

Olton Primary

School



Policy for Lettings

Head Teacher- Mr L Chamberlain

Chair of Governors Mrs E Dunlevy

Deputy- Mrs E Gray

Ratified by:	Governing Body	
Last Reviewed	April 26	
Next Review Date:	July 2027	
LETTING FOR: External Hire Users		

Our Values

Love, Empathy, Perseverance and Positivity

Rationale

The primary purpose of the school site and buildings is for the education of pupils attending Olton Primary School. Public lettings during the school day are not permitted, however as a valued resource within our community, it's resources therefore will be made available to local groups when this does not conflict with the interests of the pupils, the work of its staff or our neighbours. Olton Primary School promotes lettings to external providers that enrich the children's learning experiences outside of school hours and where over 50% of the customer base are Olton pupils, a concessionary rate will be applied for these bookings, based upon pupil numbers and costings.

Policy

- It is the governors' policy that whenever it is reasonable and practical, use of the school's physical resources outside the school day may be permitted by members of the local community. Lettings to local groups will be dependent upon payment of a fee and acceptance of the terms and conditions set out in the Lettings Agreement Form (See Appendix 1)
- All lettings are subject to authorisation by the Head Teacher or in his absence the Deputy Head Teacher on behalf of the school Governors.
- Notice of lettings will be made available to the PFP (Premises, Finance and Personnel) sub-committee of the Governing Body.
Lettings to local groups will be dependent upon payment of a fee and acceptance of the terms and conditions set out in this document. The fees for a letting will be set to a level to ensure that income taken covers the costs (lighting, heating, staffing etc) of the activity. This does not include the marking out of a football pitch.
Any profit generated by such lettings shall be solely used to benefit the education of pupils attending Olton Primary School.
- The affiliated PTA to Olton Primary School will not be charged in respect of fund-raising activities or social events benefitting Olton pupils and/ or their families.
- If agreed, we can operate a FOB and or Gate Key system at a deposit of £30.00 cash. This would mean you have access to the field/MUGA/Car Park. The deposit would be returned to you, once KEY/FOB is returned to school.
- The school's decision on the charges for each hiring shall be final.
- All bookings during school term time, are accepted on bookings of term weeks or more for Olton pupils and must be paid via ParentPay only by the date provided by the school.
- Late fees will be applied if payment is not received by the specific due date provided.

**For all enquiries regarding lettings please contact Mrs Teresa Chakmak on
s12tchakmak@olton.solihull.sch.uk**

If you wish to enquire about Catering Facilities, please contact the school office.

Lettings Agreement for Olton Primary School- Effective September 2026

Signed: Head Teacher- Mr Leon Chamberlain Dated June 2026

FEES for Olton Pupils – Term time only

Large School Hall- not available as used for school wrap around care.		
Term Time – Olton children only		
Small School Hall	£12.00 per hour	
Sports Field	£12.00 per hour	
MUGA	£20.00 per hour	
Classroom	£12.00 per hour	

- **Please note, a £20.00 late payment charge will be applied, if your payment has not been received, on or before the payment due date provided by the school.**
- **4 Weeks written paid notice will be required should you wish to cancel your agreed letting.**

All lettings must be agreed in advance, and receipt of the full completed paperwork.

Fees – MUGA/Field – Evenings/Weekends

A non-refundable deposit of £100.00 will be required, if we accept your booking for a future date, and not with immediate effect.

- External Bookings are accepted for Evenings/School Holidays/Saturday and Sundays for non-OLTON pupils and are subject to 49 weeks of the year. The school is closed during the 2 Christmas weeks, and the October half term.
- If your letting agreement is accepted, this will cover the 49-week rolling period. We allow the hirer to complete and return a letting form with of a minimum of 9 weeks, which we accept under a consecutive block booking. A consecutive block booking forms part of the 49-week period. This means, you remain liable for the 49 weeks of the year, unless we are provided with 4 weeks written paid notice to cancel your agreement.
- If you wish to cancel any ongoing sessions during the 49-week period, these will always remain chargeable.
- If you hire and pay for a specific Room/Field/MUGA/Tarmac/Playground, then you must ensure this is what you use. Other facilities are not available unless agreed with school in the first instance. Additional payments will need to be paid within 24 hours.
- Any games being arranged/played must be authorised with the school as additional costs may be incurred. All responsibility if agreed, will remain with the hirer of the letting.
- School will not be held accountable for any consequential loss which prevents them from fulfilling their contractual obligations, for causes that could not be anticipated and/ or are beyond their control; 'Force majeure'.
- 4 weeks paid notice is required to cancel your existing booking.

Charges for the hire of facilities. Evenings/School Holidays/Saturday and Sunday		
Large School Hall	£22.00 per hour	
Sports Field	£26.00 per hour	Field Marking additional charge
MUGA 3G Pitch	£50.00 per hour	
MUGA Tarmac Pitch	£30.00 per hour	
Playground	£20.00 per hour	
MUGA and Tarmac	£70.00 per hour	

- **Please note, a £20.00 late payment charge will be applied, if your payment has not been received, on or before the payment due date provided by the school.**
- **All hirers will be required to provide evidence of Insurance to hire any of our facilities.**

MUGA Pitch conditions

- MUGA Pitch – maximum 30 people on court – Spectators **MUST** always remain outside of the pitch.
- MUGA Tarmac Pitch – maximum 50 people on court – Spectators must always remain outside of the Tarmac.
- MOULDED football boots only allowed on the 3G Pitch – **NO BLADES**
- The hirer shall be responsible for ensuring that everyone leaves the facility within 10 minutes of their finishing time, to ensure others arriving having access.
- Please ensure you arrive/leave at your designated time/s. If you wish to arrange games on the MUGA/Tarmac/Field during your agreed session/s, please ensure this is requested in writing prior to any games taking place.

MUGA Pitch sizes

40 x 30 will accommodate 5 v 5 games. Training, we would ask the Hirer to check the facility, prior to any booking being accepted.

Summer/School Holiday additional letting.

There will be a separate price to hire the facility during a school holiday. If you are interested in hiring the facility during the school holidays, please contact Mrs Chakmak on s12tchakmak@olton.solihull.sch.uk in the first instance, to request information. Once a letting has been agreed, you will be required to pay a non-refundable 10% deposit to secure the booking.

Additional notes for all

External Bookings for Evenings are available between the hours of 5pm to 8pm. Apart from large hall, which will be available from 6.15pm till 8pm during term time.

Other hours outside of this normal pattern may be negotiable but are dependent upon staffing availability and may incur additional charges for opening and closure of the school building.

Once a booking is confirmed and agreed, unless the school should close for unforeseen circumstances there would be no refund. If the school had to close due to the above a credit would be applied to your account. No credit is applied should you be unable to fulfil your commitments.

No refunds will be made.

Any fees not paid by the designated Payment due date, will incur additional charges, and you're letting maybe cancelled.

4 weeks paid notice is required by the hirer to cancel their contract.

If you have a 49-week contract, then all sessions always remain chargeable.

All hirers will be responsible to provide a copy of their indemnity insurance. If you do not hold Indemnity Insurance, you will be asked to provide a separate letter to confirm that you accept full responsibility for any damage that you may cause to the school.

Your letting once agreed, is only to be used for the section that you have booked. If you wish to use additional sections of the school premises, this must be requested in writing/telephone call in the first instance, if agreed, any additional payment needs to be made within 24 hours.

Toilet facilities

Toilet facilities are not available.

Car Park

There is limited parking on site, and you or your guests may need to park outside the school car park.

At certain times, you may also be asked not to enter the car park due to events going on in school.

As an example, Parents Evenings/School Fayre...

- The parking of motor cycles, cars, lorries, or any other vehicle on the Council's premises, where suitable accommodation is available, shall be permitted only on condition that persons bringing such vehicles onto the school premises do so at their own risk, and that they accept responsibility for any damage or injury to the Council's property or to any other persons, whether connected to the school or not, caused by such vehicles or their presence on the Council's premises. There shall be no parking on grassed or cultivated areas.

Smoking/Alcohol/rubbish/Dogs

No Smoking/Alcohol or dogs are allowed on school premises at any time.

It is the Hirer's responsibility to ensure all Rubbish is removed from site, after every session has finished.

Applications for a letting

- Organisations wishing to hire the school premises should approach the Finance Officer in the first instance who will identify their requirements and clarify the facilities available.
- The hirer should be a named individual, and the agreement should be in their name giving their permanent private address. This avoids any slight risk that the letting might be held to be a business tenancy, which would give the hirer security of tenure. School premises will not be regarded as booked until the completed forms, including the details of the hiring charges and any other fees, have been submitted and formally confirmed with the hirer.
- Any application may be refused without stating reasons. No public announcement of a function to be held in school should be made until the booking has been formally confirmed.
- Detailed arrangements for the use of the premises shall be made by the hirer with the Head Teacher or the Head Teacher's representative.

An application will not be approved if it:

- Is aimed at promoting extremist views
- Involves the dissemination of inappropriate materials
- Contravenes the statutory Prevent duty
- Is likely to cause offence to Public taste and decency (except where this is, in the opinion of the Head Teacher, balanced or outweighed by freedom of expression or artistic merit).
- The **Head Teacher/Safeguarding Lead** will file an incident form if they have reason to believe that the letting has been used for political purposes not previously authorised, the dissemination of inappropriate material or any other purpose that contravenes the Prevent duty.
- Lettings will not be made to persons under the age of 18, or to any organisation or group with an unlawful or extremist background.
- The school premises must not be let for political use, the only exception to this is a polling station.

Child Protection and the Prevent duty

Any person hiring the premises or working with children or vulnerable adults must comply with the school safeguarding regulations. To include:

- The holding of a valid DBS (formerly CRB). Please note: All DBS must be assigned to your organisation, or affiliated body.
- Proof of your right to work in the UK.
- Signed Indemnity letter on headed notepaper
- The named person letting the premises must also ensure that only DBS compliant personnel are used.
- Where an individual or group is found to be promoting views in contravention of the school's Prevent duty, the person or group is guilty of an offence, under the Education Act 1996, and liable on summary conviction to a fine. In addition, the school will contact the police/ school security who will remove the person or group from the school premises.

Cancellations and Complaints

- 4 weeks written paid notice is required to terminate existing arrangements made for the hire of the school premises. This applies to all External bookings at Olton Primary.
- The full fee will be payable if cancellation is less than 4 weeks (28 days).
- Sessions within the 49-week period remain chargeable unless you are providing 4 weeks paid notice to cancel your existing contract
- The school reserves the right to cancel bookings when they clash with school business.
- If a session is cancelled for any reason, it is the organisers' responsibility to inform school as soon as possible. **Organisers are responsible for contacting parents of pupil's attending any clubs/ lettings.**
- No refunds are applied to any booking. If the school must close due to unforeseen circumstances, a credit would only be applied to your account.
- In an emergency or in the event of the cancellation of a session all clubs operating before or directly after school should contact the school Office/Mrs Chakmak.
- The school shall have the right to cancel any booking, whether confirmed or not, without prior notice, if it suspects that any conditions have been broken by the Hirer, or any person organising any function or event, or any conditions printed on this agreement is likely to be broken, by any persons attending any function or event, or connected with the function or event in any way.
- Where the Hirer has a complaint, the school standard complaints policy will apply. If the school has a complaint about the Hirer, the Head Teacher or delegated person will raise this with the named person. If the complaint is not resolved, it will be escalated to the Governing Body to decide on the appropriate course of action for the school to take.

General Conditions

- The use will not, in their opinion, conflict with the educational functions of the school, create any disturbance or inconvenience to the neighbourhood or interfere with any existing hiring.
- Be compatible with the overall aims and ethos of the school.
- Playing fields may also be made available for general use out of school hours providing that the school are satisfied that the fields are in a fit state for such use.
- Footwear which could damage floorings are not permitted to be worn inside the building and the hirer is responsible for any damage done to the school premises, furniture, equipment or material.
- **Moulded Football boots** only allowed on the 3G pitch and NO BLADES. It is the hirer's responsibility to ensure this and for any damage done to the pitch.
- The hirer is responsible for the behaviour of all persons organising or attending the function, and to be liable for any costs incurred by Olton Primary School or any third party that results from any actions of any person organising or attending the function.
- Only personal guests or members of the private organisation hiring the school facilities may be admitted to a function. Any person attending a function shall do so by way of a written invite or paid for ticket, prior to the function.
- Any games being played on the Astro needs to be requested prior to any game/s being authorised.
- **At all times the organiser and attendees must be mindful of the neighbour's feelings and rights.**
- No intoxicants shall be sold, supplied, or consumed on the premises of any school, except at special functions for which the school have granted special dispensation, and at these functions the Hirer must ensure that persons under the age of 18 years of age must not be sold or supplied with or consume any intoxicants. It is the Hirer's responsibility to obtain any necessary licences and consents.
- No food or drink may be consumed or prepared on the property without the direct permission of the Head Teacher, in line with current food hygiene regulations. All litter must be placed in the bins provided.
- Smoking or Vaping are not permitted on the school grounds.
- School premises must be left in a satisfactory order for the re-opening at the start of the next school session. It is the responsibility of the Hirer to ensure this is the case to avoid charges for the school having to clean or make premises good.
- Timings- No function shall clash with school business.
- The Hirer shall not sub-let to another person.
- Only areas of the school stated in the letting agreement may be used for your letting/events.

Declaration of Interest

- Any members of school staff or governors having connection with the letting must formally declare this.

Public Entertainment

- For any public entertainment, the Hirer shall be responsible for the prevention of overcrowding such as to endanger public safety and for keeping clear all gangways, passages and exits.
- If school premises are required for concerts or for dramatic, musical, film or any other public entertainment, or if visual aids are used, the Hirer must ensure that-
 - The requirements to HMRC with respect to entertainment tax have been made.
 - Copyrights are not infringed.
 - The requirements of the licensing authority, when necessary, have been or will be met.
 - No play shall be performed or shown which is in any way offensive to public feeling.

- In the case of film shows, only non-inflammable film is used and that adequate fire extinguishers are provided by the Hirer.
- The provisions of the Children and Persons Act with regard to performances by children have been or will be observed.
- Any licence necessary under the Theatres Act 1968 and the Cinematograph Acts have been, or will be, obtained.

Fire Precautions

The following regulations apply during all lettings. Hirers should incorporate appropriate actions into their arrangements.

All persons must be aware of the following:

- Where the fire exits are located
- Know where to assemble after evacuating the building
- Ensure all persons are registered by the Hirer so that they can be accounted for in the event of fire.

The Hirer / named person must:

- Plan for possible evacuation to a pre-designated assembly point.
- Have access to a mobile phone to call the fire brigade if necessary.
- Be aware of the responsibility for the safety of their group. If the fire alarm is activated, the Hirer is responsible for the immediate evacuation of the building. The Hirer shall ensure that the name check is completed straight away to ensure all people are accounted for. No person shall be allowed to re- enter the building until permission is given by the fire brigade or their representative.
- Ensure that any electrical equipment brought into school has had a PAT (Portable Appliance Test) certificate that has been issued by a qualified electrician.
- Inform the site manager if they intend to use any equipment which increases the risk of fire.
- Ensure that no equipment is used that could activate smoke alarms e.g. toasters, candles, smoke machines etc.

Health & Safety

Main School Hall maximum of 300 people.

Small School Hall maximum of 100 people.

Playing Field maximum of 300 people for any one function.

MUGA 3G Pitch maximum 30 people on court. Spectators to remain outside of the pitch

MUGA Tarmac Pitch maximum 50 people on court. Spectators to remain outside of the Tarmac.

If hiring grounds outside of the school's operational hours 8.30am to 3.30pm the hirer must ensure all visitors are not left unaccompanied during weekdays. Our wraparound club is also on site and hirers must ensure visitors do not interact/enter school building/premises at this time.

- The Hirer will be responsible for undertaking their own risk assessments and providing their own qualified first aider and first aid kit.

Public Liability and Accidental Damage Insurances.

- The Hirer will pay the full cost of repair, or replacement of any fixtures or fittings that become unserviceable or unsuitable for use through damage caused by any person attending the function, whether deliberate or otherwise.
- The Hirer must provide their own public liability and accidental damage insurance for all lettings. The Hirer must produce the appropriate schedule of insurance cover for all lettings before the letting can be confirmed. It is recommended the value of public liability should be £2million for low-risk activities and £5million for high risk activities (e.g. gymnastics classes).
- The school accepts no responsibility for loss, damage or theft of personal items on the school grounds.
- The Hirer shall reimburse the school, or such a person as the school shall direct, in respect of any damage to property sustained while hiring.
- If school equipment is hired, then an Inventory will be carried out, and if losses/damage costs will be met by the hirer.
- Signed Lettings Agreement (Appendix A). This is to confirm that the Hirer accepts the school's terms and conditions.
- Completed Lettings Requirement (Appendix B) information form with all relevant details and identification documents/ relevant qualification certificates attached (this must be completed even if no fee is payable. Please see Safeguarding and Prevent section)
- Booking Form- Appendix C
- **Overarching Safeguarding Letter (please transfer to your own company letterhead.)**

Clubs/ lettings aimed at Pupils at Olton Primary

- The Hirer must supply a register to the school office, and this must be updated whenever a child joins the club or if there is any change.

Children who do not attend a session as expected

- Whilst the office can confirm whether a child has attended school or has been sent home ill, it is the organisers responsibility to contact the parents of missing children.

Information to Parents on all external clubs lettings for Olton Pupils only

Information on dates for your club activity should be released to Parent/Carers of Olton Pupils with a minimum of 6 weeks' notice. If you are looking to hold a club during September, you will need to ensure Parent/Carers of informed of this by 20 June of each year. This allows for Parent/Carer to apply for a space within your club, and for Parent/Carers to contact us if their child attends our own Before/After School club by providing us with the contracted 4 weeks paid notice.

Communication – for Olton Pupils only

- We can offer to send out information via email regarding your club being based at Olton Primary School for Olton Pupils only. However, there will be a fee of £5.00 each time you request for this to be actioned.
- If you wish the school office to send out leaflets on your behalf, please ensure you have a minimum of 30 per class for the age groups your club runs.
- We do not provide photocopying or telephone calls as part of the letting agreement.
- Reply slips will not be accepted by the school office and leaflets should make clear that you are an independent club, and as such contact should be made with you directly to book a place or make a payment.
- Register of children attending must be available in school at least 1 week prior to the club starting. This will ensure staff are aware which children are expected to attend. This also ensures that we can safeguard our children and to comply with health and safety and fire regulations.

- Please ensure mobile phones are kept securely and not visually on display with children. There must be no recording of images in line with our school safeguarding policies.

The Hirer shall be the person making the application for the letting; this person will be personally responsible for payment of all fees or other sums due in respect of the letting.

- Payment for all bookings must be made in advance via Parent Pay.
- Charges will be set out in the letting agreement between the school and the Hirer. The Governing Body will annually review these charges, giving the Hirer at least a half term notice of any changes in fees or conditions of hire.

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APPENDIX A

PLEASE SIGN AND CONFIRM THAT YOU HAVE READ AND UNDERSTOOD THE POLICY AND CONDITIONS OF LETTINGS AT OLTON PRIMARY SCHOOL.

On behalf of: (Insert Company) _____, I have read and understood the conditions of lettings at Olton Primary School. I wish to proceed with my letting as per the agreed terms and condition stated within the policy.

Should I not hold Public liability/accidental damage Insurance to cover my letting at Olton Primary School, I am aware, that I will be held responsible for any damage caused to Olton Primary School property.

Date: _____

Signed: _____

Print: _____

Countersigned on behalf of Olton Primary School:

Date: _____

Signed: _____

Print: _____

Appendix B

Lettings Required Information (Statutory for all lettings- fee and non-fee)

Olton Primary School

Organisation/Club		Nature of Club:	
Name of Hirer		Position in Club	
Address & postcode			
Daytime contact number		Mobile Tel No	
Email address		Have you ever lived or worked abroad?	Yes / No If yes, give details.
Date of Birth	/ /	DBS disclosure Number and date of issue	
Passport ID verified	(Office to verify and sign here)	Copy of DBS Attached for verification	
Facility Required	(Tick)	Other Facilities requested	
Term Time only Small School Hall			
Term Time only Sports Field			
Large School Hall			
Sports Field			
MUGA 3G Pitch			
MUGA Tarmac Pitch			
Public Liability Details attached	(Tick)	Name of person with first aid qualification at sessions:	
Completed Risk Assessment attached	Y/N		
Will a charge be made? (Y/N)	Y/N	(If a concessionary rate to be applied- Name of person authorising)	
Will alcohol be served? (Y/N)	Y/ N	If so- has license been obtained? Y/N	
Office use only			
Relevant qualification certificate seen		Lettings Policy returned and signed (Appendix A)	
Confirmation of Safeguarding Arrangements		SCR Information standard letter (Appendix B) on headed notepaper	
DBS documents		Booking Form (Appendix C)	
Passport/Photo ID checked		Register of children attending	
Checked by:	Date	Copies passed to office:	Date

Details of Instructors delivering sessions

(Please continue on a separate sheet if required)

Name of Instructor			
Address & Postcode			
Daytime contact number		Mobile Tel number	
Email address		Worked or lived abroad?	
Date of birth	/ /	DBS Number and date of issue	
Passport shown/number.		Copy of DBS attached for verification (GDPR check)	

Office use only			
Relevant Qualification Certificate			
DBS documents			
Passport/ Photo ID			
Checked by:	Date:	Copies passed to office	Date:

Name of Instructor			
Address & Postcode			
Daytime contact number		Mobile Tel number	
Email address		Worked or lived abroad?	
Date of birth	/ /	DBS Number and date of issue	
Passport shown/number.		Copy of DBS attached for verification (GDPR check)	

Office use only			
Relevant Qualification Certificate			
DBS documents			
Passport/ Photo ID			
Checked by:	Date:	Copies passed to office	Date:

Appendix D.

Please provide this letter on your company letterhead.

Olton Primary School,

(Insert date as appropriate)

Lyndon Road,

Solihull,

B92 7QF.

Dear Head Teacher,

As Olton Primary School expects all staff provided by us to be carrying out regulated activities within school, it is essential that our organisation is fully compliant with updated safeguarding procedures.

1.Clubs frequented by persons under the age of 18 years.

- All staff provided by your organisation to work at Olton Primary School hold up to date, clear DBS checks which are assigned to this organisation or affiliated body. Details will be provided to the school prior to attendance.

Signed: _____ Position: _____

In addition to the above checks, we understand that Olton Primary School will complete a Children's Barred Listing check against all members and we will provide the full names and dates of birth for this check to be completed.

2. Clubs frequented only by persons over the age of 18 years.

- This club is solely for the use of persons over the age of 18 years. I confirm that no person under this age is permitted on site during the club.

Signed: _____ Position: _____

3. For all lettings within school time up to 6pm or lettings working with children under 18 years

The following checks have also been undertaken for each staff member whom our organisation will be providing to work at Olton Primary School:

- Verification of identity check
- Right to work in the UK check
- Employment history and reference check
- Qualification check
- Prohibition from Teaching Order check (if working with under 18's only)
- Criminal record checks made with appropriate consulate (if member ever lived or worked outside of UK.)

Signed: _____ Position: _____

Yours faithfully,