have been read, understood and will be complied with.

- The School Business Manager /School Club Organisers will check that the space and caretaker are available and liaise with all departments to ensure that overbooking or conflict of interests will not occur.

- If the let can proceed the completed form is signed by the School Business Manager/School Club Organisers.

- The hirer will be informed of the outcome of the application by the School Business Manager and the let booked into the Lettings diary. Details will be emailed to the Headteacher and office team for their information.

- The hirer will be invoiced in advance; payment must be made within 30 days. Please see 'Terms and Conditions' for information that applies in the event of a cancellation.

Addendum November 2024
To help families in the school with childcare issues, the school has embarked on a partnership with KOOSA Kids who provide wraparound childcare and with Chris Baxter (Coach Chris) for holiday clubs. In the case of these organisations, the usual letting rates are not applicable and will be reviewed regularly.

Appendix 1

Potential users:

1. School organised functions: productions, rehearsals, parents' evenings, school run wrap around care
2. Governors' meetings
3. Hire: normal opening hours (school opening hours- caretaker already on-site)
4. Hire of Sports Hall week day evenings after 6pm
5. Hire of Sports Hall Saturday morning 9:00am – 1pm
6. Additional wrap around care

Letting Fees - Tolworth School

Lettings Prices 2025/6

1. No hire charges
2. No hire charges
3. £10 per hour
4. £35 per hour
5. £45 per hour
6. See addendum above on page 2

There will be an additional charge of 15 minutes at either end of the letting to allow for unlocking and locking up of the school premises if the school is not already open.

The school reserves the right to vary the charges for the lettings. Any variations in charge will be subject to the approval of the Finance, Premises & Personnel Committee.

Fees include the cost of:

- A caretaker on site to ensure security for the duration of the hire.
- A light clean after the let (floor sweeping / toilets wiped and floor mopped). Any heavy cleaning required will be at an additional cost.
- Heating, lighting, wear and tear.
- Use of cloakrooms

Please note, in accordance with regulations, we are required to charge VAT for the following sports lettings:

- For hirers that are not a school, club, association or an organisation representing an affiliated club.

N.B. For sports lettings, to qualify for VAT exemption, the following terms and conditions must be fulfilled:

VAT exemption regulations on sporting lets:

- The series consists of 10 or more sessions.
- Each session is for the same sport or activity.

- Each session is in the same place, although a different pitch, court or lane, or different number of pitches, courts or lanes is acceptable.

- The interval between each session is at least 1 day but not more than 14 days. The duration of the sessions may be varied; however there is no exception for intervals greater than 14 days through the closure of the facility for any reason.

- The series is to be paid for as a whole and there is written evidence to the fact. This must include evidence that payment is to be made in full whether or not the right to use the facility for any specific session is actually exercised. Provision for a refund given by the provider in the event of the unforeseen non-availability of their facility would not affect this condition.

- The facilities are let out to a school, club, association or an organisation representing affiliated clubs or constituent associations, such as a local league.

- The person to whom the facilities are let has exclusive use of them during the sessions.

Please note:

- If you cancel a hire session within an exempt series of lets and require a refund, this would invalidate the exemption from VAT even if the remaining hire periods before and after the cancellation fulfil all the conditions. If a refund is not requested the original exemption will be still be allowed.

- Cancellation by the school due to an unforeseen, non availability of the sports hall will not invalidate exemption from VAT.

Please check with the school for the current list of sports and physical education activities which qualify for exemption.

For further information please contact:

School Business Manager
Tolworth Junior School, Douglas Road, Tolworth, Surrey KT6 7SA
Tel: 020 8399 4472
Fax: 020 8390 8584
e-mail: bursar@tjs.rbksch.org

Appendix 2

TERMS AND CONDITIONS FOR HIRERS

N.B. For the purpose of this contract, the named individual, the applicant and the hirer are the same person.

The school is let on the following conditions:

- There is a named individual (the applicant) who will take responsibility for ensuring that all Health and Safety regulations and the following terms and conditions are observed.

- We advise that the hirer may wish to undertake their own risk assessment to determine suitability of the venue for the event, and to consider ways to reduce any risks identified.

- The hirer to ensure that all named representatives and event participants follow these terms and conditions and also to encourage suggesting ways and means of reducing any risks.

- First aid and welfare provisions are not included in any hire and remain the full responsibility of the hirer to arrange including the supply of a first aid kit.

- The named individual and any named representative(s) will provide the following relevant documentation:

    - A copy of their Public Liability Insurance document
    - Qualifications relating to the activity where applicable (e.g. sporting activities)
    - An enhanced DBS disclosure where children are involved in clubs or community activities
    - A copy of their Child Protection Policy where children are involved in clubs or community activities
    - Photographic identification

The above requirements also apply to any other named representative(s) who may be assisting at the let on single or multiple occasions. The documentation must be provided and checked by the school before the commencement of the session. This is required so that the schools can ensure current legislation on the letting of school premises is adhered to. Commencement of the let is also subject to completion of the school's Lettings application form.

- The named individual and/or his or her named representative(s) are on site for the duration of the let with access to a mobile phone for any emergencies.

- All school property, displays and equipment in the school, including climbing and play equipment, the buildings and external areas are not damaged or tampered with in any way. Any play equipment, whether indoor or outdoor, is only for the use of Federation school pupils under the direct supervision of Federation school staff during school hours. The exception to this is any equipment which has been pre-agreed by the school as part of the let.

- The named individual or his/her named representative(s) are to ensure that any damage or defects discovered to the premises or equipment are reported to the caretaker without delay.

- All damages to school property will be charged for at full replacement /repair cost.

- Any furniture that is moved is returned to its original position.

- The school's premises are left in a suitable condition ready for teaching and learning.
- No lighted candles or smoking, vaping or use of e-cigarettes are permitted on the school premises.
- No alcohol is to be brought onto the school premises.
- The chewing of gum is not permitted on the school premises.
- The invoice for charges will be paid within 30 days of receipt.
- In the event of a cancellation, within 21 days of the let, the charge will be 5% of the letting cost. A cancellation with less than a week's notice will be charged at 50% of the letting cost. Costs for a cancellation due to unexpected circumstances (e.g. heavy snow) can be negotiated.
- On the rare occasion where the schools require the use of the facilities being let, the school will give 21 days' notice and the hirer will receive a full refund for that session.
- The applicant agrees to give 21 days' notice to terminate the contract.
- The school will give 21 days' written notice to terminate the contract.
- Use of music/loud speakers/amplification systems - this must be kept to a reasonable level to avoid disturbing neighbouring housing. In the event of complaints received during or after the letting, the schools reserve the right to terminate the letting without notice or refund.
- The named individual, all named representatives and event participants to show consideration to the local residents when parking vehicles on local roads and by arriving/leaving the premises quietly.
- The school reserves the right to refuse any bookings or to refuse admission to the premises to any potential hirer or those attending any hired events on safety or security grounds.
- The Sports Hall is available for hire for sporting activities for the local community.
- Footwear such as stiletto heels, spiked or studded shoes, must not be worn in the Sports Hall.
- In the event that any of the above terms and conditions are not met or adhered to, or any invoice is not paid within 30 days of the invoice date, then the school reserves the right to terminate the contract with immediate effect. In this instance, a refund may be considered for any sessions already paid for.
- The school reserves the right to vary these terms and conditions by giving the hirer a minimum of 21 days written notice.

I have read and understood the terms and conditions above and agree to take responsibility for ensuring they are complied with.

Signed: _____

Print name: _____ Date: _____

Application for letting space - Tolworth School

1. Name of individual/group:

2. Name of person/representative taking charge of let (if different from individual):

3. Address of individual / group:

4. Address of representative:

5. Phone Number of individual:

   Phone Number of representative:

6. Email address for individual:

   Email address for representative:

7. Date/s Required:

8. Times of Let:
   (Including time needed to set up and clear up – 15 minutes at start and 15 minutes at end of the let)

9. Purpose of Let, and estimated number of participants:

10. Space / equipment required:

I have read, understood and completed the Health and Safety forms and agree to the terms and conditions for hiring space in the school.

Signed:

Print Name: Date of application:

For office use

Caretaker and both schools checked: _____ *(Signature / date)*

Cost of Let: _____

Letting confirmed: _____ *(date)*

Hirer informed / confirmation provided: _____ *(Signature /date)*

Health and Safety Declaration

- The health and safety of any person/s using the school is of paramount importance.
- The caretaker will inform the hirer of the fire procedures (see Appendix 4), the position of the fire exits and extinguishers on their arrival for the start of the let. It is then the responsibility of the hirer to inform others, including their representative(s), of these.
- Furniture or other items may not be moved so that access to the emergency exits is impeded.
- In the event of a fire the buildings must be evacuated immediately and all occupants assemble on the playground by the play equipment near to the School Lane entrance. Priority must be given to all persons leaving the building, before the emergency services are called.
- It is the caretaker's responsibility to call the emergency services. Should there be any doubt that the caretaker has done this, it is the responsibility of the hirer to call the emergency services.
- Lighted candles and smoking, vaping and the use of e-cigarettes are not permitted anywhere on the schools' premises.
- First aid and welfare provisions are not included in any hire and remain the full responsibility of the hirer to arrange including the supply of a first aid kit.
- Children visiting the site must not play on the outdoor play equipment.

I have read and understood the above Health and Safety rules and agree to observe them.

……. will be responsible for the health and safety wellbeing of all attendees during the booking and will liaise with the caretaker at the start of the let.

Signed: _____

Print Name: _____

Date: _____

Appendix 4

Checklist for persons hiring the school premises

Take the new *hirer* through the fire safety procedure as displayed at the fire alarm call points, in particular:

- Show them the location of the fire alarm call point and describe the way it operates. Emphasise that the first action on discovering a fire is to raise the alarm *even if the fire is small*.
- Describe the sound of the fire alarm and the action to be taken in when it sounds, in particular leaving the building with any *persons for whom* the *hirer* is responsible and going to the assembly point.
- Describe and walk the escape routes and alternative escape routes that *the hirer* is likely to need to use and show the operation of any push bars or exit fittings.
- Show the new *hirer* the location of the fire extinguishers, but emphasise they should only be used if *he/she* has been previously trained, if it is safe to do so and the alarm has been raised first and after an evacuation has been started.
- Explain how to contact the fire brigade (whether or not an automatic call is made) and where the nearest telephone point can be found. Give clear instructions of location of school.

Date: _____

Signed: _____ (Site Manager)

Signed: _____

On behalf of: _____ (user group)