

ST. JOHN LLOYD CATHOLIC COMPREHENSIVE SCHOOL

School Mission Statement

Learning and Growing Together in Christ

“As a Catholic School we aim to develop a Christian Community which believes in and affirms the dignity and value of the individual and encourages its members to develop their potential in terms of knowledge, understanding, spiritual, moral, cultural and physical awareness”.

ST JOHN LLOYD CATHOLIC SCHOOL



LETTINGS POLICY

Reviewed by Governors December 2021

LETTINGS POLICY

1. The Headteacher will have discretionary powers to assess the suitability of each individual letting.
2. The hirer agrees to observe the School regulation that no money be paid to the Caretaker in respect of the letting since it is understood that remuneration to the Caretaker in respect of additional duties occasioned by the letting will be the responsibility of the School.
3. The hirer agrees to pay the School all expenses which may be incurred by them in repairing and making good any part of the school buildings or of the furniture and effects therein, which may be damaged/destroyed by/or in consequence of their use of the school.
4. The hirer must ensure that the facilities are left in good order.
5. The hirer must ensure that no intoxicants are allowed on the school premises.
6. The hirer is responsible for arranging his own third party insurance.
7. The hirer must ensure that appropriate supervision is afforded to all persons present on the premises as a consequence of the letting and that where the activities so demand the supervisors possess adequate qualifications.
8. The hirer must ensure that the premises are immediately vacated at the end of the booking. An additional stay will necessitate an extra charge.
9. **PARKING OF VEHICLES ON EDUCATIONAL PREMISES** – The School does not accept responsibility for any damage to vehicles, any injuries received, or for any loss or damage to property belonging to any person, such injury loss or damage being the result of the use of a vehicle in or upon any educational premises or any part thereof.
10. Any damage caused to educational property by any vehicle will be the responsibility of the owners of such vehicle.

POLICY OF WILFUL AND ACCIDENTAL DAMAGE OF SCHOOL PROPERTY

1. Wilful damage by pupils or visitors to buildings and equipment. Damage or loss of School property, whether fixed or moveable, on loan to learners, will be charged at the full replacement cost or repair, as the case may be.
2. In any situation of uncertainty, appropriate advice and guidance on intended actions and procedures should be obtained from officers of the LEA and/or the 'School Link Officer', to ensure that the correct procedures are being adhered to.
3. Arrangements for appropriate punishment will be at the discretion of the Headteacher after consultation with other members of the Senior Management Team. Where appropriate, the school could call on Dyfed Powys Police in order to resolve specific issues.
4. Where an issue is ongoing and cannot be amicably resolved between the Headteacher and the parents/guardians, the matter should be shared with the Chair of Governors, and if necessary, the full meeting of Governors.
5. Accidental damage arising out of an activity will be charged for on a proportional basis having regard to circumstances. Parents or guardians of pupils who lose or damage books or equipment issued to them are expected to pay the cost of replacement or repair
6. Accidental damage arising out of an authorised activity within lessons will not incur charges.
7. Parents/Guardians should ensure that they have appropriate insurance protection in place to cover their son(s) or daughter(s) personal property i.e. their personal equipment, sports, instruments, ICT items, motorised transport etc whilst on school property.

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APPLICATION FOR LETTING OF SCHOOL PREMISES

I/We wish to apply for use of

(a)	Sports Hall		(e)	Playing Field	
(b)	Main Hall		(f)	Piano	
(c)	Classroom		(g)		
(d)	ICT Facilities				

(Please tick requirement)

Days/Dates : _____

Times : From _____ am/pm To _____ am/pm

For the purpose of _____

Name of organisation/body _____

Name, address and telephone number of responsible person who will be present during the whole letting : - _____

DISCLAIMER – INSURANCE

The hirer is responsible for their own Third Party and Public Liability Insurance Policy

Signed : _____ Date : _____

Name of signatory : _____

Position in organisation : _____

An invoice will be issued according to the scale of charges (See Appendix 1) after the letting. Cheques should be made payable to St. John Lloyd Catholic Comprehensive School.

Appendix 1

**SCALE OF CHARGES FOR THE USE OF THE SCHOOL PREMISES
OUTSIDE OF SCHOOL HOURS**

Sports Hall	£40 per hour
Main Hall	£30 per hour (including use of piano)
Classroom	£20 per hour
ICT Facilities	£50 per hour (including Internet access)
Playing Field	£30 per hour