



Saint Andrew's International High School

EXTERNAL LETTINGS & HIRE OF EQUIPMENT

Policy Approval Date: June 2026

Review Cycle: Biennial

Next Review Date: June 2028

General Statement

St Andrew's International High School (SAIntS) provides a range of high quality facilities that may be made available for use by approved members of the community. External lettings support positive links with the wider community, promote opportunities for local groups, and may generate income that contributes to ongoing maintenance and development of school resources.

The school's primary purpose is the education and safeguarding of its students; therefore, all lettings operate on the principle that school needs and student welfare take priority over external bookings.

Rationale

SAIntS is committed to ensuring that all use of the school site and equipment is safe, appropriate, and aligned with the ethos of the school. Our highest priority is the wellbeing and safeguarding of students and staff; therefore, lettings will only be approved where the activity, organisation, and supervision arrangements do not compromise safety or operational integrity.

The school reserves the right to refuse requests for hire or cancel an existing agreement if safeguarding expectations, safety procedures, or school policies are not followed.

Aims and Objectives

This policy aims to:

- Ensure all lettings support the ethos and reputation of SAIntS.
- Enable safe and well managed use of the school site by approved groups.
- Ensure appropriate charges are applied and income is managed through school finance procedures.
- Protect the school community by ensuring safeguarding, health & safety, and security procedures are fully met.



Procedure and Process

1. Scope of Lettings

- Facilities may be hired by vetted community groups, clubs, organisations, or individuals for appropriate activities.
- School events and curricular/extra curricular activities always take precedence over external bookings.
- Lettings normally take place outside the school day, unless otherwise approved.

2. Application Process

- All requests must be submitted on the school's External Hire Application Form (Appendix A).
- Applications must be received at least 14 working days in advance. Requests received after this window may be considered but approval cannot be guaranteed
- Repeat bookings may be reviewed termly

3. Approval Flow

Applications will be approved only after:

1. The relevant operational checks (availability, suitability, supervision).
2. Safeguarding considerations have been reviewed.
3. Finance has confirmed appropriate charges and insurance requirements.
4. Final approval is given by the Headteacher.

4. Safeguarding and Security Requirements

- All hirers must comply with the school's safeguarding expectations:
- Visitors must sign in at the designated school gate and stay within agreed areas only.
- A complete list of participants/attendees must be provided in advance.
- Hirers must ensure adequate supervision of their group at all times.
- The site may require a pre event meeting with school staff to ensure safeguarding expectations are understood.

SAIntS reserves the right to end a session immediately if safeguarding or security rules are breached.

5. Cost of Hire

- Charges are based on a graded scale depending on the nature of the group and facilities used. Costs may include staff time, utilities, wear and tear, equipment, and generator use.
- All costs will be invoiced through the school's Finance Office; payment must be received at least three working days before the event.
- Staff may use facilities free of charge, but any direct expenses must be covered.
- A refundable deposit (typically 10%) may be required. This deposit becomes non refundable if the organiser cancels the event; incurred expenses will still be charged

6. Use of Equipment

- Equipment must be requested at the time of booking. Additional charges may apply.
- Items taken off site must be returned promptly or late fees will apply.
- Any loss or damage will be charged at replacement cost, including shipping.
- Staff may borrow equipment free of charge when for professional purposes, but must cover any associated costs.

7. Memorandums of Understanding (MOU's)

For long term or repeated use (e.g., sports clubs, arts groups), the school may require an MOU outlining responsibilities, timescales, charges, safeguarding expectations and termination rights.

8. Damages, Liability and Insurance

- All damages must be reported immediately to the designated school contact.
- Hirers are responsible for the cost of repairing or replacing damaged property or equipment.
- SAIntS is not liable for loss, theft, or damage to hirers' equipment or personal property.

- External organisations must hold appropriate insurance for their activities; proof may be requested before approval.

9. Conduct, Safety and Site expectations

- The school is a non smoking site.
- Permission is required for any consumption or sale of alcohol.
- The site must be left clean and free from litter; any cleaning costs will be charged to the hirer.
- Visitors must remain in the space(s) approved for their event. Breaches may result in termination of the booking.

10. Cancellation

SAIntS may cancel a booking if:

- School events require the space,
- Safeguarding or safety concerns arise,
- Payment is not received on time, or
- Policy conditions are breached.

Where the school cancels, reasonable efforts will be made to reschedule or refund.

Staff Link:

The Headteacher, with support from the Finance Office and Site Team

Appendix A: External Hire Application Form

Type of Activity							
Full name of person in charge of event							
Organisation requesting use				Type of organisation			
Contact details of organiser							
Has your organisation used SAIntS facilities before?	Yes		No		Name of SAIntS staff - if linked		
Dates requested				Times of hire			
Description of event Please attach document if necessary							
Will this be a repeat activity?	Yes		No		If yes - when?		
Approximate number of people involved				Approximate age range of people involved			
Space required – see list below				Will you require additional SAIntS staff. E.g. life guard?			
Will you require equipment? (There may be an extra cost)				Details			
Sporting Activity – approval from HoD PE	Sign:			Other activity – Relevant HoD consulted?	Sign:		
	Date:				Date:		
How will this benefit SAIntS and the wider community?							
Administration Use Only							
Finance	Y / N	Signed		Print Name		Date	
Agreed cost of hire	MK			Date invoice due:			
Headteacher approval?	Y / N	Date:		Signed:			
Pass to Moffat Champiti for sporting events and Kevin Troughton for non-sporting events							
Notes:							
<p>All hire charges will be confirmed via our finance team – you will be sent a copy of the completed form to show at the gate when you arrive for the event.</p> <p>Contact email: tmsinji@saints.mw</p>							

Appendix B: Spaces Available for Hire

The following facilities may be available for external hire, subject to suitability and school priorities:

- Gym
- Hockey Field
- Lower Field (Ndirande)
- Main Field
- Swimming Pool
- Netball Court
- Squash Court
- Climbing Wall
- Dining Hall
- Music room
- Dudley Studio
- Drama Studio
- Main Hall

Appendix C: Hire of equipment

Equipment may incur additional hire charges. Hirers are responsible for loss, damage, and shipping/freight costs where applicable.

Available items include:

- Lighting Equipment
- Sound Equipment including PA system
- Sporting Equipment
- Additional Furniture
- Computer equipment (cannot be removed from rooms)
- Consumables

A full equipment catalogue and pricing is held by the school and reviewed annually.

Appendix D: Terms and Conditions for External Hire

These Terms & Conditions apply to all external hires of SAIntS facilities and equipment.

1. General

- SAIntS reserves the right to cease, refuse, or cancel any booking at any time if safeguarding, safety, or operational concerns arise.
- School events take priority over all external bookings.
- Repeat bookings will be reviewed on a termly basis.

2. Booking Timelines

- Requests must be submitted at least 14 working days before the event.
- SAIntS will aim to confirm hire costs within 5 working days of receiving a completed application.

3. Payment & Deposits

- Full payment must be made a minimum of 3 working days before the event.
- A 10% non refundable deposit may be required.
- If the organiser cancels the event, expenses incurred by SAIntS will still be charged.

4. Safeguarding & Visitor Management

- A list of all visitors must be submitted in advance.
- Only **permitted gates** may be used for entry; G4S guards will sign in all visitors.
- Visitors must remain in the agreed area for the duration of the event.
- Breaches of safeguarding protocols may result in immediate termination of the hire.

5. Site Conduct

- SAIntS is a non smoking site.
- Permission must be obtained for the consumption or sale of alcohol.
- All litter must be placed in bins provided.
- The site/room must be left clean and orderly or cleaning charges may apply.

6. Liability & Damage

- SAIntS is not liable for any loss or damage to visitors or their equipment.
- Any damage to school property or equipment will be charged at full replacement value, including shipping/freight costs.
- Damage must be reported immediately.

7. Equipment Use

- Equipment must be booked in advance.
- Late returns may incur charges.
- Items taken off site must be returned at the agreed time.