



Sheringham
Woodfields
School

Specialist Hire



**SENSORY PLAY
STUDIO**



**HYDROTHERAPY
POOL**



**TRAMPOLINE
STUDIO**



**AND MORE
HIRE AREAS**

Sheringham Woodfields School is an Outstanding Complex Needs School located in Sheringham, Norfolk. We boast some excellent facilities which we are proud to offer to the community in the form of hiring. Please book using our booking form or contact us for more information on 01263 820520.



SENSORY PLAY STUDIO

Sensory Play Studio £20 per hour

- Superb sensory studio accessible to all
- Mobile hoist available
- Access to changing space and toilets included
- Access to Sensory play equipment
- Music system available
- Access to outside play spaces included (weekends and holidays)
- During term time: slots straight after school and at weekends
- Good availability during the School Holidays (including weekends)



HYDROTHERAPY POOL

Hydro Therapy Pool £20 per hour

- Changing Room contained with the Hydro Pool area along with 2 changing beds & ceiling hoists (connecting changing beds to the pool)
- Swim slings provided to safely support users getting in and out of the pool
- Music system and mood lighting available
- During term time: slots available lunch times & straight after school
- Some availability during the School Holidays
- When using the pool provision, the school requires that a responsible person is on the side at all times (on top of those within the pool)



TRAMPOLINE STUDIO

Trampoline Studio £25 per hour

- Calm, relaxing and state of the art facility
- Ceiling mounted hoists to supporting getting onto and off of the sunken trampoline
- Access to changing space and toilets included
- Access to selected resources such as peanut balls
- Music system available
- During term time: slots straight after school and at weekends
- Good availability during the School Holidays (including weekends)
- To be able to use this room, a level of training will need to be evidenced (we can sign post you to the correct course if required)

Sheringham Woodfields School, Holt Road, Sheringham, Norfolk, NR26 8ND.

Tel: 01263 820520 Email: office@sheringhamwoodfields.norfolk.sch.uk www.sheringhamwoodfields.co.uk

APPLICATION FOR HIRE OF SCHOOL PREMISES



Sheringham
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PART ONE: ACCOMMODATION REQUIRED

Date of Application: _____

Sensory Play Studio	<input type="checkbox"/>	Playground(s)	<input type="checkbox"/>	School Hall	<input type="checkbox"/>	Dining Room	<input type="checkbox"/>
Hydrotherapy Pool	<input type="checkbox"/>	Servery	<input type="checkbox"/>	Classrooms(s)	<input type="checkbox"/>	Conference Room	<input type="checkbox"/>
Trampoline Studio	<input type="checkbox"/>	Nurture Room	<input type="checkbox"/>	Ball Pool	<input type="checkbox"/>	SE Play Room	<input type="checkbox"/>
Group Work Room	<input type="checkbox"/>	Teaching Kitchen	<input type="checkbox"/>	Library	<input type="checkbox"/>	Car Park	<input type="checkbox"/>

Other: _____

PART TWO: HIRER DETAILS

Name of Hirer: _____

Address: _____

Tel. No. _____ Organisation: _____

Date of Hire: _____ From: _____ To: _____

Additional Booking Dates: _____

Purpose of Hire: (if fundraising state where proceeds will be applied) _____

PART THREE: HYDRO POOL HIRE ONLY

Names of Supervisors (those on the side) _____

Member of school staff who will be on call whilst pool is in use:

Name: _____ Tel. No. _____

I have received a copy of the pool's normal and emergency operating procedures and have read and understood them. I agree to abide by them.

Signed: _____ Date: _____

PART FOUR: DECLARATION

I apply for use of the above accommodation and facilities and if my application is approved I will pay in advance all letting 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: _____

For office use only: Booking Confirmed ☐ Payment Received ☐

Signed by the Head Teacher: _____ Date: _____

APPLICATION FOR HIRE OF SCHOOL PREMISES



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BOOKING CONDITIONS

All letting fees shall be paid in advance by the Hirer unless agreed by a member of SLT prior to the first hire. Specific bookings may be made for single lettings or repetitive lettings during periods of up to 3 calendar months. In the case of repetitive lettings, a charge may be made prior to lettings commencing. A provisional booking may be cancelled by the hirer at any time, but a specific booking cannot be cancelled unless 14 days prior 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 the hirer's instigation the fee relating to the booking will be refunded.

CHARGES

The school will agree a hire charge with the hirer under any agreement is entered into.

USE OF PREMISES

School Responsibilities:

For the duration of the letting 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 will include: Fire extinguishers, first-aid kit, access to telephone etc
- Adequate heating, lighting and ventilation. This includes external lighting where required
- Safe Equipment and well maintained premises
- Individual arrangements should detail which equipment should be used and which not
- Assistants available on call to deal with defects to school plant or equipment to ensure premises are secured.
- Sufficient information given to hirers on operation of plant, equipment and emergency facilities. (This will include, for hydro pool hire, copies of normal and emergency procedures and/or a face to face safety briefing before commencement of the first hire)
- Arrangements are in place to ensure the security of the premises at the end of the letting period if appropriate
- If the letting is within 'school hours' we will ensure arrangements are in place to ensure pupils/staff do not have access to your letting

In addition to the above provisions, schools must ensure that hirers will have adequate supervision in attendance during letting periods. For hydro sessions this will require confirmation that a 'spotter' will be in operation.

Schools will be required to carry out periodic monitoring of hire activities to ensure compliance with hire conditions.
Hirer responsibilities

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

- Adequate supervision and safeguarding arrangements in place to meet both your organisations requirements and those of the School. The school may ask to see supporting policy and procedure documents.
- Follow our Safeguarding procedures. Failure to do so will result in the letting being cancelled
- Normal and emergency procedures are followed

- No school equipment, other than that specified at the time of letting is used.
- School furniture shall not be moved by the hirer except by arrangement with the Site Team or person holding custodianship for the time being e.g. a relief Caretaker/ Member of SLT
- The hirer will ensure that all relevant recruitment and vetting checks including DBS Checks have been undertaken on staff who work with children and young people
- Familiarity with emergency equipment, such as fire extinguishers, alarms, telephone, 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.
- 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.
- Any equipment or furniture moved by prior arrangement is to be replaced at the end of the period of hire.
- 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.
- Nails, tacks, screws etc., shall not be driven into, or adhesives fixed to walls, floors, ceilings, furniture or fittings and no decoration of any kind shall be put up (if a you are planning a party/celebration – a discussion can be had prior to the letting with regards to what might be possible)
- Footwear likely to damage the floors is not to be worn.
- Litter and property belonging to the hirer or his servants or agents, is to be removed by the hirer at the end of the period of hire. Any costs incurred in removing these items will be paid by the hirer.
- Alterations to lighting or heating systems are forbidden.
- To park in designated areas, leaving access for emergency vehicles

COPYRIGHT

The hirer or his servants or agents shall not infringe any copyright, or performing rights and undertakes to indemnify the School against the costs for infringement. Where the hire involves the use of sound recordings or music is played, groups might not be covered by the licenses purchased for the school premises. Primarily groups that are linked to the school and consist of teachers, students, PTA members etc., will be covered. For other groups clarification should be sought from the relevant licensing authority prior to the premises being hired and the relevant licence purchased, if required. The School/ Lettings Officer will require from the hirer sight of the relevant licence(s) at the time of booking the premises.

A licence may also be required for the performance of a dramatic or musical work. (Hirers should be aware 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.

ALCOHOL

Alcohol shall not be consumed on the school premises except with the permission of the School Governors and will be subject to the conditions made at the time of booking, and to the obtaining of such Licence as may be necessary

DISABLED PERSONS

On those occasions when disabled persons are present on the premises such special arrangements as may be necessary in the circumstances shall be made so as to enable all persons to leave the premises in the event of fire. DDA compliant toilet and changing facilities can be included with your letting if required.

LIABILITY OF HIRER

The 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 the negligence of the School, its servants or agents acting within the scope of their authority. The hirer will therefore need to ensure adequate insurance is purchased to indemnify the negligent actions of the group, its servants, assistants and agents resulting in a claim for injury and property damage to members of the group, the School or others entering the property.

Please note that this is a **NO SMOKING SITE**

SAFEGUARDING

As a community facility we welcome and support lettings of school facilities. Some of our facilities are hired at times when pupils are on site. The school needs to ensure the Safeguarding of our pupils is our top priority. If any hirer displays inappropriate behaviour/ attitudes towards any of our staff or pupils, we will terminate the hire agreement with immediate effect.

When hiring school facilities during 'school hours' please ensure doors to rooms that you occupy are not left wedged open.

If hiring the pool during 'school hours' please ensure the swipe doors have closed fully before leaving the pool area (this is to ensure that a pupil doesn't accidentally gain access to the pool area).

Should you see anything that gives you cause for concern please ask a member of the Office Team to call for a Safeguarding Lead. Please ensure you raise any concerns you might have – regardless of how big or small you think they might be.

