

QUEEN'S HILL PRIMARY SCHOOL AND NURSERY LETTINGS POLICY

RATIONALE

On 21st September 1988 the Education Committee agreed a policy for the shared use of school and colleges in the community. The policy is as follows:

The LEA is wholly committed to the principle of the shared use of school, college and other educational premises. The commitment is founded on a two-fold aim: -
to draw schools, colleges, Adult Education and the Youth and Community Service and other educational providers into a closer partnership with the local community and to optimise the use of educational facilities.

PROPOSAL

Schools, Adult Education and the Youth and Community Service are complimentary elements of the LEA's provision. Queen's Hill is clearly the principle and major user of the premises, the needs of Adult Education and the Youth and Community Service will also be taken in to account when determining such use.

Shared use of premises may only be undertaken when facilities are not directly required by the LEA users on behalf of their students.

For the purposes of shared use, premises may normally be considered to be available: -

- From 8.00am to 10.30pm
- For seven days a week
- For 48 weeks in the year

GUIDELINES

This policy relates only to use of the premises outside the school day. Groups should not be charged for the use of school premises during the school day, deemed as 8.00am - 6.00pm.

In the first instance the school secretary will gain details concerning the proposed letting, identifying either the casual or regular use of the premises.

A contract of hire will be issued detailing the conditions of use, arrangements for access (via the school caretaker), health and safety responsibilities, first aid arrangements including accident reporting and confirmation of booking once deposits (if necessary) have been received and receipted.

The school caretaker will be kept informed via a diary of proposed lettings and details concerning the potential re-arrangement of furniture and if access to other classrooms will be restricted. In the event of school closure this information will be used to inform group leaders/hirers.

No smoking posters will be clearly displayed together with first aid provision, access for emergency telephone and location details.

Mrs P Sheppard
Headteacher