

Charging, Remissions and Hiring Policy

This policy and procedure is subject to The Equality Act 2010 which recognises the following categories of individual as Protected Characteristics: Age, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex (gender), Sexual orientation and Disability.

Introduction

This charging policy has been compiled in line with DFE requirements and in accordance with s457 of the Education Act, 1996.

The aim of this policy is to set out the circumstances under which the school will;

- levy a charge to Parents/Carers,
- grant a remission of normal charges, and
- ask for voluntary contributions.

Basic Principles

No charge can be made for education during school hours. The definition of 'education' includes materials, equipment and transport provided in school hours by the Local Education Authority or the school to carry students between the school and the activity.

'School hours' are those when the school is actually in session, and do not include the break in the middle of the day.

School trips, visits and practical activities enhance the students' learning and broaden their knowledge and experience. These are undertaken with the voluntary contributions of parents/carers. No student will be excluded from an activity because his or her parents/carers cannot or will not make a voluntary contribution. The opportunity to pay in instalments will be offered to parents/carers who wish to pay in this way.

Voluntary Contributions

There is an exception to the rule about not charging for activities in school hours.

Parents/carers may be invited to make voluntary contributions to extend the value of school funds.

If a particular activity cannot take place without some help from parents/carers, and these are not forthcoming, the activity/trip might not take place. If a planned activity has to be cancelled any monies received will be returned. Contributions will not exceed the actual cost.

Examples where parents/carers may be asked for a voluntary contribution include:

- School Trips
- Enrichment activities e.g. external theatre trips/ projects,
- any activity taking place during or outside school hours including residential trips.

There is no restriction placed on the use which can be made of such contributions.

There will be no obligation for a Parent/ Carer to contribute.

Students will not be treated differently according to whether or not their parents have contributed.

The school encourages Parents/Carers of students entitled to Free School Meals or Pupil Premium to apply for a remission of voluntary contributions. (A student attracts Pupil Premium Grant for the school if they are a Looked After Child or has been entitled to FSM within the last 6 years.)

After School Club

The School may charge parents for these services, out of school hours, and the scale of charges will be approved by the Governing Body on an annual basis.

Ancillary Services

The School may offer additional non educational services and the scale of charges will be approved by the Governing Body on an annual basis. If the service is a one-off, the School may approve the charge.

Remissions Policy

If the parent /carer of a student is in receipt of Free School Meals/Pupil Premium the School may choose to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances i.e. included in one of the above categories.

Extra Curricular Activities run by External Providers

External providers will set and collect their own charges.

Other charges

The School may levy charges for miscellaneous services up to the cost of providing such services e.g. photocopying.

Breakages & Damages

In cases of wilful or malicious damage to equipment or breakages, or loss of equipment on loan to students, the school in consultation with the Chair of the Governing Body may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion.

The school may remit in full or part charges in respect of a student, if it feels it is reasonable in the circumstances.

Exceptions

The School may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

Scale of Charges

These will be approved by the Governing Body on an annual basis.

Hiring and Lettings

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be approved annually by the Governing body. Application forms and guidelines for use of premises, conditions of hiring, code of conduct and general advice are available: Appendix 1.

Review

The Governing Body will review this policy annually.

March 2016

Appendix 1

STANDARD CONDITIONS OF HIRE

1. Where required, the Hirer shall pay a deposit of at least one third of the agreed cost of the letting. Such deposit shall normally only be refundable to the Hirer in the event of the Company cancelling the letting and giving 48 hours' notice of the cancellation.
The Hirer shall pay the balance of fees due before the conclusion of the letting as directed by the Company.
2. The Hirer shall, during the period of the letting, be responsible for supervision of activities and the premises in use, protection of fabric and contents, safety from damage however slight, or change of any sort and the behaviour of all persons using the premises in relation to the letting, including proper supervision of car parking arrangements so as to avoid obstruction of the highway and emergency exits.
3. Where members of the hirer group include:
 - i. children under the age of 16; or
 - ii. a vulnerable adult*the Hirer agrees to ensure that all adults involved are CRB checked to at least Standard Disclosure level.
4. All members of the User Group engaged in supervisory role during the Hire Period must be sufficiently skilled, experienced, trained and qualified to carry out their duties.
5. The Hirer shall be responsible for making arrangements to insure against any third part claims which may lay against his/her organisation as a result of using the premises.
6. The Hirer shall be responsible for obtaining any licenses necessary in connection with the letting, other than those already in place.
7. The Hirer shall be responsible for the observance of all regulations appertaining to the premises stipulated by the Licensing Justices, the Fire Authority and the local authority.
8. The Hirer shall indemnify the Company for the cost of repair of any damage done to any part of the property or surrounds or the contents of the premises during or as a result of the booking.
9. The Hirer shall not sub-let or use the premises for any unlawful purpose or in any unlawful way nor do anything or bring on to the premises anything which may endanger the premises, their users or any insurance policy relating thereto.
10. The Hirer shall, if selling goods on the premises, comply with Fair Trading Laws and any local code of practice issued in connection with such sales.
11. The Hirer shall, at the time of making the letting agreement, inform the Company of their requirements regarding refreshments. All catering arrangement shall be made through the Company. No user shall undertake their own catering without the express written permission of the Company.
12. In the event of the Hirer wishing to cancel the letting the following cancellation conditions and charges will apply:

* A full definition of 'Vulnerable Adult' can be found on the CRB website at <http://www.crb.gov.uk/Default.aspx?page=400#v>

- i. Cancellation made with at least 48 hours notice - No charge
- ii. Cancellation made with less than 48 hours notice - Fee charged at the agreed letting charge

In the event of the Company cancelling the letting in all fees, including any deposit paid by the Hirer shall be refunded to him or her.

13. Failure of the Hirer or any member of the User Group to comply with the relevant Code of Conduct may result in immediate termination of all lettings.

14. In signing these Standard Conditions of Hire, the Hirer agrees to be personally responsible for:

- i. all aspects of the Letting throughout the hire period;
- ii. ensuring payment of all fees in a timely manner
- iii. abiding by the terms and conditions set out above and in the General Rules and Codes of Conduct attached

In signing this document, I agree to be legally bound by the Conditions of Hire, General Rules and Codes of Conduct

Signed for and on behalf of the Hirer _____

Date _____

Signed for and on behalf of Tuke School _____

Date _____

User group monitoring return

Name of group

School used

TUKE SCHOOL

Please give a brief description of your group's activities

		Female		Male
Number active members in your group		<input style="width: 40px; height: 25px;" type="text"/>	(insert the total number of members)	<input style="width: 40px; height: 25px;" type="text"/>
Ages of active members (how many members in each age group)	5-10	<input style="width: 40px; height: 25px;" type="text"/>		<input style="width: 40px; height: 25px;" type="text"/>
	11-15	<input style="width: 40px; height: 25px;" type="text"/>		<input style="width: 40px; height: 25px;" type="text"/>
	16-20	<input style="width: 40px; height: 25px;" type="text"/>		<input style="width: 40px; height: 25px;" type="text"/>
	21-30	<input style="width: 40px; height: 25px;" type="text"/>		<input style="width: 40px; height: 25px;" type="text"/>
	31-40	<input style="width: 40px; height: 25px;" type="text"/>		<input style="width: 40px; height: 25px;" type="text"/>
	41-50	<input style="width: 40px; height: 25px;" type="text"/>		<input style="width: 40px; height: 25px;" type="text"/>
	51-60	<input style="width: 40px; height: 25px;" type="text"/>		<input style="width: 40px; height: 25px;" type="text"/>
	61+	<input style="width: 40px; height: 25px;" type="text"/>		<input style="width: 40px; height: 25px;" type="text"/>

Ethnic origin (how many members in each ethnic group)

White British	<input style="width: 40px; height: 25px;" type="text"/>		
White Irish	<input style="width: 40px; height: 25px;" type="text"/>	Indian	<input style="width: 40px; height: 25px;" type="text"/>
Other White	<input style="width: 40px; height: 25px;" type="text"/>	Other Asian	<input style="width: 40px; height: 25px;" type="text"/>
Mixed	<input style="width: 40px; height: 25px;" type="text"/>	Chinese	<input style="width: 40px; height: 25px;" type="text"/>
Pakistani	<input style="width: 40px; height: 25px;" type="text"/>	Black Caribbean	<input style="width: 40px; height: 25px;" type="text"/>
Bangladeshi	<input style="width: 40px; height: 25px;" type="text"/>	Black African	<input style="width: 40px; height: 25px;" type="text"/>
		Other Black	<input style="width: 40px; height: 25px;" type="text"/>
		Any other ethnic group	<input style="width: 40px; height: 25px;" type="text"/>

Registered disabled (insert number of members who are registered as disabled)

Is your group/club local to the school you are using?

	Yes	<input style="width: 40px; height: 25px;" type="text"/>
	No	<input style="width: 40px; height: 25px;" type="text"/>

On average, how far do your members travel?

Less than 5 miles	<input style="width: 40px; height: 25px;" type="text"/>	5-10 miles	<input style="width: 40px; height: 25px;" type="text"/>	10-15 miles	<input style="width: 40px; height: 25px;" type="text"/>
15-20 miles	<input style="width: 40px; height: 25px;" type="text"/>	More than 20 miles			<input style="width: 40px; height: 25px;" type="text"/>

How did you hear about Tuke School?

Word of mouth	<input type="checkbox"/>	From the school	<input type="checkbox"/>
Tuke School website	<input type="checkbox"/>	Already hire facilities through Tuke School	<input type="checkbox"/>
Other website	<input type="checkbox"/>	Other (please explain below)	<input type="checkbox"/>

Use of Premises

1.0 Use of Premises

1.1 Use of Premises is subject to the following rules and to standard conditions incorporated in the Letting agreement.

1.2 At all times, the decision of the Company and Management is final including decisions on fitness of ground for play.

1.3 The Hirer's use of Premises must not interfere with the statutory duty of the school to deliver the curriculum.

2.0 Equal opportunities

2.1 Premises shall be open to all members of the community regardless of race, gender, sexual orientation, age, disability, religious or political beliefs or marital status.

3.0 Accident/Injury

3.1 The Hirer will indemnify the Company against all claims, demands, actions or proceedings of whatsoever nature in-respect of any death or injury sustained by any person (except death or personal injury caused by the negligence or breach of statutory duty of the Company, its servants, agents or employees), which shall occur whilst such person is on any part of the Premises of the Company hired to the Hirer (or used by the Hirer).

3.2 Lifting and moving of equipment and furniture is at the Hirer's risk. No liability will be taken by the Company.

4.0 Animals

4.1 Animals are not admitted into the Premises without express permission of the Manager (except in the case of 4.2).

4.2 Except in the case of trained guide-dogs for the blind, dogs shall only be permitted on the Premises in connection with organised activities for which written approval has been given by the Company;

5.0 Applying to use the Premises

5.1 Application for use of Premises shall be made to the Head/Deputy Head Teacher. Applications should be submitted at least 14 days prior to the date of the hire unless otherwise agreed with the Company.

5.2 The Company will consider each application on its merits.

5.3 If the Company reasonably believes that a proposed Letting is likely to result in crime or disorder, or that it might undermine the rights and freedoms of others (such as the right to privacy or the right to religious freedom) then the Company reserves the right to refuse any application for use of the Premises.

5.4 The following terms and conditions will apply to all Lettings:

Threatening or abusing rights protected under the Human Rights Act is prohibited;

Advocating or inciting racial hatred, racial discrimination, racial superiority or racial segregation is prohibited;

If requested by the Company, the hirer must be able to produce a suitable public indemnity insurance policy. Failure to do so will entitle the Company to refuse the application;

The Head Teacher and Board of Governors of the school concerned may refuse an application for use of the Premises if it is reasonably believed that the proposed use is likely to alienate the school's partners or supporters or is deemed to be counter to the policies, practice and aims of the school;

All arrangements for use of Premises are subject to the Company reserving the right to cancel bookings where the Premises are required for school or centre use or are rendered unfit for the intended use.

5.5 The school or partner organisations shall normally have priority use of the Premises.

6.0 Betting, gaming and lotteries

6.1 Nothing shall be done on or in relation to the Premises in contravention of the law relating to betting, gaming and lotteries and the persons or organisations responsible for functions held on the Premises shall ensure that the requirements of the relevant legislation are strictly observed.

7.0 Breach of Regulations

7.1 If any booked period or period of hire is cancelled or terminated by the Company as a result of a breach of any of these conditions (as to which the decision of the board of directors of the Company shall be final) the Hirer shall remain liable for the charges due up to that time, but without prejudice to any claim which the Company may have against the Hirer out of such breach or otherwise.

8.0 Broadcasting

8.1 No person may bring into the Premises any filming, recording or broadcasting equipment without the permission of the Company which may be granted subject to such conditions as the Company see fit to impose.

9.0 Car parking

9.1 Cars shall only be parked in appropriate or designated places. No cars shall be parked so as to cause an obstruction at the entrance to, or exits from, the Premises. Where parking accommodation is provided and available, this must be used and in all cases, users of the Premises should avoid undue noise or disturbance on arrival and departure.

10.0 Catering

10.1 All catering arrangements (including the supply of drinks) must be made through the Manager unless otherwise agreed. No organisation may undertake its own catering in any form except with the permission of the Manager.

10.2 If the use of kitchen and servery facilities is required, such request must be made at the time of arranging the Letting. All use of kitchens or catering facilities will require the presence of an approved member of Staff; the Hirer agrees to pay for the services of this member of Staff and all associated costs.

11.0 Charges

11.1 Tuke School reserves the right to increase the charges for hire of facilities at any time on giving of one month's notice to the Hirer.

11.2 Tuke School will operate a concessionary policy until such times as this becomes financially unviable.

12.0 Cleaning and security

12.1 All use of Premises is subject to the users or hires accepting responsibility for returning furniture and equipment to their original position, and for securing doors and windows of the Premises as directed. All users shall also leave the Premises and surrounds in a clean and tidy condition including removing all bottles and cans at the end of each Letting.

13.0 Conduct and Control

13.1 The Hirer is responsible for:

- i. The administration, organisation and running of a particular event or activity. Special arrangements can be made with the Management where help is required and any supervision, labour, or attendance provided by the Management must be paid for;

The supervision and control of all visitors, guests, spectators and officials whilst on the Premises;

Leaving all Premises in a clean and tidy condition;

Preventing any betting being conducted within the Premises or its immediate surroundings;

Preventing any nuisance, damage, annoyance or disturbance to the Company or to other persons using the Premises or to the owners or occupiers of neighbouring Premises; and

Having sufficient officials and/or stewards to fulfil these conditions.

13.2 Abusive behaviour towards Staff or any other users may result in an immediate termination of all Lettings.

14.0 Damage to Property

14.1 The Hirer will be held responsible for any damage caused to the Premises hired to or used by the Hirer, other than normal wear and tear, and will pay reasonable charges levied by the Company in respect of such damage, will indemnify the Company against all claims, demands, actions or proceedings in respect of any damage to the property of any third party, whether on or off the

Premises hired to or used by the Hirer, in either case, where such damage is caused by negligence or deliberate acts on the part of the Hirer, its visitors or guests.

14.2 The Hirer agrees to pay the Company on demand the cost of repairing or making good any damage to the Premises arising out of or incidental to the hiring or for the loss of any equipment included in the hiring.

15.0 Insurance

15.1 If required by the Company, the Hirer will effect an insurance policy in a sum specified by the Company, with an insurance company approved by the Company, and produce evidence thereof on demand.

15.2 It is the responsibility of third party hirers to secure insurance for their respective activities which covers all third party requirements.

16.0 Intoxicating liquor

16.1 No intoxicating liquors are permitted to be bought, sold or consumed on any part of the Premises without the express permission in writing of the Company, whose consent must also be obtained prior to seeking any Occasional Licence or Permission for the sale of alcoholic liquor.

16.2 The consumption of alcohol is confined to licensed areas within the Premises, where such a facility exists. Under no circumstances should alcohol be consumed on the Premises without a licence.

16.3 No person may bring onto the Premises or use any illegal drugs.

17.0 Licences

17.1 It is the responsibility of the Hirer to make applications for any licence required for any event within the Premises. The Hirer indemnifies the Company from any liability arising from the failure of the Hirer to obtain the appropriate licence for its event. (The Hirer should note that certain types of event require an Entertainment Licence).

18.0 Loss of property

18.1 The Company cannot accept responsibility for damage to, or the loss or theft of, users' property and effects.

19.0 Maximum capacity

19.1 At no times may the maximum capacity figures for the Premises be exceeded (figures will be provided by the Company upon request). The hirer may only use the Premises agreed within the hiring agreement and no other without prior agreement from the Company.

20.0 Nuisance

20.1 Litter shall not be left in or about the Premises;

20.2 Hirers and organisers of events or activities are responsible for ensuring that the noise level of their activity is not such as to interfere with other activities within the Premises not to cause inconvenience for the occupiers of nearby houses and property.

21.0 Payment

- 21.1 In consideration of the provision of facilities at the agreed Premises, the Hirer agrees to pay the hire charges to the Company on receipt of an invoice within the agreed time limit. Failure to pay an invoice may result in all Lettings being cancelled.
- 21.2 Hire charges are payable as set out at the time of agreeing the Letting.
- 21.3 The Hirer agrees to pay the reasonable costs incurred by the Company in repairing or replacing any of the facilities or equipment used at the Premises damaged, destroyed or lost by the Hirer.
- 21.4 The Hirer agrees to pay all additional costs incurred by the Company in the recovery of any debt owing to the Company.

22.0 Recorded music licence

- 22.1 It is the responsibility of any user group which uses recorded music in its activities to check if it requires a licence from Phonographic Performances Ltd (PPL) and, if so, to obtain one.

23.0 Refusal or Cancellation of Booking

- 23.1 The Company reserves the right to refuse any application or to cancel or terminate any booking for any reason whatsoever without being bound to give any reason for doing so. The Company will not, as a result of the exercise of this right, incur any liability for breach of contract or otherwise or be held liable for any expenses incurred by the Hirer, either directly or indirectly arising out of such a refusal, cancellation or termination, provided the power to cancel or terminate any booking shall not be exercised unreasonably and any charge or an appropriate part thereof will be refunded, subject to Condition 7.

24.0 Safety requirements

- 24.1 Nothing shall be done which will endanger the Premises, users of the Premises and policies of insurance relating to the Premises and contents. In particular:
- i. obstructions must not be placed in gangways or exits, nor in form of emergency exits, which be immediately available for free public egress;
- fire fighting equipment shall be kept in its proper place and only used for its intended purpose; there must be no interference with fire fighting equipment at any time except in the case of an emergency;
- the Fire Brigade shall be called to any outbreak of fire, however slight, and details of the occurrence shall be given to the General Manager of the Company at the earliest possible occasion;
- activities involving danger to users and the general public shall not be undertaken;
- highly inflammable substances shall not be brought into, or used, in any part of the Premises. No internal decorations of a combustible nature (e.g. polystyrene, cotton, etc) shall be undertaken or erected without the prior consent of the Company;
- no unauthorised heating appliances shall be used on the Premises;
- the Company shall be informed of any accident or injury occurring during use of the Premises;

- ii. all electrical equipment brought onto the Premises shall comply with the Electricity at Work Regulations, 19 The Company disclaims all responsibility for all claims and costs arising out of any such equipment that does not so comply. The Company reserves the right to inspect equipment or certification at any time.

25.0 Smoking

25.1 The smoking of cigarettes, pipes, cigars, vaping or any other matter on the Premises is strictly prohibited. This included all areas of the school site.

26.0 Storage

26.1 The permission of the Company must be obtained before goods or equipment are left or stored on the Premises.

27.0 Supervision

27.1 The person hiring the Premises or in charge of the activity associated with the hire shall not be under 18 years of age and shall be on the Premises for the entire period of the hire or duration of the activity. Where this is not possible, an agreed deputy must be there instead. The person in charge shall not be engaged in any duties which prevent him or her from exercising general and appropriate supervision.

27.2 Where an activity is a sport, the Hirer shall ensure that it is carried out and supervised in accordance with the appropriate rules and safety recommendations of the governing body of the sport concerned.

27.3 Where sports activities, coaching, training, tuition or martial arts are to be practised or performed, the Hirer must be a member of a recognized body for the sport concerned and, where appropriate, must provide details of qualifications at the time of booking.

28.0 Structural Alterations

28.1 The Hirer shall not carry out any alterations to the building, nor fix or make fixings for any apparatus, equipment or decoration without prior permission from the Management.

29.0 Termination

29.1 The contract shall automatically terminate on the agreed date of the last Letting.

29.2 The Company may terminate the Contract by notice in Writing to the Hirer if the Hirer:

- i.cancels more that 25% of the agreed Letting;

- ii.commits a serious breach of any of their obligations under these or any or Rules;

iii. becomes bankrupt, insolvent or enters into liquidation or receivership or is the subject of an application for an administration order or suffers an administrative receiver to be appointed in relation to the whole or any part of its assets or makes a composition or arrangement with its creditors or suffers any judgement to be executed in relation to any of its property or assets

29.3 In the event of Termination for reasons set out in 28.2i and where the Company is unable to fill the spaces left, the Hirer may be liable to pay to the Company a sum equivalent to the Hire Charges for the remaining period.

General Advice

General Rules governing the use of premises by third party organisations

Definitions

“Company” means Building Learning Communities.

“Hirer” means the person, group of persons, company hiring the school premises.

“Letting” means the use of facilities for agreed activities and for an agreed period of hire.

“Management” means the Company General Manager or the project facilities management company Freidmans, their representatives and employees (which shall include the school premises staff

“Premises” means any of the designated and agreed buildings, play areas, sports pitches of School Site.

“Staff” means any person associated with the Letting including premises or any staff from the school.

First aid

There may not be access to a first aid box because of the need to lock offices. You are strongly advised to bring your own first aid equipment with you.

Telephone

Access to a telephone will not always be possible because of security restrictions. You or someone in your group should carry a mobile phone in case of emergencies.

Problems with access or during a letting

If for any reason you can't get into your session, or there is an issue during your session, please inform the premises staff onsite.

Someone will be directed to deal with your problem as quickly as possible

Fire safety

When you enter the Premises, please make yourself familiar with the main fire exit routes and always keep an account of the people you are responsible for.

On hearing the fire alarm, please make your way out of the building without delay. If you detect a fire or see smoke then please activate one of the many Fire Alarm Call points and exit the building.

Try and keep in one group and assemble at a place away from the main building.

If possible, dial 999 and report the incident to the Fire Brigade. Do not put yourself in danger by trying to tackle the fire.

Intruder Alarm and protected zones

Some parts of the building that are not being used may be closed off for security reasons. These areas will have warning signs or temporary barriers. If you pass beyond these points, the intruder alarm will

activate. If you must use these routes in the event of a fire alarm activation, then please ignore the signs and barriers – the doors will NOT be locked.

Cleaning and litter

If you are using the sports fields, please be advised there are no rubbish bins out on the fields. We would encourage users to bring their own black bags which once filled, can be left on the premises at the end of the letting.

In other areas, please use the bins provided.

Insurance

Please be advised that, as the hirer, you are responsible for any liabilities which may arise from the activities associated with your group. You are required under the terms and conditions of hiring Tuke School facilities, to take out your own public liability insurance cover to protect yourself and your group's members in the event of an accident or damage to personal effects.

Your responsibilities do not include liability relating to the premises or any incident arising from, or caused by, the premises.

Code of Conduct – All Users

Facilities and equipment hired will be available to use from the time they are booked and not before unless with permission from Tuke School. Please allow time at the beginning/end of your session for setting up and clearing away – you should be cleared away and finished no later than the agreed end time.

You must be ready to leave the Premises and do so when asked to leave by a Caretaker or member of staff from Tuke School.

You must not overrun into the time allocated to the following user group. If you do, charges will be incurred on a pro-rata basis for any time run over booked times.

Use only the rooms, spaces and equipment agreed at the time of hiring or subsequently with the agreement of Tuke School.

It is your responsibility to make sure that the rooms or spaces are left in the condition they were found. All furniture must be returned to its original layout and all litter, etc must be removed. If additional cleaning is needed as a result of your session(s), you will be charged for this.

Any accident or damage must be reported immediately to the Caretaker if possible or to Tuke School as soon as possible afterwards.

If you need to cancel any of your sessions, please try to do so within the agreed time periods as shown in your contract (Standard Conditions of Hire, Section 12)

The Hirer is responsible for all those who enter and leave the site as part of the agreed Letting. Those responsible for supervision are required to adopt controls and practices which ensure that no-one uses rooms, spaces or equipment other than that which has been agreed with Tuke School. Children and young people should be under the appropriate care of a responsible and nominated adult at all times.

School equipment must not be used unless with prior agreement with Tuke School.

All activities and equipment (eg footwear) must be appropriate to the room or space being used.

Fixed equipment eg seating must not be moved by the Hirer under any circumstances. If you do move equipment, you will be charged for any resulting damage.

You are reminded that your activities should not:

- bring bad publicity or disrepute to Tuke School;

- include anything which is illegal;

- include activities which differ from those agreed;

- involve more participants/attendees than agreed or which exceeds the stated fire regulation maximum;

- mean that you are not honouring your contract in anyway;

Code of Conduct – Specific Areas

The requirements set out in the Code of Conduct – All Users apply at all times in addition to the requirements set out here. If you are at all unsure of any aspect of your activity, please check as soon as possible with Tuke School.

Halls / physical exploration room

Footwear must be appropriate at all times. Shoes which may mark or damage the floor must not be worn eg black-soled shoes or heels.

Where a space is shared with another user, every effort must be made to ensure that your group's activities and behaviour do not impact on other users in any way. The rights and requirements of other users must be respected at all times.

Equipment used must be appropriate for the activity and the room or space being used. Only equipment suitable for indoor activity must be used. This means that balls for outdoor use must not be used indoors.

No food or drink may be consumed at any time in the hall / physical exploration hall unless with prior agreement from Tuke School. Water bottles are permitted but must be removed after each session. Any spillage must be cleaned up by the group or reported to the premises staff if appropriate.

Synthetic Turf Pitches

All users must have the correct footwear: round moulded or screw-in studs 15mm or less in length are permitted; metal studs and blades of any nature are not allowed

Spectators should not be allowed onto the pitch itself.

Only equipment appropriate to the agreed activity is allowed. Chairs, other furniture, bikes, etc are not allowed inside the fenced-off STP area.

All users are expected to abide by the decision of the STP Supervisor/Caretaker. You must comply with any reasonable request or instructions from this person.

The Hirer is responsible for the actions and behaviour of any spectators which come onto the Premises.

Smoking is not allowed in the STP area.

No glass should be taken into the STP area including bottles