The James Hornsby School

Together we excel

Lettings Policy

Approved by Local Governing Body:	November 2025
Approved by Zenith Multi Academy Trust:	N/A
Next review due by:	November 2026

Policy Objectives

The Board of Governors adopt and endorse this Lettings Policy and within the school's Lettings Policy recognise and support the following principles, namely:

- That educational usage of education premises constitutes a natural priority and the hiring of the school premises does not interfere with the school's primary purpose of providing education to its students
- That school premises are a valuable community resource;
- The hiring of the facility complies with safeguarding and child protections guidance, health and safety and legal obligations;
- Allow the hiring of the school premises without using the school's delegated budget to subsidise this, where possible hiring the facilities would raise additional funds for the school
- To charge for the use of the premises to cover the site and staffing costs of hire
- To provide a competitive service to attract finance and profit to invest in the educational provision of the school. That a profit margin would be welcome when derived from private or commercial usage, but is not the objective when facilitating educational activity which benefits the school's students

When the term letting is referred to in this policy, it follows the expectation that:

- Any use of the school premises by individuals, groups, clubs or organisations that are not part of the school, taking place outside of the normal school day, regardless of whether a fee is charged. All school activities take priority over any lettings.

The Legal and Policy Context:

This policy is informed by the following appropriate guidance:

- Education Act 2002
- Children's Act 2004
- Annual or regular updates provided by Keeping Children Safe in Education (DfE)
- Working Together to Safeguard Children
- Health and Safety at Work Act 1974
- Prevent Duty Guidance
- Equality Act 2010 and Equal Opportunities Legislation
- Data Protection Act 2018 and GDPR
- After-school clubs, community activities, and tuition – Safeguarding guidance for providers

This policy should also be read in conjunction with:

- The schools Safeguarding and Child Protection Policy
- Health and Safety Policy
- Fire and evacuation procedures
- Equality and Inclusion Policy
- Data Protection Policy

Management of Lettings

The Local Governing Body and the Headteacher have overall responsibility for lettings.

- The day to day oversight and running of lettings is delegated to the Lettings Co-ordinator who is supported by the Deputy Site Manager and School Business Manager
- The Deputy Site Manager is responsible; alongside the Deputy Headteacher for Health and Safety, for all oversight and management of health and safety on site
- The School Business Manager is responsible for the oversight of charges, income and credit control

Safeguarding and Child Protection

The school has a statutory duty to safeguard children, young people and vulnerable adults, as well as the staff.

The School will:

- Ensure suitable arrangements are in place in regard to safeguarding children and child protection as per the schools Safeguarding policies and procedures.
- Follow their [own] safeguarding policies and procedures, including informing the LADO if the school receives allegations related to an incident that happened when an individual or organisation was using their school premises for the purposes of running activities for children.
- Ensure the Headteacher and other key school staff are aware that allegations made relating to an incident on the school premises would be reported to LADO as per normal school policy.
- Through the Board of Governors, specifically reserve the right to terminate this agreement, and any other agreement with the Hirer, with immediate effect if the Hirer does not have appropriate DBS documentation and fails to take immediate steps to put them in place. In such circumstances the Governors will not be liable for any loss financial or otherwise incurred by the user.

The Hirer will:

- Abide by the School's Code of Conduct principles
- Have a named Safeguarding Lead
- Be expected to meet the guidance in Keeping Children Safe in Out of School Settings and include the following hyperlink on any advertising for their activity www.gov.uk/government/publications/keeping-children-safe-in-out-of-school-settings-code-of-practice
- Liaise with the School contact regarding progress of the activity and any concerns/issues which may arise.
- Maintain a register of individuals within their Party including parents/carers who may accompany a Party member.
- Ensure that there are a sufficient number of responsible adults in attendance to ensure the Safeguarding and health and safety of all young and vulnerable people within their Party for the whole period of hire.
- Ensure all its staff are aware of, and comply with, current legislation in regard to safeguarding children and child protection. All staff delivering activities involving children and vulnerable adults, or that are occurring whilst there are students from the school on site, will have current Enhanced DBS documentation, (less than 3 years old), which will be shown to the School and the number recorded for all activities.
- None of the Party will be left unattended or allowed to roam around the school unescorted. · Have an appointed person responsible for First Aid and/or, depending on the nature of the activity, a qualified First Aider in attendance, who should have access to their own First Aid kit.
- Be familiar with emergency evacuation procedures at the School – for out of hours use.
- Be responsible for ensuring Risk Assessments are conducted for all activities being led by the hirer.
- Maintain public liability insurance.
- Use facilities and equipment in a responsible and respectful manner. Ensuring an orderly and purposeful approach to the use and purpose for which they are intended so the safety of the users or the Premises and equipment are not compromised
- This includes ensuring that:
  - any personal electrical equipment is PAT tested and complies with the British Standards
  - flammable or hazardous substances are not to be used
  - no open fires, candles or unauthorised electrical equipment will be used on the Premises
  - no school equipment is used without written permission
  - the school premises must be vacated on time at the end of the period and left in a clean and tidy condition (staying beyond a hirers paid/ agreed timeslot will incur additional costs to the hirer)

- no copyright works shall be performed without the licence of the copyright owner and the Hirer shall indemnify the School against any penalty or sanction for any copyright infringement which may occur
- the hirer shall not use the accommodation for any purpose or activity for which a licence or permission is necessary unless such a licence has been obtained

Health and Safety

The Hirer is responsible for:

- Ensuring compliance with any Health and Safety requirements and ensure that all visitors, staff and helpers comply.
- Carrying out their own risk assessments that are required and when requested for the activities they are delivering/utilising the hired space for and to provide copies to school if required. Where appropriate, risk assessments will be undertaken to establish that adequate safety precautions are in place. Risk assessments should be under taken for specific activities and they should also address fire issues, the safety of equipment brought onto the premises, first aid arrangements and any arrangements for serving food. These risk assessments will form the basis of a Health and Safety plan to be agreed in writing with the Board of Governors as a condition of the letting agreement.
- Ensure that all passages, exits and stairways are kept clear and are in compliance with the Regulatory Reform (Fire Safety) Order 2005 ('the Order').
- To ensure that the number of persons admitted does not exceed the maximum determined by the School to comply with safety standards (details of the numbers permitted will be given by the School at the time of application).
- Notify the school staff immediately in respect of all accidents, which may arise during the hiring period. If a hirer requires the need of an ambulance, the on-site staff must be informed to allow access.
- Carry out his/her obligations under the Health and Safety Act 1974.
- To ensure that a responsible person is present and aware of the fire evacuation (out of hours) procedures, instructions are available on the schools website. Registers of persons attending should be kept.
- Their own first aid, and provision of first aid supplies. There will not be a qualified first aider from the school on site for lettings.
- Their compliance with the conditions detailed in this Policy, and shall at all times be responsible for those within their Party entering the School building and site.
- Ensuring the preservation of good order for the full duration of the letting until the premises is vacated.
- Full compliance with the guidance instructions for the use of the 3G all-weather pitch (moulded studs only).
- Ensuring all boots must be removed before entering any part of the building (boots off, or no entry).

The Hirer shall not:

- Without consent of the Headteacher, introduce equipment for use in the Hired Premises, alter fixed installations, alter or remove fire and safety notices or equipment, or otherwise take any action which may create a hazard
- Intentionally or recklessly, interfere with or misuse anything provided in the interests of health, safety and welfare.
- Sub-let the hired area to any other person, group, club or organisation.

Fire Evacuation (out of hours) Procedures can be found in Appendix A

Insurance, Liability and Licences

All hirers must hold Public Liability Insurance of at least £5 million (or event insurance is acceptable for one-off bookings), for all hirers who are delivering activities to organised groups etc. The School and Local Governing Body takes no responsibility for injuries or accidents incurred by users – the hirer holds responsibility for this. For one off individual users, any injuries caused for use of the school facilities – will not be the responsibility of the School or Local Governing Body.

Limitation of Liability
Except in respect of personal injury or death caused by the School and its employee's and agents negligence, or damage to or loss of property which arises as a direct consequence of the negligence of the School, its employees or its agents acting within the scope of their authority, the School shall not be liable for any injuries (including, without limitation, injuries resulting in death), liabilities, claims, expenses, costs, damages or losses of whatsoever kind which are suffered, incurred or sustained by the Hirer, the Hirer's assistants, employees or agents or any others entering on the School's property in the exercise or purported exercise of the hiring whether arising in contract, tort (including negligence or breach of statutory duty), statute or otherwise.

The School shall, notwithstanding any other provision of these Conditions of Hire, under no circumstances be liable in contract, tort (including negligence or breach of statutory duty), statute or otherwise for any indirect or consequential losses or damages of any kind or for increased costs or expenses, or loss of profits, business, contracts, revenues or savings which may be suffered or incurred in consequence of the hiring or the purported hiring by any person.

Except in respect of the matters for which the School is liable as provided under Condition of Hire, the Hirer will indemnify and keep indemnified the School and its employees and agents from and against all claims, expenses, costs, losses, demands, actions, proceedings and liabilities of whatsoever kind which may arise in respect of the matters set out in Conditions of Hire for which the School has no liability under these Conditions of Hire, and/or which may arise out of or in consequence of the exercise or purported exercise of the hiring.

The Hirer shall ensure that the School's premises/facilities which are hired shall not be used for cinematography exhibitions, public dancing, singing, music or other public entertainment of the like kind, boxing, wrestling or the public performance of plays, or any other, purposes for which a licence for the premises/facilities is required to be granted under any laws, statutes or regulations unless such a licence has been granted in respect of that use in accordance with the relevant laws, statutes or regulations, and complied with in all respects.

The Hirer shall ensure it makes all necessary and appropriate enquiries; and investigations to determine whether any licences under any laws, statutes and regulations are required in respect of the Hirer's intended use of the School's property in the course of the hiring, and shall be obliged to be fully acquainted, and comply, with such laws, regulations and statutes, and the terms of any licences required (including any conditions subject to which any licences are granted).
Where the Hirer requires any additional licences then the Hirer shall apply for such licences at their own costs. Any licence applied for must be in force at the time of the hire.

Conduct and Suitability

The James Hornsby School is located in a residential area. In recognition of the needs of the surrounding community and the rights of all visitors to The James Hornsby School the Governor's request that all users of the School facilities conduct themselves in a manner that is conducive to a pleasant and safe environment for all. The James Hornsby School requests that all visitors adhere to the following principles:

- The use of foul language is forbidden, we are a school environment, hirers maintain responsibility for any visitors or spectators attached to their booking
- Litter must be placed in the bins provided
- Parking is only permitted in the school car parks, and must not obstruct ease of access for other users including emergency services. Parents and hirers are responsible for safe travel through the car park
- Any items/ vehicles brought on to the school property are done so at the owners risk, the school does not accept responsibility for any damage or injury caused by a user
- Speed limits must be adhered to when accessing the school and no cars are permitted to drive into the main school area
- Whilst it is accepted that participating in sport generates noise, it is requested that all efforts are made to keep noise to a minimum and be respectful of our neighbours
- Electric scooters, manual scooters, bicycles are not allowed inside the school premises – they need to be left in the carpark area or bike sheds

- Violent or threatening behaviour will not be tolerated
- No consumption of alcohol, no smoking is allowed, including vaping and other types of E-cigarettes, on the school grounds at all, including the car park
- Consideration at all times for the multi-users of the school
- The consumption of alcoholic beverages is forbidden without explicit approval from the School and licensing authorities
- Maintaining good order and appropriate behaviour at all times
- Providing appropriate safeguarding of the young or vulnerable people within their party
- Only the part of school premises that has been hired should be occupied by the hirer and no relationship of landlord and tenant is created between the Hirer and the School
- The hirer should not sub-contract/ re-assignment the premises
- The School shall retain control, possession and management of the premises, and the Hirer has no right to exclude the School from the premises
- No advertisement, signage, banners, posters or other such notices can be displayed on the premises without prior written agreement from the school
- The hirer shall not conduct, nor permit or suffer any other person to conduct, any illegal or immoral act on the premises
- Hypnotism in any form is not allowed
- Hazardous activities are not permitted
- Damage to the School building and facilities will be charged to the hirer
- Following the instructions of any Lettings staff, whilst maintaining a polite and respectful atmosphere, any abuse or rudeness will not be tolerated
- When visitors fail to abide by these principles, or behave in an unreasonable manner, the School may restrict their future use of the facilities, which may lead to the hire agreement being cancelled
- Letting agreement will not be given for any activities that conflict with the values and ethos of the school, that promote discrimination or extremism, that breach the Equalities Act 2010, that involve any smoking, vaping, drugs or alcohol.
- Inappropriate and unacceptable behaviour have occurred on site, including rude and abusive conduct directed towards members of staff is wholly unacceptable and will not be tolerated under any circumstances.

Please be reminded of the following regulations, which apply to all users without exception:
- Children: All children must be supervised at all times, the hirer is responsible for ensuring the rules of the school are followed and children are not running amok on the school grounds including within the building, this includes running around on the grass at the front of the school – this is not permitted.
- Footwear: The wearing of boots with studs or moulds is strictly prohibited anywhere on the premises. Any individual refusing to remove such footwear will be refused entry.
- Smoking and Vaping: Smoking or vaping is not permitted anywhere on site, including in the car park. Any person found engaging in these activities will be immediately banned from the premises.
- Conduct: All users are expected to behave respectfully towards school staff, students, and other visitors. Abusive, aggressive, or disrespectful behaviour will result in immediate action, including removal from the site.
- Cleanliness and Damage: All hirers are responsible for ensuring that the areas used are left in a clean, tidy, and undamaged condition. Any damage to property, misuse of facilities, or failure to clean up appropriately will result in additional charges being applied. Repeated incidents may also lead to termination of the hire agreement.
- Animals are not allowed on school site, including the car park. There would be occasions where this would be acceptable but must be authorised and approved by the Headteacher. With the exception of a registered assistance dog, no other animals are permitted.

Please be advised that:
- Repeated breaches by individual users will result in permanent bans from the site. We have CCTV and will view this to identify users that do go against our expectations.
- Persistent issues associated with a particular hirer or group will result in the cancellation of all current and future bookings.

It is the responsibility of each hirer to ensure that all participants, parents, spectators, and associated individuals are fully aware of, and comply with, these regulations. Failure to do so may

result in the withdrawal of your organisation's access to school facilities.

The school staff reserve the right to refuse entry to anyone not adhering to the expectations of hirers and compliance with the school requirements for hire.

Areas available for Hire

A full list of areas available for hire can be found on School Hire:
https://schoolhire.co.uk/basildon/jameshornsby

Booking slots are made available 4-6 weeks before the start of each school term.

The lettings team can also be contacted for queries on: lettings@thejhs.co.uk

The facilities available are:
Sports Hall
Gymnasium
Family Foyer (small performance space)
Small Fitness Suite
Small Dance Studio
Swimming Pool incl. attached changing rooms (hirers must have a qualified lifeguard registered for use/ hire)
3G Astro Turf (currently non-FA regulated)
Field spaces – including 11 a-side and 9 a-side football pitches (goal nets are available, but hirers are responsible for putting up and taking down of the nets)
Playground spaces

There are communal indoor toilets/ changing rooms
External changing rooms and toilets are accessible when fixtures are booked
There is an indoor seating area with minimal vending available
There is no spectator seating available and pushchairs are restricted from going into the indoor sports areas.
No other areas of the school are available for hire, unless specifically requested and approved by the Headteacher only.
No adjustments will be made to the mains systems within the school – this includes lighting and heating systems.
There is no access to the schools wifi.
The school does not allow hirers equipment to be stored on site.

Charges

Lettings rates and charges are reviewed annually by the Local Governing Body.
A pricing schedule can be found on: School Hire Platform.
https://schoolhire.co.uk/basildon/jameshornsby

Rates, payments and availability can be found on the School Hire Platform.
https://schoolhire.co.uk/basildon/jameshornsby
Additional costs will apply for any equipment set up and clear down, other than football goals, the facilities are not hired inclusive of equipment.

The school does not offer an invoicing option for any lettings use of the facilities.

Due to Health and Safety regulations the school will only supply seating and tables within the hire period and these must be agreed and part of the booking cost. Electrical items, staging etc will only be available by prior written permission and the School shall be entitled to make an extra charge for these items. The hirer will need to supply their own access equipment (stepladders, scaffolding etc) and conform to the Work at Height Regulations 2005, available on the HSE website. Any electrical appliances used by or on behalf of the hirer must have been checked for electrical safety and appropriate certificates shown to the school on request, to confirm that it complies with Electricity at Work regulations.

Please note the HMRC VAT conditions laid out. These will be strictly applied by the school and should you fail to comply with these requirements agreement to hire these facilities will be withdrawn immediately. A letting of sports facilities can be levied outside of scope of VAT if the lettings are:

- for a continuous period of 10 sessions or more
- each session is for the same activity
- each session is in the same place
- the interval between each session is at least 1 day but no more than 14 days
- the series is 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 – this does not allow for a refund on the odd evening that you have decided not to use. Provision for a refund given by the provider in the event of the unforeseen non-availability (e.g. weather) would not affect this condition
- the facilities are let out to a school, club or an organisation representing affiliated clubs or constituent associations
- the person to whom the facilities are let has exclusive use of them during the sessions

Cancellation and Termination

Cancellation by the school:

- The right is reserved to the School to cancel any hiring, without notice, where the School considers it necessary to do so
- As a consequence of any outbreak or prevalence of infectious disease
- For any other cause outside its control (which for the avoidance of doubt and without prejudice to the generality of the foregoing shall include governmental actions, war, riots, civil commotion, fire, flood, epidemic, strikes or labour
- Disputes (including those involving the staff of the School or any part of the staff, inability or delay in obtaining supplies required by the School, currency restrictions and Act of God)
- In consequence of the School's property being required by the School for such other purposes as the School may, at its sole discretion, determine. Subject always to Conditions of Hire in the event of a hiring being so cancelled any sum paid to the School by the Hirer will be refunded (after deduction of any irrecoverable sum already paid by the School to a third party in accordance with these Conditions of Hire, in respect of the hiring).
- The School shall be entitled to immediately cancel the hiring without notice, if any of the following shall occur
    - The Hirer is, or in the reasonable opinion of the School is likely to be, in breach of any of the these Conditions of Hire
    - The Hirer is, or in the reasonable opinion of the School is likely to be unable to pay its debts as and when they fall due
    - The Hirer is, or in the reasonable opinion of the School is likely to be, in breach of any licence required in respect of the hiring
    - The Hirer is, or in the reasonable opinion of the School is likely to be, in breach of any law, statute or regulation in the course of, or in consequence (whether or not direct) of, the hiring
    - The School is, or in the reasonable opinion of the School is likely to be, placed in breach of any law, statute or regulation in the course of, or in consequence (whether or not direct) of the hiring by the Hirer
    - The performance of the obligations of the School under any law, statute or regulation are, or in the reasonable opinion of the School are likely to be, prejudiced in consequence (whether or not direct) of the hiring by the Hirer
    - In the event of the School cancelling any hiring in accordance with the above provisions of this, Condition of Hire, the School shall be entitled (without prejudice to any other rights it may have) to retain any sums already paid by the Hirer in respect of the hiring and to recover any other sum in respect of any cost, expense or liability incurred or suffered by the School which it would otherwise be entitled to under the provisions of these Conditions of Hire
    - The School shall not be held liable or required to pay compensation or any other sum for any loss or damage. (Including, without limitation, consequential loss or damage of

any kind, or for increased costs or expenses, or loss of profits, business, contracts, revenues or savings) sustained as a result of or in any way arising out of the cancellation of the hiring

Cancellation by the hirer:
The Hirer will be allowed to cancel or postpone a booking on the following conditions:

- The hirer must give at least 48 hours notice of cancellation. If any shorter period of notice is given, the School reserves the right to pass on to hirers any costs unavoidably incurred. For block bookings, one week notice must be given for any cancellations
- For special events; If seven or more days' notice is given of cancellation or postponement prior to the date of hire, the deposit, together with any other sums incurred by the School under these Conditions of Hire which are recoverable from the Hirer, will be payable
- If less than seven days' notice is given of cancellation or postponement prior to the date of hire, full charges will be payable (together with any other sums incurred by the School under these Conditions of Hire which are recoverable from the Hirer)
- Unless, in either case, the premises/facilities are re-booked for the same date(s) on terms which are not less favourable to the School (in which event no scale charges will be payable, but any other sums incurred by the School under these conditions of Hire for which the School cannot claim full reimbursement will remain payable by the Hirer), or it is otherwise decided by the School at its sole discretion

Block Bookings and Cancellations
Where a hirer reserves a facility on a recurring basis for a specified block period (for example, a term, season, or annual programme), this will be treated as a *block booking*. (This is not a long term booking arrangement – where cancellation is 1 month notice)

For block bookings, the hirer must provide a minimum of 7 days' written notice for any cancellation of an individual session within the agreed booking period. Cancellations made with less than 7 days' notice may be charged in full.

Individual or ad hoc bookings remain subject to the standard cancellation period of 48 hours' notice.

Compliance and Removal

The Hirer shall ensure that the Hirer and any caterers, contractors and any other persons supplying or serving refreshments, decorations, equipment or any other items of whatsoever kind in respect of the hiring:

- Comply with all current laws, statutes and regulations relating to food, hygiene, health, welfare and safety matters and any other matters which relate to the use, supply or serving (as the case may be) of those items during the course of the hiring.
- Remove from the School's premises/facilities all their articles, equipment, items and property by no later than the end of hire.
- Any articles, equipment, items or property belonging to the Hirer or any caterer, contractor or other person left on the School's premises/facilities after the relevant hour referred to in Condition of Hire may be removed and deposited by the School at its sole discretion and the cost of doing so shall be paid by the Hirer to the School on demand.

Accessing and Vacating the premises

- Bookings are per timeslots allocated on School Hire
- The Hirer shall not expect that additional time will be given to set up equipment for their let. All time required must be included on the booking form when arranging the hire.
- Subject to the provisions of Condition of Hire, the Hirer shall vacate the premises/facilities at the end of their agreed booking time.
- The Hirer shall not expect that additional time will be given to vacate the premises and to clear up. All time required must be included on the booking when arranging the hire via School Hire.
- The Lettings Team will unlock the site grounds and buildings 15 minutes prior to the commencement of letting, and will not be harried or coerced into opening the facility early until the agreed start of Hire.

- The lock down will commence 15 minutes after the end of the agreed Letting period.
- Extensions to allocated open and close times will need to be authorised by the Headteacher, a minimum of one week prior to the letting taking place. School based activities and arrangements will take priority in all cases.
- The Car Park will be locked no more than 30 minutes after the final Letting has concluded.
- Open and Close times are available for viewing on School Hire.
- A summary of terms and conditions of hire are available in Appendix B

Appendix A

Evening and Weekend Evacuation Plan

Outside of Normal School Time Arrangements

Before 8.10am and after 3.30pm and during school holiday periods all staff and students on site should congregate at the front of school (in front of reception).

Arrangements for Lettings (Evenings and Weekends)

The hirer is responsible for the safety of their party, including informing them of the evacuation plan.
The hirer is responsible for ensuring that no fire exits or routes are blocked/ obstructed.
The lettings team will swiftly determine the need to evacuate and communicate this appropriately to the lettings users. Unless there is clear and obvious danger, all users should wait for direct instructions.
The evacuation alarm is a continuous bell. If a fire is discovered, the alarm should be activated and the area evacuated. All doors on exiting the area should be closed.
In the event of an evacuation, users located in:
The family foyer, sports hall or swimming pool - congregate on the grass area at the front of school (near the car park).
Fitness suite/ fitness studio, gymnasium, field, astro-turf or playgrounds - congregate by the wooden seating areas on the playground.
Hirers are responsible for checking their own users and spectators are accounted for and notifying a member of the site and lettings team if anyone is missing.
The site and lettings team will: Attend to the fire panel, Check appropriate areas are cleared and safe, Notify users that it is safe to return to their designated areas, Call 999 in the event of an emergency.

First Aid Arrangements

First aid is the responsibility of the hirer, who are also expected to hold their own first aid kit.

In an emergency

The site and lettings team are located in the lettings reception, outside the sports hall. They have access to a first aid kit and defibrillator if required. If an ambulance has been called by a hirer, they must inform the site and lettings team.
The hirer must ensure that all hazards and potential risks are reported to the site and lettings team.
The hirer will not bring any flammable or explosive items on to school site, such as: chemicals, solvents, smoke, ice or fog machines etc.

Muster points

Appendix B

The James Hornsby School

Summary of:

Terms and Conditions of Hire

1. Purpose and Priority

The school's primary purpose is education. All school activities take priority over external lettings. Facilities are available to the community, provided use aligns with safeguarding, health & safety, and school values.

2. Management and Bookings

Lettings are managed by the Lettings Co-ordinator, supported by site and business staff. Bookings must be made via SchoolHire. Hirers must include set-up and clear-down time within their booking and vacate promptly. Late departure will incur extra charges.

3. Safeguarding

Hirers must comply with all safeguarding requirements. This includes appointing a named Safeguarding Lead, ensuring DBS checks for all staff working with children, maintaining supervision, and following Keeping Children Safe in Out-of-School Settings guidance. The school may terminate hire immediately if safeguarding standards are not met.

4. Health and Safety

Hirers are responsible for conducting risk assessments, following fire and evacuation procedures, using safe and PAT-tested equipment, and providing their own first aid cover. Emergency exits must remain clear.

5. Conduct and Behaviour

All users must behave respectfully and responsibly at all times. The following are strictly prohibited: smoking, vaping, alcohol, drugs, abusive language, dangerous or illegal activities, sub-letting, or unauthorised access. Children must be supervised at all times, and hirers are responsible for the conduct of all participants, visitors, and spectators. Football boots, including those with studs or moulds, are not permitted inside any school buildings—boots must be removed before entry. Any abusive, threatening, or disrespectful behaviour towards school staff or representatives will not be tolerated under any circumstances. Incidents of aggression or verbal abuse will result in immediate termination of the hire agreement and a permanent ban from using the facilities. All users are expected to maintain a polite and cooperative attitude towards staff and other site users.

6. Use of Premises

Only booked areas may be used; no access to other parts of the school. Premises must be left clean and tidy. Damage or extra cleaning costs will be charged. No signage or decorations without written approval. No animals allowed except registered assistance dogs.

7. Insurance and Liability

Hirers must hold at least £5 million public liability insurance (or suitable event cover). The school is not liable for injury, loss, or damage except in cases of proven negligence. Hirers indemnify the school against all claims arising from use.

8. Charges and Payment

Hire charges and details are published on SchoolHire. Payments are made via the platform; no invoicing. Additional charges apply for extended time or equipment use. VAT exemptions follow HMRC's criteria for a 'series of lets'.

9. Cancellations

The school may cancel bookings without notice due to emergencies or school use. Refunds are made where appropriate. Hirers must give 48 hours' notice (1 week for block bookings) or full charges may apply.

10. Termination and Breach

The school may cancel or refuse hire for breaches, unsafe conduct, or safeguarding or health & safety failures. Repeated non-compliance may lead to permanent exclusion from hire.

11. Facilities Available

Facilities include the Sports Hall, Gym, Fitness Suite, Dance Studio, Swimming Pool (lifeguard required), 3G pitch, fields, and playgrounds. No Wi-Fi or storage is available. There is no spectator seating provided within the facilities.

12. Fire and Evacuation

Hirers must brief all participants on emergency exits and assembly points. Assembly points: Sports Hall/Pool – grass area by car park; Gym/Fields/Astro – wooden seating area on playground. The Lettings Team will assist during emergencies.

By making a booking, you confirm that you have read, understood, and agree to these Terms and Conditions of Hire.