



Sea Mills Primary School

Be Kind, Be Brave, Be your best

Head Teacher – Mr Andrew Kinnear

APPLICATION DETAILS (to be completed by the applicant)

Name of applicant (named individual)		Tel No	
Name of organisation			
Applicant's full postal address			

On behalf of the above organisation I agree to be responsible for the fees charged and to observe the Letting Regulations as shown overleaf. I take responsibility for ensuring that the School Front Door will be closed and locked when unmanned.

Signature of Applicant **Date**

HAVE YOU PROVIDED THE SCHOOL WITH THE FOLLOWING DOCUMENTATION? (PLEASE TICK)

DBS		Public Liability Insurance cover of at least £5 million	
Risk Assessment		Have you read DFE Keeping children Safe Guidance	

DO YOU WISH THE LETTING TO CONTINUE THROUGH THE SCHOOL HOLIDAYS?

YES/NO

Facilities Required	Purpose of Hire	Day(s) of Week	Start Date	End Date	Start Time	End Time

SCHOOL HOLIDAY DATES:

Activities Registration Procedure

Club registers must be taken to ensure that all children expected to be on site are accounted for. The club must report without delay to the school office if a child is absent without explanation so this can be followed up.

Children not collected at the end of a club session must report to the school office and must not leave the school site.

FOR SCHOOL USE

I recommend that this application is approved

Signed:
Head Teacher

Date:

In Diary	Cost per Hour/Session	No of Sessions	TOTAL CHARGE
	£		£
INVOICE NO	DATE PAYMENT RECD	AMOUNT RCD	PAYING IN SLIP NO
		£50 deposit	
		10% non-returnable down payment	
		Balance	

Regulations for Letting of the Premises

Administration

Before hire can proceed, you must provide the following:

Completed lettings form, signed personally by the hirer and approved by the Head Teacher / Governing Body.

Insurance affected by the School does not extend to a hirer's liabilities. Therefore, it is the responsibility of the hirer to obtain and provide evidence of public liability insurance cover of £5 million.

A **risk assessment** must be provided by the person wishing to use the establishment on the activities they intend to carry out during the letting. If the person is not competent in carrying out a risk assessment, support from the school business manager must be sought.

Regular club supervisors **must** have an enhanced DBS check. Details must be given to the school. If this is not already in place the hirer must pay for a DBS application to be made through the school.

Please note that the Governing Body does not provide first aid facilities for the hirer or guarantee access to a telephone for calling assistance during lettings. Hirers should make their own arrangements in this respect.

Terms and Conditions

The hirer may not assign or sub-let the premises.

The Governing Body will not refund any charge on cancellation of a booking by the hirer. Applications and charges for regular lettings will be reviewed annually.

The Governing Body reserves the right to cancel any letting at any time. Any fees paid will be refunded or an alternative date offered, except in the case of misconduct.

The Governing Body reserves the right to impose special conditions in respect of any letting, series of lettings or class of lettings to protect its property or employees.

No letting shall be considered approved or any change confirmed until done so in writing by the Head Teacher / Governing Body.

Premises or grounds covered by these conditions must not be used without a current lettings approval. Any person who knowingly uses premises of grounds without authorisation will be charged at the appropriate rate and refused permission to use any facilities in the future.

The hirer must pay the school the cost of making good any damage to property or equipment that may ensue.

Specialist rooms and equipment are not included in the letting arrangements unless specifically mentioned in the letting form and approved by the Head Teacher / Governing Body. The hirer is responsible for their proper use if approved. All electrical equipment must be PAT tested.

The hirer must comply with the legal requirements concerning consumption of intoxicating liquor, music, singing and dancing licences, theatre licences and copyright. The hirer must not apply for licences without the specific approval of the Governing Body. The hirer is specifically forbidden to use, or allow the use of the hired premises or grounds for any illegal or immoral purposes and shall not carry on any activity so as to cause nuisance or annoyance to other users of the premises or neighbouring or adjoining premises.

While the Governors give no guarantee as to the fitness, suitability or condition of the premises at the commencement of the letting, every effort will be made to see that the premises are in a reasonable state.

It is the Hirer's responsibility to ensure that all those attending are made aware of the fact that they do so in all respects at their own risk.

The Hirer shall be responsible for the prevention of overcrowding (such as would endanger public safety), and for keeping clear all gangways, passages and exits.

Neither the school, nor the Local Authority, will be responsible for any injury to persons or damage to property arising out of the letting of the premises.

Keys should not be passed to any other person without direct permission of the Head Teacher / Governing Body of the school.

The Governing Body reserves the right of access to the premises during any letting.

Failure by the hirer to comply with any of the conditions set out in this agreement, whether intentionally or not, may be deemed by the Governors to be just cause for the immediate cancellation of any letting or series of lettings.

Safeguarding

The Head Teacher is the Designated Safeguarding Officer (DSO); should you have any concerns you must report them to the DSO immediately. Strictly no photography of children without prior permission.

The hirer must ensure that a sufficient number of responsible adults are present and able to supervise the number of children attending their club and the hirer must take all other reasonable precautions to ensure the safety of the children at all times during the letting.

After School Club Registration Procedure Club registers must be taken to ensure that all children expected to be on site are accounted for.

The club must report without delay to the school office if a child is absent without explanation, so this can be followed up. Children not collected at the end of a club session must report to the school office and must not leave the school site.

The hirer must be familiar with and follow the DFE's Keeping children Safe guidance.

Housekeeping

All adults running clubs must sign in and out at the premises' office.

No parking at any time, without prior agreement.

No smoking anywhere on the premises.

Staff toilets may be used by adults – Children's toilet facilities must not be used.

Make yourself aware of the nearest fire exit and assembly point.

Due to allergies we operate a 'No Nut Policy'.

All rubbish must be cleared away and the premises must be left in the condition found.

Any desks, furniture or equipment in the rooms hired must not be interfered with without the prior approval of the Governing Body or the Head Teacher. Standing on seats, furniture, window sills, etc. is not permitted. Fittings, fixtures or decorations of any kind are not allowed, other than purely temporary arrangements that require no nails, screws or other fixed devices that would damage any part of the premises.

No use of chalks or resins without covering floor and furniture.

No stiletto or any type of thin heel is to be worn in the school hall. If activities involve outdoor use, participants should ensure footwear is cleaned before re-entering the premises.

No food or drink may be prepared or consumed on the property without the direct permission of the Governing Body.

SEA MILLS PRIMARY SCHOOL

FIRE NOTICE

IN THE CASE OF FIRE OR THE NEED FOR EMERGENCY EVACUATION

**PLEASE LEAVE THE BUILDING VIA THE NEAREST EMERGENCY EXIT
IMMEDIATELY**

ASSEMBLY POINT: SCHOOL PLAYGROUND

Between 08:00 and 16:00, the Office Administrator will dial '9' 999 to call the Fire Brigade.

**If alarm sounds outside these hours (late evening/weekend letting), call emergency services using
information below:**

Contacting Emergency Services

Dial (9) 999, ask for appropriate service and be ready with the following information:

Your telephone number:	School Phone Number is 0117 903 0088
Give your location as follows	Sea Mills Primary School Avonleaze Sea Mills Bristol
State that the postcode is:	BS9 2HL
Give exact location in the school:	On the roundabout by St Edyth's Church you will find Avonleaze. You need to follow the road around the corner to find the car park and access to the school. The gates are straight in front of you as you enter the car park.

Send someone down to the staff car park gates to meet them.