

Falcons Primary School



FALCONS
PRIMARY SCHOOL

Lettings Policy

June 2025

Approved by GB Date: 25th June 2025

Review Date: June 2027

School Vision and Ethos Statement

We encourage all members of the Falcons Community to respect one another, to know that everyone has an important part to play in making the school as good as it can be, to take responsibility and be responsible, to strive for excellence and to try one's best in everything we do.

Our vision for Falcons Primary School is to be recognised as a school that values uniqueness, where children are provided with the skills to enable them to become:

- * successful learners
- * responsible citizens
- * creative thinkers and
- * reflective individuals

SIKH ETHOS

The school draws on the teaching of the Sikh faith and is committed to providing not only an academic education, but one that will also encompass an underlying message of unity, equality and respect. High morals, discipline, love, compassion and selfless service towards all regardless of faith, gender or colour. Falcon School will embrace a universal, inclusive approach to spirituality.

AIMS

To achieve our vision, we aim for all pupils, staff, governors and parents to:

- Work in unity to make Falcons School a welcoming, stimulating and successful school. Encourage good manners, self-discipline and the desire to be enthusiastic learners who grow into forward thinking responsible citizens who respect, value and care for themselves and others.
- Provide an ethos with clear boundaries and expectations, enabling all children to succeed and to reach their full potential confidently, in a safe and supportive environment.
- Become excellent lifelong learners who are independent and prepared for the wider world and aim high to achieve aspirational goals.

This 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

This policy will be fully reviewed once every 2 years, or when DfE legislation requires this to happen. **However**, it will be subject to an annual update if costings require amendment.

Lettings at Falcons Primary School

The Governors of Falcons Primary school have agreed that the school premises may be hired by individuals and/or organisations for social and sporting purposes. They however do not wish to hire to organisations that may have discriminatory objectives e.g. British National Party (BNP), National Front (NF), English Defense League (EDL) (x-reference Single Equality Policy). Each hiring will be assessed on an individual basis.

The Governors state that all hiring must be attended by the Premises Officer.

Making a Booking:

All lettings must be made through the School Premises Officer/School Office.

Contact: Viren Shah on 0116 451 0050 or email office@falconsprimary.org

Areas available for letting:

- The school grounds
- The main hall
- The small hall
- Classrooms

Hiring Costs: (for full breakdown of costs see Appendices)

Facilities may be hired in 2 hour blocks of time, with varying charges dependent upon the time of hiring (time of day; time of week) and whether the hiring is considered an attended or non-attended hiring.

Additional hiring charges apply for:

- Dining tables and chairs hire
- Provision of refreshments
- Cleaning costs where food and drink available/served

Completion of Conditions of Hire form:

A copy of the school's Condition of Hire form must be completed. The ***Indemnity and Conditions of Hire*** must also be signed. Completion of both forms is essential and enables the school's legal services to take proceedings in the event of willful damage or failure to pay the hiring fee. A copy of the completed forms should be given to the hirer when the booking is accepted or confirmation of the booking is sent.

For regular hiring e.g. sporting activities over a season, only one form needs to be completed during a term. The application should be renewed annually.

Collection of fees:

A £100 deposit is required for all hiring. The balance must be paid at least 10 working days in advance of the hiring date. The deposit is returnable **if** the hiring is cancelled 10 working days in advance of the hiring date.

All income derived from the hiring must be paid in to an official account controlled by the school. A cheque should be made payable to **'Falcons Primary School'** or payment may be made by BACs.

Issuing of receipts:

Receipts will be issued following payment of the deposit and the subsequent agreed balance.

Retention of Hiring Forms:

The completed application forms should be retained for reference and Audit purposes. Any correspondence concerning additional charges arising from the hiring e.g. overtime payments, damage to the property etc, should be attached to the original application form.

To adhere in full to the following regulations:

- 1) Intoxicants shall not be bought on to the premises.
- 2) Smoking is not permitted on the school grounds.
- 3) Drugs must not be bought on to the premises.
- 4) No interference with school equipment
- 5) The premises shall be vacated at the time stated.
- 6) The premises shall be vacated in a clean and tidy and safe condition.
- 7) No indoor pyrotechnics.

Any organisation found with prohibited items from the above lists on the premises will be asked to leave and will be refused all further bookings.

Food on the school Premises:

Only vegetarian food is allowed onto the premises. Any organisation found to breach the arrangement will be asked to leave the premises immediately and will be refused further bookings.

Numbers:

For each area / space available for hire there is a maximum limit on persons able to attend:

1. Main Hall – 200. If tables are required, this will limit the number of persons able to attend the hiring.
2. Small Hall – 50. If tables are required, this will limit the number of persons able to attend the hiring.
3. Classrooms – 30 pupils per class.

Hiring of the school kitchen:

The kitchen facilities are not for hire.

Disability Discrimination/Equality of access:

The school governors are aware that they must not:

- refuse to provide a service to disabled hirers that is provided for other members of the public

- provide a lower standard of service to disabled hirers
- offer a service on less favorable terms
- refuse to make hiring to disabled persons
- make any arrangements on terms that are discriminatory

Appendix 1

HIRING OF THE SCHOOL PREMISES: FALCONS PRIMARY SCHOOL

Deposits:

£100 deposit for all hires.

Deposit must be paid at the time of booking.

The balance must be paid at least 10 working days in advance of the hiring date. The deposit is returnable **if** the hiring is cancelled 10 working days in advance of the hiring date.

Scale of Charges:

Small Hall (minimum 2-hour hire)

Time	Weekday rate	hourly	Weekend rate (minimum 2hr block)
Between 3pm and 5pm(weekday)	£25 £28		£80 £85 per 2hour block
Between 5pm and 9.00 pm	£35 £38		

Facilities to hire:

- School grounds
- Main Hall
- Small Hall
- Classrooms

The capacity of the Hall is dependent upon the nature of the hiring; this would be discussed at the pre-booking stage.

Additional Hiring Charges to be considered:

- Refreshments provided (tea/coffee/soft cold drink/milk/sugar/biscuits); a cost of £1 per head
- Cleaning cost for hiring; an hourly rate of £15.00 will be charged – (No of hours will be dependent upon function size)

Discounts:

There is a % discount on all charges for specific groups subject to Governing Body decision following written application. These groups include:

- Clubs for children

- Not for profit community groups
- Friends of Falcons

All other groups are required to pay the full hiring fee.

INDEMNITY FORM FALCONS PRIMARY SCHOOL

INDEMNITY AND CONDITIONS OF HIRE FOR THE SCHOOL PREMISES

1. The governing body at Falcons Primary School is committed to promoting initiatives and activities that combat discrimination against people based on race, sex, sexual orientation, disability, class or religion. Individuals and groups using this school are expected, where possible, to implement these objectives in their activities. Racist and/or sexist language or behaviour is not permitted within the school.
2. A booking will only be confirmed upon completion of the booking form and receipt of a £100.00 **returnable** deposit and approval of the Headteacher and Premises officer.
3. The deposit will be returned if there is no loss or damage to the fixtures and equipment during the period of hire. If damage or loss occurs, the governors will deduct from the deposit the full cost of replacement or repair.
4. The deposit will NOT be returned if
 - The school received complaints from members of the public about unacceptable levels of noise.
 - Damage to school property has occurred within the area of hire or the surrounding area during the time of hire.
5. It is the responsibility of the Hirer to ensure that all vehicles are parked considerately and only in the authorised parking areas. The Hirer that they arrive and leave in a manner that respects our local community.
6. The Hirer is responsible for managing and supervising all attendees during the hire period, both inside the venue and anywhere on the school site. Children must be closely supervised at all times and are not permitted to wander unsupervised
7. **Adequate Public, Product and Property damage insurance (Public Liability) shall be taken out by the client;** this will be assessed on an individual basis by the Premises officer of the school. **A certificate must be shown to the Premises officer/Head Teacher prior to the function taking place.**
8. a strict 'No Smoking' Policy must be adhered to on site.

9. No animals (including birds) except guide dogs are brought onto the premises other than with the written permission of the school
10. All furniture and equipment must be returned to where they have been taken from.
11. No heating, cooking or other apparatus may be brought into the school.
12. A named person for Fire & Safety Procedures must meet with the Premises officer prior to the letting.
13. There should be no loud music or excessive noise at any time.
14. The governing body reserves the right to refuse the hire of the premises.
15. The governing body reserves the right to alter conditions of hire and hire charges on an annual basis.

The premises may be hired from:

3.00 pm – 07.00 pm Monday to Friday

9.00 am – 9.00 pm Saturday

9.0 m – 9.00 pm Sunday

Please contact the school for availability.

16. All food must be vegetarian only. Alcohol is prohibited on the premises.

17. We can undertake a full cleaning provision on your behalf for a fee, which includes disposal of your waste bags, and cleaning and packing away of table and chairs.

If the booking fails to finish on time, there will be **a charge of £25.00 for every 15 minutes that the booking goes over. This will be deducted from the deposit.**

Falcons Primary School does not have affiliated groups, so there will be no reduction in the cost of hiring the hall.

All monies must be paid prior to the letting taking place

We reserve the right to keep all or part of the deposit if the hired facilities are left in an untidy state

LITTER PROCEDURE: All waste material must be taken off-site and disposed of. Unless you pay for provisions listed in item 17.

PLEASE NOTE: In the event of any of these conditions not being strictly adhered to, the

Governing body reserves the right to refuse any future hiring of these premises.

For your safety and security while using our facilities, please be advised CCTV

Cameras are in operation across the site.

HEALTH AND SAFETY REGULATIONS

- The person/organisation hiring the premises is responsible for the Health & Safety of all persons using the building and must ensure that their guests are informed of emergency procedures.
- Please do not block the School entrance at any time.
- By using this site, you acknowledge and agree to the school's adopted policies particularly those related to the safeguarding of children.
- Hirers in regards to weekly or Long-term bookings should carry out a practice evacuation of the premises to highlight any causes of concern within the first three weeks of the booking.
- It is the responsibility of the Hirer to ensure that suitably qualified first aiders are present during the period of hire. In the event of any accident or injury, please report the matter to the duty Premises officer.
- Hirers should carry out their own risk assessments for the activities performed, including fire, COSHH and ensure safety of their guests, participants and spectators' is taken into consideration.

Booking Form for School Lettings

Name of hirer: (person, body, Association, limited company)						
Address of Hirer:						
Contact Number(s):						
Email Address:						
Please provide details of contact person for the hire if different to the above						
Name:						
Address:						
Contact telephone number(s):						
Email address:						
Purpose of Hire:						
Attendees:	Total Number of Attendees:		Number of Adults:		Number of Children:	
Single Booking	Date of Booking		Start time:		End Time	
Block Bookings	Frequency/Days:					
	Start Date:				Start time:	
	End date:				End Time	
Bookings time must allow sufficient time for preparation and clearing away before and after the event.						

Facility Required:	
Equipment Required:	
Other Arrangements:	
The school does not provide any warranty that the premises, facilities and equipment provided are suitable for the intended purpose of the hire. The hire is required to satisfy themselves that their requirements are met and the facilities are fit for purpose.	
Will refreshment be served?	☐ Yes ☐ No

I have read and accept the terms and conditions and confirm that I am over the age of 18

Signed (Hirer):

Date:

Full Name (Hirer):

You will be sent confirmation of whether this application has been accepted or rejected by post or email

Please return completed form to:

POST:

Bursar

Falcons primary school

George Hine house

Leicester

LE5 0TA

EMAIL:

office@falconsprimary.org

(school use only)

This application for letting is Accepted / Rejected

Signed (school):

Date:

Name:

Position:

No letting will be regarded as booked until the deposit is received in full, all requested paperwork has been submitted and a signed approval letter is issued by the school.

Public liability insurance details provided by Hirer	Yes ☐	No ☐
If no, adequate evidence of own insurance cover has been supplied and retained by school?	Yes ☐	No ☐
Will the letting involve working with children/young people.	Yes ☐	No ☐
Hirers have been informed about the school's Safeguarding procedures	Yes ☐	No ☐