

USE OF SCHOOL PREMISES POLICY

DATE PALM STATEMENT of INTENT

At Date Palm our vision is for the School to ensure our pupils grow like a Date Palm tree – with **strong foundations, lofty branches and produce fresh fruit:**

- ✓ To build **Strong Foundations for Character Development** that:
Instil values; inspire each pupil; display best manners.
- ✓ To have **Lofty Branches of Educational Excellence** that will:
Provide a broad and varied range of experiences and learning opportunities; help each pupil progress and develop in all aspects; support their skills and talents.
- ✓ To produce **Fresh Fruit that provides services to their Communities** in order to: Become responsible and confident citizens; make a positive difference; commit to charitable endeavours; become effective contributors towards Britain’s future.

Reviewed by	Position	Signature
Sharifa Khatun	Head Teacher	
Afsana Khanam	Deputy Head / DSL	
Sabina Yesmin	Safeguarding Governor	

Reviewed: March 2022
Next review date: March 2025

Use of School Premises Policy

External group use of the school premises for whatever purpose is dependent on compliance with the following directions:

1. Application in writing of proposed events to the Head Teacher of Date Palm with all details e.g. Proposed activity, number of people/children involved, duration of hire etc.
2. Evidence of appropriate insurance including public liability is provided in writing to the Head Teacher (unless it is agreed alternative arrangements will be made).
3. The nature of the activities for which the school is hired is in keeping with the general educational aims and/or ethos of the school.
4. The standard and quality re-organisation, discipline and instruction (where it applies) is in keeping with the professional standard of the school.
5. Where it applies, the quality of care towards and responsibility shown to children involved in specific activities is in keeping with that of the school.
6. The supervision of children attending extracurricular activities is the responsibility of the teacher/instructor present on behalf of the group/individual hiring the school. This includes the supervision and care of the pupils waiting beforehand and waiting to be collected afterwards.
7. Responsibility rests with the group/individual who is hiring the school for communicating with participants about:
 - Starting/finishing dates and times
 - Cancellations, re-scheduling etc
 - All other course information

- A contact phone number should be provided to parents through which all questions are directed. The school phone number is not to be provided as a contact number.
8. The teacher/organiser present on behalf of the group/individual hiring the school is responsible for:
- Health and Safety of participants
 - Ensuring that the school's no smoking status is upheld
 - Providing their Child Protection Policy to the school
 - That all staff have a current DBS
 - Turning off lights and closing all windows
 - Turning off heat and ensuring excessive heat is not used.
 - Returning equipment and furniture to proper storage point
 - Re-arranging classroom furniture
 - All cleaning up afterwards
 - Locking up the school building and grounds
9. The agreed school hire charges are paid by bank transfer to Date Palm Primary
10. The school reserves the right to use the room for its own purposes.
11. The Head Teacher will periodically review the hire of the school premises and should the need arise, to suspend the hire should they deem it necessary. The school reserves the right to discontinue the use of the hall/room at any time for any specific reason. The school will always try and give three months' notice if it is within their means to do so. Any loss of income is not liable to the school.
12. The rate will be decided on a case by case basis.
13. There shall be no disruption to any teacher, child or staff member. The group shall use their own resources unless specifically requested otherwise e.g. computers. They will have the use of the specific room which approval has been requested and granted only.
14. All course activity organisers shall be responsible for their own tax liabilities. They will provide a tax clearance certificate with their application for use of the school premises.

15. The organisers are responsible for familiarising themselves with all Health and Safety Procedures.
16. All course organisers shall receive this policy and shall sign it thus agreeing to the aforementioned.
17. All course organisers shall receive, read and sign the attached contract (which forms part of this policy) for the rental/leasing of premises
18. This agreement will be valid, subject the above conditions, for one year.

Agreement of use of school premises

I _____ agree to these rules and procedures for my
_____ running on _____.

I have provided:

- Evidence of appropriate insurance including public liability is provided in writing to the school
- Evidence that all staff are DBS cleared
- A Child Protection Policy to the school.
- The signed contract below agreeing to all the above terms and conditions

Contract

For the rental/leasing of premises for Date Palm Primary

Name of organisation				
Address				
Phone				
Email				
Purpose for which the premises will be used				
Number of participants				
Period of rental	From		To	
Insurance company (please enclose copy of policy)				
Contact person				

- I will pay Date Palm Primary the agreed rate of €_____per week/day (*delete as appropriate*) for the duration of the rental period.
- I undertake to repair any damage to the premises and equipment and return it to its former state.
- I will ensure that all school equipment is kept safely and properly stored.
- I agree to use only the room(s) agreed in advance
- I agree that the school premises will only be used for the activities agreed in advance.
Any changes in these activities should be agreed in writing with the Head Teacher

Signed by renter: _____ Date: _____

Signed on behalf of the Head Teacher: _____ Date:
