



Mission Grove Primary School

Lettings Policy

This Policy has been written for and adopted by the Governing Body of Mission Grove Primary School.

VISION STATEMENT

For the children at Mission Grove to become well rounded individuals who have drive, passion and the confidence to do their best. Who leave with the skills to succeed and flourish in life. Staff have high expectations of themselves and others and are reflective practitioners. Mission Grove provides security, opportunities and enjoyment for all.

Approved by Governing Body

Date: January 2022

LETTINGS POLICY

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INTRODUCTION

The Governing Body of Mission Grove Primary School is keen to see that the premises at our school are used for the benefit of the whole local community. The education of children is the prime purpose of our school, however we believe education is a life long process which should be open and accessible to all. This document outlines the policy of our school with regards to lettings. It sets out the facilities available, the charges and the responsibilities of the Governors and the users when the school premises are let.

The use of our school premises at all times other than during the school day is under the control of the Governing Body of our school. (Education Act 1986, sect.42 no.2)

Our Lettings Policy operates within the framework of the London Borough of Waltham Forests Equal Opportunities Policy.

The Sex Discrimination Act 1985 and the Race Relations Act 1976 apply throughout this policy and will be adhered to throughout all stages of our lettings procedures.

Having regard to our duty under the Race Relations Act 1976 (but without prejudice to our duties under the Representation of the People Act 1983) the Governing Body will not let the school premises to organisations whose purpose is, amongst other things, to encourage racial discrimination and / or disharmony between persons of different racial groups, or are otherwise involved in activities prejudicial to good race relations.

In deciding whether or not to let our premises the Governing Body will also have regard to the likelihood of any damage being caused to the premises, or neighbouring premises, and any nuisance that may arise, as a result of accepting the booking.

In any event, the Governing Body reserves the right to require a reference from a Local Authority or other reputable hirer, before any booking is accepted.

We will consider letting to any group able to comply with the terms and conditions outlined in this policy. These terms and conditions are clearly stated in our Conditions of Usage and Booking procedures documents, which will be sent out with all application forms.

The final decision on compliance lies with the Governing Body.

CONDITION OF BOOKING

1. The use of our school premises is permitted by the Governing Body on the understanding that the following rules are adhered to at all times.
2. Once the Hirer has accepted a permit to use the school premises, they are automatically bound by all terms and conditions of usage of the premises. The Governing Body have the right to vary these terms and conditions at any time.
3. The person signing the application form, on behalf of their organisation, is personally responsible for ensuring that all terms and conditions of our Lettings Policy are adhered to.
4. The requirements of the school Governing Body on or in connection with the issue of licenses for public dancing, music or any public entertainment must be strictly fulfilled. As those licenses lay down stringent regulations, the Hirer must study the regulations of the Local Education Authority on the issue of licenses for such purposes. A copy of the regulations and requirements can be obtained on application to the Governing Body.
5. If a Hirer is uncertain as to the application of any of the licensing regulations, he / she should obtain further information from the Licensing Officer of the London Borough of Waltham Forest). A Hirer who is organising events for children must have regard for the requirements of The Children Act 1989.
6. The Hirer shall cover the respective bodies and persons from and against all loss and damage which the Governing Body or any property belonging to or under the control of the Governing Body, may sustain or incur by reason of the permission to use the premises or otherwise arising out of or in connection with such user, including cost of replacement and reinstatement and the damage to the property of, or the bodily injury or death of any person or persons.
7. The Governing Body will not accept responsibility for any loss of or damage to any property owned by any person using the premises during the period of the letting. Property shall be brought on to the premises at the sole risk of the owner.
8. 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. If tickets are issued for any event, this statement should also be printed on the ticket.
9. The Hirer is responsible for informing the Governing Body, of any person sustaining injury or loss on the school premises during the period of the let. This information must be presented in writing to the Governing Body within 24 hours of the event. Any further information required by the Governing Body must be made available on request.
10. No intoxicating liquor shall be brought or consumed on school premises or any part thereof except by recognised organisations. It is the responsibility of the Hirer, on behalf of the recognised organisation, to obtain any necessary license for the sale of intoxicating liquor.
11.
 - (a) No musical works in the repertoire of the Performing Right Society may be performed in public on the premises except on payment to the Society of the appropriate fee,
 - (b) No lecture, play, opera, dramatic or musical or other work in which a copyright subsists shall be delivered or performed on the premises unless the consent of the owner of the copyright has been previously obtained by the Hirer and all necessary fees paid. Proof of permission to use the piece of work must be shown to the Governing Body of the school at the time of booking.
 - (c) The Hirer and the guarantor shall cover the Governing Body from and against all costs, claims and demands which may be made against the Council, Education Committee or the Governing Body for any breach or infringement of copyright.

12. The Governing Body may cancel any permission granted to use the premises:-

- (a) If it should appear that the same or any part thereof will be required for public or official purposes
- (b) If any damage has been caused to the premises or to any property of the School thereon by reason of any previous use of the premises by the person or body now wishing to use the premises.
- (c) If breaches of the requirements of the Council or of the London Borough of Waltham Forest licensing conditions or of the Justices in connection with public dancing, music or other public entertainment's occur.
- (d) If, for any reason, the Governing Body deem it necessary or expedient to cancel the license or permit.
- (e) If, for any reason, the school is closed, no compensation shall be payable by the Council or the Governing Body, to the Hirer or any other person by reason of any such cancellation. Any fees paid to the Governing Body in respect of a permit which is subsequently cancelled by the Council or the Governing Body will be refunded unless the cancellation is by reason of damage having been caused.

13. The use of a film projector with non-flammable films may be permitted subject to the approval of the Governing Body, of the type of projector and to any conditions prescribed by the School and other appropriate authorities as precautions against fire and panic.

14. No person under the age of 16 years is permitted on the premises without adequate adult care and supervision.

15. The right of access to all parts of the school premises whether or not included in the permission for user is reserved to the Governing Body or any officer authorised by them or any of them and the Hirer shall not obstruct or interfere with this right.

16. No alterations or additions to the electrical installations at the school may be made without previous consent in writing of the Governing Body and any such alterations and additions as may be authorised shall be carried out in accordance with the directions and to the satisfaction of the Governing Body and shall be reinstated forthwith at the expense of the Hirer to the like satisfaction.

17. All electrical items provided by the Hirer should be have a valid Pat testing certificate unless the item is less than a year old (proof of purchase may be required).

18. No additional staging, curtaining or scenery may be erected without the previous consent in writing of the Governing Body and any such alterations and additions as may be authorised shall be carried out in accordance with the directions and to the satisfaction of the Governing Body and shall be returned to their original state immediately after usage, at the expense of the Hirer.

Where any use involves the erection and / or dismantling of a stage, this will be carried out by the Hirer at his / her expense under the supervision of a representative of the Governing Body.

All such curtaining or scenery shall be rendered non-inflammable. Stage scenery and other effects must neither be brought on to the school premises nor taken away while the school is in session except with the express permission of the Governing Body and Head Teacher.

19. Furniture, including chairs, must not be removed from the school premises nor for use either on the playing field, playground or in any other building outside the school unless prior permission has been applied for and granted by the Governing Body.

20. No advertising may be placed in any area of the school premises without the direct permission of the Head Teacher of the school.

21. 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.

22. If the terms and conditions of hiring are contravened in any way, the Governing Body reserves the right to cancel any permission for further use and will inform the Hirer in writing. In such event, the Hirer will not be entitled to any compensation or refund of any payment made in respect of such use.

23. It is the responsibility of the Hirer to ensure that any area of accommodation used in the course of the letting is left in the condition in which it was found and is maintained in a safe condition during the letting.

CONDITIONS OF USAGE

1. Any movement of furniture required must be undertaken by the Hirer under the direction of the caretaking staff of the school. No furniture or apparatus is to be used without prior permission.
2. The authorised Hirer is responsible for those attending the function and in particular for leaving the site in a quiet and orderly fashion by the time stated in the booking agreement.
3. Where car parking is required, the Hirer must undertake the proper stewarding and control of the parking area in collaboration with the police where necessary. The Hirer must maintain safe entry and exit from the premises and provide and maintain clear access for emergency vehicles and service vehicles.
4. No alcoholic drinks may be consumed or brought onto the premises unless written permission has been applied for and received from the Governing Body. No alcoholic drinks may be sold without a magistrate's license, and this must be shown in advance to the Governing Body. Safety regulations require that no alcoholic drinks are stored or consumed in the kitchen area.
5. The Hirer is responsible for the protection of the premises from damage, for the good behaviour of all associated users, and ensuring that alcoholic drinks, where permitted, are consumed in moderation when brought onto the premise for a function.
6. The Hirer is responsible for ensuring that all areas are left clean and tidy as found. This includes all outside areas as well as indoor areas. If this is not found to be the case the Hirer will be charged a penalty sum to cover costs of any repairs or cleaning required. Photographs of the areas let will be taken prior to the letting and on completion by a member of school staff.
7. No school staff are permitted to accept hospitality gifts, either cash or in kind, at any time. We request that no gifts of this nature are offered.
8. No confetti or rice is to be thrown on the premises.
9. Only adults preparing food are permitted access to the kitchen, where an agreement has been made. Kitchen regulations must be adhered to at all times. It is the responsibility of the Hirer to ensure that the kitchen certificate is signed at the beginning and the end of the let.
10. The school's No Smoking Policy must be adhered to at all times.
11. The Outer London Borough's Site Service Officers' agreement does not require Site Service Officers to work at weekends. Bookings can only be accepted when a Site Service Officer is prepared to undertake the additional duty.
12. The Hirer must report to the Site Service Officer at the beginning of any let. Where deposits have been paid for a function, the Hirer must meet with the Site Service Officer and kitchen supervisor (or their representative) to sign the Site Service Officer's Certificate and Kitchen Certificate, accepting the condition of the premises as acceptable at the beginning and the end of the letting period.
13. The Hirer does not need to take out their own public liability insurance as it will be covered by the schools insurance.
14. The Hirer will adhere to all aspects of our lettings policy at all times through the procedure of applying for and accepting a let on our premises.

15. All children will be supervised at all times by their carers except where children are attending an organised group or care scheme. Where the latter applies, the group / care scheme will adhere to all regulations set out in the Children Act 1989, including those of registration with the relevant registering body.
16. 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.
17. The Hirer will adhere to all Health and Safety requirements as required by the school.
18. No stiletto heels or similar objects are allowed in the gym / hall area.
19. No food or drink is allowed in any area except designated social areas, unless prior written permission has been granted.

Scale of Charges for Lettings

Area	Charges (per hour)				
	Daytime Term Time (9am to 2.30pm)	Daytime Term Time (9am to 2.30pm)	Daytime School Closures (8am to 6pm)	Evenings (6.00pm to 11.00pm)	Weekends (8am to 11pm)
Hall			£40	£42	£60
Classroom			£40	£42	£60
Outside Areas			£25	£28	£40
Kitchen			£35	£42	£55

Administration Charges	£10	Single Booking
	£20	Block Bookings
Public Liability	£5	Single Booking
	£25	Block booking
Locking Up	£20	

Hall – Key Stage Two Building – Upper / Lower
 South Site – Upper / Lower
 Key Stage One Building – Dining
 Year Six Block – Studio

Classroom – age dependent

Outside Areas – playgrounds including the Muga on the North Site

Kitchen – North Site – Children Centre / South Site

Any amendment to a booking must take place at least 7 days prior to the let and will be at a cost of £5.00. Verbal requests will be considered but must be immediately confirmed in writing.

The Hirer must not presume any amendment has been agreed until he / she is in receipt of written confirmation.

BOOKING PROCEDURES

1. Applicants should fill in an application / booking form and return to the School Business Manager.
2. The person signing the application form is responsible for all aspects of the let.
3. By signing the application form, the person signing is acknowledging and agreeing to adhere to all aspects and conditions of our school's lettings policy.
4. A signed application does not guarantee the booking will be granted.
5. 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 any additional returnable deposit required.
6. The Hirer should then pay the booking invoice, in full, 14 days prior to the date of the let, and ensure that they receive a receipt of payment. This will then confirm the booking agreement. Any returnable deposit required (i.e. for special functions) must be paid immediately within 72 hours of the date the booking form was sent. Failure to pay the invoice and returnable deposit (where required) will result in the application for the let becoming void.
7. Where deposits are paid, the Hirer must ensure that he / she meets the representative of the Governing Body (usually the Site Service Officer) and signs for the conditions of the building on arrival. At the end of the letting period, the Hirer is responsible for agreeing and collecting the Site Service Officer's Certificate and Kitchen Certificate (where applicable).
8. Where applicable, the Site Service Officer's Certificate and 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.
9. Hirers will automatically be charged for public liability insurance at a cost of £5 / £25 as part of the booking charge.
10. Any requests for amendments to the booking must take place at least 7 days prior to the date of the let. Where amendments are agreed, an additional administration charge of £5.00 will be payable. The Hirer must not presume that any amendment will automatically be agreed. Confirmation of any amendments will be sent to the Hirer in writing.

BOOKING TIMES

1. There will be no access to the premises before the commencement of the period. Hirers must allow sufficient time for preparation before the event when booking the time of the let.
2. Hirers must have left the premises by the end of the booked period. Sufficient time must be included to allow for clearing away and for all participants to leave the premise by the end of the booked period.
3. Availability of premise is negotiable. Please contact the school to find out the current hours of access.

CANCELLATIONS

1. The Governing Body must be notified of any cancellation at least 2 weeks prior to the date of let. However, notification at the earliest possible time is appreciated.
2. Where notification is given to the Governing Body at least 2 weeks prior to the date of the let, the booking charge will be refunded in full apart from the set administration charge. Your custom will be welcomed again at any time in the future.
3. Where notification is given to the school between 2-4 weeks prior to the arranged date of the let, the Hirer will be entitled to a 50% refund only.
4. Where notification of cancellation is given less than 2 weeks prior to the arranged date of the let, the Hirer will not be entitled to any refund.
5. Where a cancellation is made by the Governing Body of the school, the Hirer will be entitled to a full refund. The Governing Body will endeavour to notify the Hirer at the earliest possible moment, however, no guaranteed period of notice can be offered. Regardless of when notification is given to the Hirer, the Hirer will not be entitled to any compensation.

Please note:

- a. The above conditions apply for cancellation of total or part of a booking.
- b. Where the Hirer makes a permanent cancellation during the course of a letting agreement, the Hirer will receive a refund for any outstanding sessions but no compensation will be available. The administration charge will still stand.

CRITERIA FOR PRIORITY WHEN DECIDING WHO TO LET TO

The criteria for bookings will need to be discussed and decided upon by individual schools. On doing so, you may wish to consider such groups as :-

Parents attached to the school
People living in the school's local community
Voluntary organisations
Single parent support groups
Self help groups
Women's groups
People with a disability
Ethnic minority groups
Low income groups
Children's groups
Youth groups

COMPLAINTS PROCEDURES

1. What if the school has a complaint about our group / organisation ?

If the school has concerns about a let the following procedures will be followed:

1. A representative of the Governing Body will verbally raise the concern with the named Hirer.
2. The situation will be monitored for two sessions to allow the issues to be addressed.
3. If the situation remains unresolved, the Hirer will receive written notification of the concern and a further two sessions will be given to allow the Hirer to address the situation.
4. If the matter remains unresolved, the Hirer will receive formal written notice of termination of the booking agreement. This will be implemented 72 hours from the date of the letter of notification.

Please Note: If the Hirer blatantly breaks the conditions of usage, the let can still be terminated immediately .

2. What if I, as the Lettingr, have a complaint about my let or booking agreement ?

If you as the Hirer, have a complaint or concern regarding your let, the following procedures should be followed:

1. Talk to the named representative of the Governing Body and discuss the problem. Allow 5 working days for the situation to be resolved.
2. If still unresolved, the Hirer should notify the Governing Body through the Head Teacher in writing and allow 5 working days for the situation to be resolved.
3. If still unresolved, the matter will be placed on the agenda of the next appropriate committee of the Governing Body. (If the concern needs urgent attention, a special meeting of this group will be convened.)
4. If still unresolved, the matter will be taken to the next full Governing Body meeting and the Hirer will receive a written response from the Chair of Governors detailing the outcome.

3. What if a third party complains?

1. If the school receive a complaint from a third party the Governing Body will be notified of the complaint.
2. The matter will be investigated by a representative of the Governing Body and a written response will be sent to the complainant within 10 working days.
3. If any further correspondence is received, the matter will be placed on the agenda of the next appropriate Governing Body committee. A final response will then be sent by the Chair of the Governing Body explaining the final outcome.

APPEALS PROCEDURE

1. If a Hirer has a letting agreement withdrawn, they have a right to appeal to the Governing Body.
2. The appeal should be made in writing and will be presented at the next full meeting of the Governing Body.
3. The Hirer will be informed of any action and / or decision taken by the Governing Body.
4. The Governing Body's decision is final.

BOOKING PROCEDURES CHECKLIST

1. Issue application + 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 premises.
5. Check availability of Site Service Officer.
6. Check availability of / notify kitchen staff, where appropriate.
7. Book let into diary with Hirer's contact number.
8. Send permit and invoice for booking.
9. Receipt of deposit / payment in full.
10. Send receipt of payment to the Hirer.
11. Receive any outstanding payment (where in two stages).
12. Confirm booking in diary, with Site Service Officer and staff (where appropriate).
13. Send receipt to Hirer and confirmation of booking.
14. Process payment - send payment to the School
 - log payment into lettings accounting system

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.

ACCOMMODATION REQUIRED	TIME FROM TO		DATES	TOTAL HOURS	COST PER HOUR	TOTAL COST
DISCOUNT (WHERE APPLICABLE)						
ADMINISTRATION CHARGE						
PUBLIC LIABILITY INSURANCE						
RETURNABLE DEPOSIT						
TOTAL COST						
Name of Organisation						
Nature and object of meeting						
Will any copyright material be used?						
Estimated number of people to be present						
Estimated number of children under 16 years to be present						
Will all persons be members of the Organisation?						
Will charges be made, if so how much and what for?						
To what purpose will any proceeds be donated?						
How many chairs will be required?						
How many tables will be required? Adult : Children's' :						
Any other equipment required (e.g. O.H.P.)?						

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

To the Governing Body of Mission Grove Primary School

I (please print)

Of Organisation

being over the age of 18 years, hereby apply for permission for the above stated Organisation to use the school premises as stated overleaf. I understand that if permission is granted, it will be subject to all conditions of usage within the school's letting policy. I have read this lettings policy and understand that the permission to use the school premises will only be effective provided the conditions and regulations stated in the school's letting policy are adhered to.

I, on behalf of my Organisation, hereby agree to follow all conditions of the school's letting policy should permission be granted to use the school premises.

I understand the school, through the Council, maintain a Policy of Insurance in respect of the use of the above accommodation which, subject to its terms and conditions, will indemnify the applicants against liability at law and claimant's costs and expenses in respect of:

1. Death of or bodily injury to or illness of any person (fatal or otherwise) or damage to property other than property belonging to the Council to a limit of £25,000,000. in respect of any one accident.
2. Damage to any property belonging to the Council to a limit of £1,000,000 in respect of any one incident, with an excess of the first £250 of any loss or damage in respect of each hiring. Provided that I, on behalf of my organisation, take out Public Liability Insurance at a cost of £5 per single booking / £25 for block bookings, as a requirement of conditions to use the school premises within the school letting policy.

I am aware that paying this premium does not absolve myself and my organisation (as the Lettings) of the responsibility for any injury or damage caused by our neglect during the letting.

I understand I must give immediate notice in writing to the Headteacher of Mission Grove Primary School of any accident, damage or proceedings and no repudiation of liability negotiation or admission of liability shall be made to any Third Party. I will also give the same immediate notice, in writing, to the Chair of Governors of the School.

I, on behalf of my Organisation, agree to indemnify and keep indemnified the Governing Body and Council from and against all loss, damage, costs, claims, demands, expenses or charges which the Governing Body or Council may sustain or incur in respect of any matter arising out the use of the school premises or the conditions relating thereto insofar as the same are not covered by the said or any other policy of insurance effected by the Governing Body or Council or the obligation to give notice of any accident, damage, or proceedings as aforesaid is not fulfilled by us and to pay Mission Grove Primary School on receipt of the invoice detailing the damage.

Signature of Applicant (Mr, Ms, Mrs)

Occupation

I understand it is my responsibility, on behalf of my organisation, to ensure that any area of accommodation used in the course of the letting is left in the condition in which it is found. I must also ensure that my organisation leave the premises at the time stated on the Permit.

Address

.....

Telephone Number

Date

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
DISCOUNT WHERE APPLICABLE						
ADMINISTRATION CHARGE						
PUBLIC LIABILITY INSURANCE						
RETURNABLE DEPOSIT						
TOTAL COST						

Yours sincerely

Payment can be made via bacs transfer, debit card payment or cheque.

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 Mission Grove Primary School and returned to the school at the address as show 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 premises will NOT be able to go ahead.

We thank you for your co-operation.

Yours sincerely,

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,

HIRER'S AGREEMENT WITH SITE SERVICE OFFICER
(Site Service Officer's Certificate)

This agreement must be signed by both the Hirer and the Site Service Officer.

This agreement calls for the Hirer and Site Service Officer 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 Site Service Officer 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:

SITE SERVICE OFFICER: 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 Site Service Officer *was / was not / will be required to spend extra time on duty.

Estimated time required:

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

HIRER Signature:

SITE SERVICE OFFICER Signature:

Date:

Time:

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. All utensils used must be cleaned, dried and returned to their original place.
6. Only adults preparing food are permitted access to the kitchen area.
7. NO SMOKING in the kitchen at any time.
8. 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 Kitchen Supervisor at the beginning and end of the letting.

LETTINGR'S AGREEMENT WITH KITCHEN SUPERVISOR
(Kitchen Supervisor's Certificate)

This agreement must be signed by both the Hirer and the Kitchen Supervisor. This agreement calls for the Hirer and Kitchen Supervisor 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 Kitchen Supervisor and 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 lettingd area.

HIRER Signature:

KITCHEN SUPERVISOR 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 Kitchen Supervisor / *and no. of staff *was / was not / will be required to spend extra time on duty.

Estimated Time:

Should the time exceed this, the lettingr will be advised at the earliest possible opportunity.

HIRER Signature:

KITCHEN SUPERVISOR Signature:

Date:

Mission Grove Primary School

EQUALITY POLICY

Introduction

Mission Grove Primary School is an inclusive school where we focus on the well-being and progress of every child and where all members of the community are of equal worth.

We believe that the Equality Act provides a framework to support our commitment to valuing diversity, tackling discrimination, promoting equality and fostering good relationships between people. It also ensures that we continue to tackle issues of disadvantage and underachievement of different groups.

We recognise that these duties reflect international human rights standards as expressed in the UN Convention on the Rights of the Child, the UN Convention on the Rights of people with Disabilities, and the Human Rights Act 1998.

Our approach to equality is based on the following 7 key principles:

- 1. All learners are of equal value.** Whether or not they are disabled, whatever their ethnicity, culture, national origin or national status, whatever their gender and gender identity, whatever their religious or non-religious affiliation or faith background and whatever their sexual orientation.
- 2. We recognize, respect and value difference and believe that is a strength.** We take account of differences and strive to remove barriers and disadvantages which people may face, in relation to disability, ethnicity, gender, religion, belief or faith (or lack of belief) and sexual orientation. We believe that diversity is a strength, which should be respected and celebrated by all those who learn, teach and visit here.
- 3. We foster positive attitudes and relationships.** We actively promote positive attitudes and mutual respect between groups and communities different from each other.
- 4. We foster a shared sense of cohesion and belonging.** We want all members of our school community to feel a sense of belonging within the school and wider community and to feel that they are respected and able to participate fully in school life.
- 5. We observe good equalities practice for our staff.** We ensure that policies and procedures benefit all employees and potential employees in all aspects of their work, including recruitment and promotion, and in continuing professional development.
- 6. We have the highest expectations of all our children.** We expect that all pupils can make good progress and achieve to their highest potential.
- 7. We work to raise standards for all pupils, but especially for the most vulnerable.** We believe that improving the quality of education for the most vulnerable groups of pupils raises standards across the whole school and improves life chances for all.

Purpose of the policy

The Equality Act 2010 was introduced to ensure protection from discrimination, harassment and victimisation on the grounds of specific characteristics (referred to as protected characteristics) . This means that schools cannot discriminate against pupils / staff or treat them less favourably because of their sex (gender), race, disability, religion or belief, gender reassignment, sexual orientation or pregnancy or maternity.

Age and marriage and civil partnership are also “protected characteristics” but are not part of the school provisions related to pupils.

The Act requires all public organisations, including schools to comply with the Public Sector Equality Duty and two specific duties.

The **Public Sector Equality Duty** or “general duty”

This requires all public organisations, including schools to

- Eliminate unlawful discrimination, harassment and victimisation.
- Advance equality of opportunity between different groups.
- Foster good relations between different groups.

Two “specific duties”

This requires all public organisations, including schools to

1. Publish information to show compliance with the Equality Duty
2. Publish Equality objectives at least every 4 weeks which are specific and measurable

This policy describes how the Mission Grove is meeting these statutory duties and is in line with national guidance. It includes information about how we comply with the Public Sector Equality Duty and also provides guidance to staff and outside visitors about our approach to promoting equality.

Appendix 1 checklist of key equality considerations

Appendix 2 Equality Action Plan

Links to other policies and documents

Although this policy is the key document for information about our approach to equalities in line with the Public Sector Equality Duty, we ensure that information about our responsibilities under the Equality Act are also included in the school prospectus, school website and newsletters.

The Equality Act also applies to schools in their roles as employers. Therefore, all those involved in recruitment and selection are trained and aware of what they should do to avoid discrimination and ensure equality good practice through the recruitment and selection process.

What we are doing to eliminate discrimination, harassment and victimisation

- We take account of equality issues in relation to admissions and exclusions; the way we provide education for our pupils and the way we provide access for pupils to facilities and services.
- We are aware of the Reasonable Adjustment duty for disabled pupils – designed to enhance access and participation to the level of non-disabled and stop disabled children being placed at a disadvantage compared to their non-disabled peers.

- The Head Teacher ensures that all appointment panels give due regard to this policy so that no-one is discriminated against when it comes to employment, promotion or training opportunities.
- We ensure that those who are affected by a policy or activity are consulted and involved in the design of new policies and in the review of existing ones.
- We take seriously the need to consider the equality implications when we develop, adapt and review any policy or procedure and whenever we make significant decisions about the day to day life of the school. We make a record of each specific equality consideration and this is available for review if required.
- We actively promote equality and diversity through the curriculum and by creating an environment which champions respect for all.
- Our admission arrangements are fair and transparent and we do not discriminate against pupils by treating them less favourably on the grounds of their sex, race, disability, religion or belief, sexual orientation, or gender.

Behaviour, Exclusions & Attendance

The school Policy on Behaviour takes full account of new duties under the Equality Act. We make reasonable, appropriate and flexible adjustment for pupils with a disability. We closely monitor data on exclusions and absence from school for evidence of over representation of different groups and take action promptly to address concerns.

Addressing Prejudice & Prejudice Based Bullying

At Mission Grove we challenge all forms of prejudice and prejudice-based bullying, which stand in the way of fulfilling our commitment to inclusion and equality.

We treat all bullying incidents seriously.

We keep a record of different prejudice-related incidents and provide a report to the Governors about the numbers, types and seriousness of prejudice-related incidents at Mission Grove and we dealt with them.

What we are doing to advance equality of opportunity between different groups

- We know the needs of our school population very well and collect and analyse data in order to inform our planning and identify targets to achieve improvements.
- We have procedures, working in partnership with parents and carers, to identify children who have disability through our pupil admissions home visits.
- We collect data and monitor progress and outcomes of different groups of pupils and use this data to support school improvement. We take action to close any gaps, by providing intervention and support for those making slow progress in acquiring age-appropriate literacy and numeracy skills.

Data

We collect analyse data relating to

- The population , including gender and ethnicity
- The percentage of children identified as having a special educational need and / or disability (SEND)
- Year groups, in terms of ethnicity, pupil premium, gender, and proficiency in English
- Attendance and exclusions of different groups.

We publish an analysis of standards reached by different groups at the end of each key stage .We avoid language that runs the risk of placing a ceiling on any pupils' achievement or that seeks to define their potential as learners, such as 'less able'. A range of strategies are used to meet the needs of all pupils.

Positive Action

We will take positive and proportionate action to address the disadvantages faced by particular groups of pupils with particular protected characteristics, such as targeted support. The actions will be designed to meet the school's Equality Objectives.

What we are doing to foster good relations

- We prepare our pupils for life in a diverse society and ensure that there are activities across the curriculum that promotes the spiritual, moral, social and cultural development of our pupils.
- We teach our pupils about fundamental British Values and develop their sense of rights and responsibilities as positive citizens.
- We teach about difference and diversity and the impact of stereotyping, prejudice and discrimination through PSHE and across the curriculum and in assemblies.
- We use materials and resources that reflect the diversity of the school, population and local community in terms of race, gender, sexual identity and disability, avoiding stereotyping.
- We promote a whole school ethos and values that challenge prejudice based discriminatory language, attitudes and behaviour.
- We provide opportunities for pupils to appreciate their own culture and celebrate the diversity of other cultures.
- We include the contribution of different cultures to world history and that promote positive images of people.
- We provide opportunities for pupils to listen to a range of opinions and emphasise with different experiences.
- We promote positive messages about equality and diversity through displays, assemblies, visitors, whole school events e.g. Black History Month, Eid celebrations, Cultural days.

Roles and Responsibility

At Mission Grove we expect all members of the school community and visitors to support our commitment to promoting equalities and meeting the requirement of the Equality Act. We will provide training, guidance and information to enable them to do this.

The Governing Body is responsible for ensuring that we comply with legislation and review this policy annually.

The Head Teacher is responsible for implementing this policy; ensuring that all staff are aware of their responsibilities and are given appropriate training and support; and taking appropriate action in any unlawful discrimination.

All staff will:

- Promote the school motto: Respect yourself, Respect others
- Promote an inclusive and collaborative ethos
- Challenge prejudice and discrimination
- Deal fairly and professionally with any prejudice-related incidents that may occur
- Plan and deliver curricular and lessons that reflect the schools principles
- Maintain the highest expectations of success for all pupils
- Support different groups of pupils in their class through differentiated planning and teaching
- Keep up to date with equalities legislation relevant to their work.

All visitors to the school, including parents and carers are expected to support our commitment to equalities and comply with the duties set out in this policy.

Equal Opportunities for Staff

We are committed to the implementation of equal opportunities principles and the monitoring and active promotion of equality in all aspects of staffing and employment.

All staff appointments and promotions are made on the basis of merit and ability and in compliance with the law. As an employer we strive to ensure that we eliminate discrimination and harassment in our employment practice and actively promote equality across all groups within our workforce.

We respect the religious beliefs and practice of all staff, pupils and parents, and comply with reasonable requests relating to religious observance and practice. We ensure that all staff receive appropriate training and opportunities for professional development, both as individuals and as groups.

Monitoring and reviewing the Policy

This policy will be reviewed when the Financial Regulations are reviewed, normally annually, and relevant adjustments made as appropriate.

Scale of Charges for Lettings – 2021 / 2022

Area	Proposed Charges			
	Daytime Term Time (9am to 2.30pm)	Daytime School Closures (8am to 6pm)	Evenings (6.00pm to 11.00pm)	Weekends (8am to 11pm)
Hall		£40	£42	£60
Classroom		£40	£42	£60
Outside Areas		£25	£28	£40
Kitchen		£35	£42	£55

Administration Charges	£10	Single Booking
	£20	Block Bookings
Public Liability	£5	Single Booking
	£25	Block booking
Locking Up	£20	

Hall – Key Stage Two Building – Upper / Lower
 South Site – Upper / Lower
 Key Stage One Building – Dining
 Year Six Block – Studio

Classroom – age dependent

Outside Areas – playgrounds including the Muga on the North Site (please note the school has floodlights for outside play areas)

Kitchen – North Site – Children Centre / South Site