

Community Use/Lettings Policy

Chester Park Federation

Chester Park Junior School is designated as a community school for Junior age children and the number of pupils for the site is 360 pupils. The Junior school is on Abingdon Road, Fishponds.

Chester Park Infant School is designated as a community school for Infant age children and the number of pupils for the site is 240 pupils. The Infant school is on Ridgeway Road, Fishponds.

As a community school Chester Park Federation has facilities that may be beneficial to the community and the schools.

Rationale:

- To provide areas of the school buildings to support the local community.
- To provide areas of the school sites to support the local community.
- To create income for the schools through letting of facilities.
- To ensure all health and safety requirements are met.
- To develop positive links between the local community and the schools.
- To investigate demand and possibility of wrap around care for pupils.

Strategy:

- The schools are designed to potentially provide safe community use of specific areas of the sites.
- The schools have two hall areas. The Junior halls can be combined to create a larger hall area and the Infant school has two separate halls.
- The Junior designated community area has toilet facilities including accessible toilets facilities and a small refreshment hub.
- The Infant designated community area has toilet facilities including accessible toilets and a refreshment area can be set up if requested in advance.
- Letting arrangements will be detailed by the school governors including aspects pertaining to health and safety and payments for letting.
- School staff will open up and lock up for all lettings. At the time of the letting booking it will be determined if a member of school staff needs to remain on site.

Health and Safety

For the duration of the Period of Use the User must ensure the following:

- a) Normal emergency procedures are followed.
- b) A First Aid Kit is provided.
- c) No School equipment is used for that agreed between the parties and annexed to this Agreement.
- d) Familiarity with emergency equipment, such as fire extinguishers, alarms, mobile telephone and first aid facilities.

e) An emergency evacuation procedure is established. This will detail who will be responsible for taking control, calling emergency services and where to assemble. Consideration must be given to the needs of disabled participants. Fire practice must be undertaken on a half-termly basis

f) Facilities and equipment (if made available) are used in a responsible manner, an orderly way and for the purposes for which they are hired and do not compromise the safety of the users or the Premises and equipment.

This includes ensuring that:

- Alcohol is not consumed without express permission of the Governors and the necessary licence being obtained prior to the commencement of the Term.
- Emergency exits, fire extinguishers, alarm points are not obstructed.
- Adequate walkways are available to allow free and easy access and egress.
- No gas cylinders or canisters are used inside the Premises or on School grounds
- Combustible materials are not placed adjacent to heat sources
- Equipment is used for the purpose for which it was designed.
- Electrical equipment is PAT tested and complies with the British standards then applicable
- Flammable or hazardous substances are not to be used.
- No open fires, candles or unauthorised electrical equipment will be used on the Premises.
- The number of persons using the Premises shall not exceed the number advised by the User and authorised by the Governors.

g) Furniture, instruments or equipment should be taken off the sites at the end of the letting. If storage for long-term letting is requested this will be considered on a case by case basis.

h) The school premises must be vacated on time at the end of the Period of Use and left in a clean and tidy condition and the premises must be cleaned thoroughly. The school can dispose of one bag of rubbish, if there is excess rubbish please remove this from the site.

The areas of the Junior school which are designated for community use are at the front of the building and can be secured from the rest of the school. The school has a large hall and a small hall both are available for hire. The halls are connected and can be made into a larger space by opening a partition wall. The community area has access to toilets including an accessible toilet with a shower. There is a small community use kitchen area which can be used to make hot beverages. The Junior school also has a Multi Use Games Area (MUGA) which is available for hire for sports outside of school hours (this is not floodlit). The MUGA can be used for sports or games and can be hired by clubs, organisations and individuals to use for sports and games.

The areas of the Infant school which are designated for community use are within the main building and can be secured from the rest of the school. The school has a large hall and a small hall both are available for hire. The halls are separate. The community area has access to toilets including an accessible toilet with a shower. If requested in at time of booking an area can be set up for hot beverages. The Infant school has a modern play equipment area outside that can be hired for parties or holiday clubs.

Details of hire is available on the school website and the school governors will review the community use policy annually.

Mike McNama

Headteacher Chester Park Federation January 2023

Current Charges for hire (January 2023 – costings have been ratified by the school governors):

The community areas can be hired during term time:

Monday to Friday from 18:30 to 21:30

Saturday from 10:00 to 21:30

Sunday from 10:00 to 21:30

Space for Hire	Basic Charge Per Hour Monday -Friday 6.30pm- 9.30pm	3 Hour Minimum booking on Saturday and Sunday between 10am & 9.30pm	All Day (8 hours) on Saturday and Sunday between 10am & 9.30pm
Infant Small Hall	£30	£90	£120
Infant Large Hall	£40	£120	£160
Infant Playground	£40	£120	£160
Junior Small Hall	£40	£120	£160
Junior Large Hall	£50	£150	£200
Junior Combined Hall	£70	£210	£360
Junior MUGA	£40	£120	£160

The community areas can be hired during school holiday periods:

Monday to Friday from 08:30 to 21:30

Saturday from 10:00 to 21:30

Sunday from 10:00 to 21:30

Space for Hire	Basic Charge Per Hour Monday -Friday 8.30am- 9.30pm	3 Hour Minimum booking on Saturday and Sunday between 10am & 9.30pm	All Day (8 hours) on Saturday and Sunday between 10am & 9.30pm
Infant Small Hall	£30	£90	£120
Infant Large Hall	£40	£120	£160
Infant Playground	£40	£120	£160
Junior Small Hall	£40	£120	£160
Junior Large Hall	£50	£150	£200
Junior Combined Hall	£70	£210	£360
Junior MUGA	£40	£120	£160

To request to book a space please contact:

Infant School Clare James clare.james@chesterparkschools.org

Junior School Sarah Lynn sarah.lynn@chesterparkschools.org