

# *Central Primary School*



## *Hiring and Lettings Policy*

## **Our Motto: Children are Central**

Central Primary School is a community school, and as such we feel our position should be at the heart of our community. Opening our school as a venue to support community groups, provide additional services and spaces within the community is one of the ways we can work with the community around our school. Hiring the spaces within the school also generates money to support the educational activities of the school, allowing the school to provide enrichment opportunities for our pupils.

### **Aims**

- To support the community through the provision of spaces within which community groups can be run
- To support disadvantaged groups to access services, groups and venues
- To generate income to support the development of the school and benefit the education of the children of Central Primary

### **Hiring space within the school**

There are multiple spaces within the school. These can be hired individually for one off hires, or booked for longer term regular hires. The specifications of the spaces we have on offer are listed below:

#### **Main Hall**

This is a large open space. It has audio visual resources, access to piano and can be used for sports clubs or as a seated lecture room.

#### **Dining Hall**

This is a large open space. It can be used for sports clubs or as a seated lecture room. This space can also be presented for dining with 126 seats. There is a serving area from the kitchen that can be used for serving food. *Access to the kitchen is subject to additional costs and conditions.*

#### **Classrooms**

We have 12 classrooms which can be hired which can be hired as individual rooms or as combinations. Each classroom is equipped with LED interactive screens, audio equipment and 2 white boards (suitable for dry wipe pens). Each room has 16 tables and 34 chairs (sizes can be matched to the group hiring).

#### **Community Room**

Our community room is a multi-purpose space. It has a dividing wall which can divide the room into two smaller spaces, and has access to a small kitchen area. The community room has access to audio visual equipment and sits 22 people in conference seating or lecture formats.

	Main Hall	Dining Hall	Classroom	Community Room (whole)	Community Room (Half)
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Cost per Hour	£20	£20	£16	£22	£12
Discount for block payment (3 months)	£19	£19	£15	£21	£11
Discount for block payment (6 months)	£18	£18	£14	£20	£10

### How to hire spaces within the school

Enquires to the school can be made by phone on 01923 225129, via email at [admin@centralprimary.sch.uk](mailto:admin@centralprimary.sch.uk) or via the website.

The hiring of the school is managed by a team of caretakers who are on site during the hiring of the school and provide assistance to hirers as required.

### Hiring Conditions

Our school is committed to supporting the Government's Prevent Strategy: by following our safeguarding policy, we identify risk and work with local partners to prevent radicalisation and terrorism. We will not hire or let the school to any party, individual or group that we feel would be in conflict with our duty under the Prevent Strategy.

When considering the hire of the school the **governing body**, with advice from the head teacher, will:

- balance the desire to generate income against the desire to support "worthy" groups within the community
- agree the criteria to be used when deciding which groups are to be allowed to use the premises and consider requests for bookings against those criteria. *[These could include educational focus, charitable causes, benefit to the community, etc.]*
- groups hiring the premises should:
  - Be of benefit to the local community/ school community
  - Follow the schools policies and guidelines (i.e. alcohol should not be consumed on the school premises)
  - Not bring the school into disrepute
  - Not conflict with the school's ethos and values
  - Consider the impact on the local community (e.g. noise, traffic etc.)
- take a positive approach to enhancing learning opportunities for the whole school community through promoting community use of the school
- ensure that use by external organisations does not degrade the standards of the facilities to the extent that they are no longer suitable for use by pupils

- consider issues of political balance
- consider the implications of all requests received for the health, safety and security of pupils and staff
- consider the implications for workload of all staff of any decisions it makes

## **Equality**

In accordance with the Equality Act 2010 we seek to;

- a) **eliminate discrimination**, harassment, victimisation and any other conduct that is prohibited by or under the act
- b) **advance equality of opportunity** between persons who share a relevant protected characteristic and persons who do not share it
- c) **foster good relations** between persons who share a relevant protected characteristic and persons who do not share it

Our school is committed to support the above statements and we expect hirers of the school to share this commitment.

## **Arrangements for monitoring and evaluation**

The Finance Committee of the governing body will receive a schedule of use of the school outside of the school day, the number of groups involved and the net profit from such activities, on a termly basis.

Issues that required intervention by the head teacher will be noted, together with the action taken and the outcome. The committee will consider whether the additional use of the school premises is achieving the purposes set out at the start of this policy.