

Date ratified at Full  
Governors' Meeting  
2<sup>nd</sup> July 2026



Review  
Resources Committee

# LETTINGS POLICY

## NOTRE DAME HIGH SCHOOL

Part of St John the Baptist Catholic Multi Academy Trust  
Company No: 7913261  
Registered Office: Surrey Street, Norwich NR1 3PB

### THE SCHOOL MISSION STATEMENT

*I have come so that they may have life and have it to the full*  
(John 10:10)

We are a joyous and inclusive Catholic school, inspired by the love of God and the teachings of Jesus, specifically faith, hope, forgiveness and peace.

Our community is committed to a rounded education that develops knowledgeable, morally informed and compassionate young leaders.



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## **Policy Objectives**

- The governors have delegated day-to-day responsibility for lettings to the Head teacher. This policy outlines school guidelines for operation of Lettings at Notre Dame High School.

## **Statement of Intent**

The governing body accepts its responsibility to administer the letting of the school premises, understanding:

- that school premises represent a significant capital investment and should be fully utilised;
- are a valuable community resource;
- are used for educational purposes;
- that a profit margin would be welcome when derived from private or commercial usage but are not the objective when facilitating educational activities;
- that Notre Dame High School Norwich is committed to fostering high expectations and developing the full potential of each individual that they become compassionate, interdependent, lifelong learners, striving to create a better and more peaceful world. Our priority usage supports this ethos.
- that school premises are a useful resource for the staff in order to support the governor's commitment to staff wellbeing.

## **Priority usage**

The governing body will allow the use of premises in the following order of priority:

- School events, PTFA meetings and events
- Adult Education Programme and Youth Service Programme and Sports Hall Programme including holiday play schemes for children of secondary education age
- Holiday activity schemes for Years 5 and Year 6 offered by NDHS for feeder school community
- Other users approved by the governors, who will be sympathetic to the catholic ethos or needs of the community served by the school.
- Private users

## **Charges for lettings**

The Resources committee will meet annually to review the existing charges for lettings. The current proposed charges are attached on Appendix A.

## **Availability of premises for Shared Use**

The school premises are not available for overnight accommodation.

**Term time lettings** will normally be permitted between:

**Mondays to Fridays**

15.30 – 22.00 extended school time (with priority given to school extra-curricular events between 15:30 – 18:00)

**Saturdays (by prior agreement only)**

08.00 – 18.00 extra-curricular and extended school time (hirers should note that academy staff support is limited to opening and closure of premises at these times)

**Sundays**

The school site is closed on Sundays during term time. No exceptions are made to this.

**Out of Term time lettings**

**Mondays to Fridays**

08.50 – 22.00 (with priority given to school extra-curricular events)

**Saturdays**

The school site is closed on Saturdays. The only exception for this is whole school events for example school production, Christmas fair or revision workshops.

**Sundays**

The school site is closed on Sundays. No exceptions are made to this.

**School closures**

Hirers should be aware that there may be school events such as prize evenings, parents evenings which may cause cancellation of regular, weekly bookings.

The school site is closed on the following dates:

- National Bank Holidays
- December 23<sup>rd</sup> to New Year's Day annually
- August – site usually closed for maintenance from end of 2<sup>nd</sup> week in August to 31<sup>st</sup> August annually. Hirers wishing to use the premises during August should contact the Cover & Events Manager.
- School Examinations – Sports Hall and L31/L32 is closed all of May and June (including weekends)
- All Weather Sports Pitch – only available for tennis in summer term.

**Availability of Buildings**

***Facilities available for hire:***

There are a total of 48 classrooms available for hire in the following buildings:

- St Paul's – rooms are available for hire
- St Catherine's – rooms are available for hire

- Lady Julian – rooms are available for hire
- St Mary's including refectory area
- All weather pitch & sports facilities (including Sports Hall)
- Drama studio

### ***Facilities not currently available for hire***

The kitchen facilities are **not** available for hire (due to Health and Safety legislation).  
 Science laboratories and IT suites are not available for hire (for Health and Safety reasons).  
 The main school staff room and meetings room are **not** available for hire.

### **General arrangements**

- Notre Dame High School is a non-smoking site (including external premises within the school grounds).
- All lettings requests will be considered on the receipt of the 'application to hire school premises form' which is available from the school Cover and Events & Lettings Manager (Anna Ashton) and full conditions of hire are available with the application form.
- All lettings once agreed will be paid **in advance of the date of hire**. Exceptions to this are rare and must be agreed with the Cover and Events Manager and the MAT Finance Manager ***in advance***. These arrangements are usually subject to payment terms of 28 days from date of invoice. A surcharge of 10% may be applied to late payment of invoices.
- The use of equipment (e.g., ICT) must be agreed at the time of the application for hire.
- Alcohol shall not be consumed on the school premises except with permission of the School Governors and will be subject to the conditions made at the time of the booking, and to the obtaining of a licence as necessary.
- The Governing body will not tolerate any violence or abuse towards any staff of Notre Dame High School at any time. Due consideration should be given by all users of the site to our residential neighbours. Anybody exhibiting inappropriate behaviour may be removed from the school premises. More serious episodes will be reported to the police.

## APPENDIX A

### NOTRE DAME HIGH SCHOOL

#### **Standard Scale of Letting Charges from 1 September 2026**

These charges are for a standard length of session outside of the school day and through the school holidays (the school day is deemed to be from 8:00am and 6:00pm). All facilities must be booked and will be charged for a minimum of one hour.

| Facilities        | Cost of Hire per hour | Notes                                                               |
|-------------------|-----------------------|---------------------------------------------------------------------|
| Sports Hall       | £42.00                | 2 hr cricket nets charged at £42. changing rooms & showers included |
| Gym               | £28.50                | changing rooms & showers included                                   |
| Classroom         | £26.00                | No additional room/hourly surcharge discount                        |
| All Weather Pitch | £28.50                |                                                                     |
| Drama Studio      | £28.50                |                                                                     |
| Dining Hall       | £42.00                |                                                                     |

#### **Additional unit charges are as follows:**

##### *Conditions of Hire*

IT - Where IT network is required hirers may need to attend a short training session before the start of the hire, run by the technician at the site where they will be working, to enable basic operation of the network, e.g. accessing the print queue, loading pre-keyed exercises. This needs to be arranged in advance, as required.

If the system is networked and the network is down, rental will not be charged by the school for that session.

#### **Staff use of school facilities**

The school governing body recognises the importance of staff wellbeing and wishes to support the school community with the use of facilities if available. School staff who may wish to hire the facilities for a non-profit making activity (no income involved) that involves the school community only (staff or staff/students) will be offered the facility free of charge (for example, five a side staff football, mindfulness programme). This offer is subject to availability of the premises and the general terms and conditions of the lettings policy.

#### **Use of school facilities by an external agent/company for the benefit of staff**

If the facilities are hired by an external agent/company with the purpose of delivering an activity or event for the benefit of the staff (existing and previous) of the school, the facilities are offered free of charge on the condition that only staff/students of the school are attending. This provision is on the understanding that the agent/company offers discounted rates to staff and there is no cost to

the school. This offer is subject to availability of the premises and the general terms and conditions of the lettings policy.

Staff wishing to use the facilities for the operation of other events/activities for which charges are applied and are available to the wider community will be governed by the standard lettings charges detailed on appendix A.

**APPLICATION TO HIRE SCHOOL PREMISES**  
**Notre Dame High School, Surrey Street, Norwich, NR1 3PB**

Tel: 01603-611431 Fax: 01603-763381

**PART ONE: ACCOMMODATION REQUIRED**

|             |                          |              |                          |               |                          |                    |                          |                    |                          |
|-------------|--------------------------|--------------|--------------------------|---------------|--------------------------|--------------------|--------------------------|--------------------|--------------------------|
| Classroom   | <input type="checkbox"/> | Sports Hall  | <input type="checkbox"/> | Gymnasium     | <input type="checkbox"/> | School Hall        | <input type="checkbox"/> | Chairs (state No.) | <input type="checkbox"/> |
| Dining Hall | <input type="checkbox"/> | Tennis Court | <input type="checkbox"/> | Netball Court | <input type="checkbox"/> | Tables (state No.) | <input type="checkbox"/> | Other              | <input type="text"/>     |

*Please tick/fill in boxes as appropriate*

Detail any equipment / facilities required regarding ICT / catering requirements: \_\_\_\_\_

**PART TWO: HIRER DETAILS (Block Capitals Please)**

Name of Group / Organisation: \_\_\_\_\_

Number of people expected on site: (Adults)  Under 18's  (State age if under 18)

Name of Applicant: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Tel No. (Work) \_\_\_\_\_ (Home) \_\_\_\_\_ (Mobile) \_\_\_\_\_

Day of Hire: \_\_\_\_\_ day From: \_\_\_\_\_ hrs To: \_\_\_\_\_ hrs

Purpose of Hire (if fundraising etc): \_\_\_\_\_

(If claiming subsidised use) Schedule no: \_\_\_\_\_ Subsidy Level: \_\_\_\_\_

| DATES     | Week 1 | Week 2 | Week 3 | Week 4 | Week 5 |
|-----------|--------|--------|--------|--------|--------|
| September |        |        |        |        |        |
| October   |        |        |        |        |        |
| November  |        |        |        |        |        |
| December  |        |        |        |        |        |
| January   |        |        |        |        |        |
| February  |        |        |        |        |        |
| March     |        |        |        |        |        |
| April     |        |        |        |        |        |
| May       |        |        |        |        |        |
| June      |        |        |        |        |        |
| July      |        |        |        |        |        |
| August    |        |        |        |        |        |

N.B. Please insert actual dates in each column to avoid confusion. School is open all year round for lettings but school events may mean the cancellation of bookings by hirers (see 'procedures' on reverse).

Any non-availability will be advised to the hirer on receipt of this application form or as changes occur.

**PART THREE: DECLARATION**

I apply for the use of the above accommodation and facilities and if my application is approved I will pay in advance all lettings charges in accordance with the attached schedule of charges and agree to comply with the conditions overleaf. I have attained the age of 18 years.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return this form to Anna Ashton Cover, Events & Lettings Manager at the above address.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Approved by Finance and Operations Director Peter Pazitka. Forms will be signed and copies returned to hirers.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## **NOTRE DAME HIGH SCHOOL**

### **CONDITIONS OF HIRING**

### **SCHOOL PREMISES**

All lettings fees shall be paid in advance by the Hirer. Specific bookings may be made for single lettings or repetitive lettings during periods of up to 28 days, defined as one month. Where a hirer requires the use of a facility for, say a term, a specific booking for a month with a provisional booking for a further period may be accepted. At the expiry of each specific booking period, a provisional booking may be made specific for a further month. In the case of repetitive lettings, the charge for each specific month will be in accordance with the scale of charges applying in that month and must be paid in advance to cover the specific booking. A provisional booking may be cancelled by the hirer at any time, but specific bookings cannot be cancelled unless 14 days prior to notice has been given by the hirer where this period of notice has been given the fee relating to the cancelled booking may be refunded by the school. Where the school is obliged to cancel a specific booking for any reason other than at the hirer's instigation the fee relating to the booking will be refunded.

### **CHARGES**

All charges are documented in the Lettings Policy. The School may negotiate their own rates with hirers for non-subscribed use. This will be revised with effect from 1<sup>st</sup> April each year.

### **USE OF PREMISES**

#### **School Responsibilities**

For the duration of the lettings period schools will be responsible for ensuring the following provision:

Adequate means of escape in an emergency

Adequate equipment available for use should an emergency situation arise. This should include:

Fire extinguishers, Defibrillator located outside Sports Hall, St Pauls building.

Adequate heating, lighting and ventilation. This should include external lighting where required.

Safe equipment and premises. Individual arrangements should detail which equipment should be used and which not.

Assistance available on call to deal with defects to school plant or equipment and ensure premises are secured.

Sufficient information given to hirers on operation of plant, equipment and emergency facilities.

Arrangements are in place to ensure the security of the premises at the end of the letting period if appropriate.

In addition to the above provisions, schools must ensure that hirers will have adequate supervision in attendance during letting periods.

Evening Site Team mobile number: **07766 421553**

### **HIRER RESPONSIBILITIES**

**No smoking on school premises, whether inside buildings or outside. Supply and ready access to a mobile phone and first-aid kit.**

For the duration of the letting period the Hirer will be responsible for ensuring the following:

Adequate supervision is available

Normal and emergency procedures are followed

No school equipment, other than that specified at the time of letting, is used.

Familiarity needed with emergency equipment, such as fire extinguishers, alarms, and telephone and first-aid facilities.

An emergency evacuation procedure is established. This will detail who will be responsible for taking control, calling emergency services and where to assemble. Consideration should be given to the needs of any disabled participants.

Facilities and equipment are used in a responsible manner which does not compromise the safety of the users or the premises and equipment. This includes ensuring that:

Alcohol is not consumed

Emergency exits, fire extinguishers, alarm points are not obstructed.

Car parking in Finklegate strictly for hirers in hired time, there is a 5 mile per hour speed limit on site.

Adequate walkways are available to allow free and easy access and egress.

No gas cylinders or canisters are used inside the premises.

Combustible materials are not placed adjacent to heat sources.

Equipment is used for the purpose for which it was designed.

Flammable and/or hazardous substances are not to be used.

Arrangements have been made to ensure the premises are secured at the end of the letting period if appropriate.

### **COPYRIGHT**

The hirer or his servants or agents shall not infringe any copyright, or performing rights and undertake to indemnify the School against the cost of infringement. The Cover, Events & Lettings Manager will require from the hirer the sight of a licence to use sound recordings for any let where music is played. This includes the playing of radios, tapes, CD's and records.

A licence may also be required for the performance of dramatic or musical work.

*(Hirers should be warned that the use of 'home produced' tapes is illegal).*

### **CHARGES FOR SPORTING USE**

The hirer is reminded that the charges for Sporting Use relate to facilities available and at the standards provided for pupils. If a hirer should require facilities of a higher standard then the hirer will be responsible for the additional costs incurred by the school in meeting the special demands.

### **Costs:**

Sports Hall: £42.00 per hour

Gym: £28.50 per hour

All Weather pitch: £28.50 per hour

Classroom: £26.00 per hour

Drama Studio: £28.50 per hour

St Johns Hall: £42.00 per hour

**LIABILITY OF HIRER**

Notre Dame High School shall not be liable for any injury or damage to, or loss of property, which shall or may occur to the hirer, his assistants, servants or agents, or others entering on the property in the exercise or purported exercise of the hiring, with the exception of injury or damage as may occur

by reason of negligence from the School. The hirer will therefore need to ensure adequate insurance is purchased to indemnify the negligent actions of the group, the School or others entering the property. Any accidents or incidents occurring on site should be reported to; [facilities@sjbmat.org.uk](mailto:facilities@sjbmat.org.uk) / for assistance contact facilities management on 07766 421553 or 07900 695226.