



COMMUNITY USERS' HANDBOOK

2020 / 2021

**The Kibworth School
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THE KIBWORTH SCHOOL

This user guide has been produced as an information manual to assist with your dealings with us at The Kibworth School. It is also a point of reference to inform you of what you may expect from us and alternatively what we shall expect from you as users of our premises.

We have tried to make the information as easy as possible to understand but if there is anything you feel unsure about then please ask. We are here to be of help to you in any way we can and are open to suggestions for improvements.

Mrs Emma Merry
Head teacher

Third Generation (3G Artificial Grass Pitch AGP)

For availability please contact:
lettings@thekibworthschool.org



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ACCIDENTS / INCIDENTS & FIRST AID



In the event of an accident / incident occurring whilst on site, please report it immediately to the Premises Officer on duty. The mobile number is:

07500097560

The Premises Officer will call the emergency services should this be necessary.

In the event of being unable to contact the Premises Officer on duty please call the 101 Police Non-Emergency Number for an incident that you require assistance with or alternatively call 999 if the situation becomes very serious or unmanageable.

First Aid Emergency Box and Accident Record books can be located in the outside of the staff room of the school and in the Sports Hall as illustrated on the room plan inside this handbook (page 20).

There are two defibrillators in the school one located opposite the main school hall and the other in the sports hall foyer.



ADDITIONAL FACILITIES

Should you require any additional items for your booking these can be provided by prior arrangement and subject to Covid restrictions. Please enquire for further details.



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BOOKING & PAYMENT

All bookings are to be arranged and agreed with the Finance team. Please email lettings@thekibworthschool.org with any requests or alterations to you bookings. When the booking is agreed you will receive an email from Bookings Plus.

Regular users will be invoiced monthly in arrears. All payments should be made via the booking system or paid via bank transfer.

CASH / CHEQUE PAYMENTS will no longer be accepted

Bank details below

Acc name	Kibworth High School
Acc Number	43802660
Sort Code	30-94-97

All accounts should be settled within 14 days upon receipt of invoice. If payment is not received by the due dates, then the school, acting on behalf of the Trustees/Governors, reserves the right to cancel the booking.

Casual bookings will be invoiced in advance and payment should be received within 14 days of any activity commencing. If payment is not received by the due dates, then the school, acting on behalf of the Trustees/Governors, reserves the right to cancel the booking.

With the exception of extreme circumstances the school will require 7 days' notice for any cancellation. Charges will be made to groups who fail to give notification within this time. (Half of the pre - booked fee)

Please contact the Finance Office for further details:

☎ 0116 2792238

✉ lettings@thekibworthschool.org



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CAR PARKING

Parking is available both to the front of the building for all school use and to the rear of the premises for all Sports Hall use. Disabled parking areas are clearly marked on both areas. Please note that users of the car park do so at their own risk and the management cannot accept liability for accident, loss or damage.

COMPLAINTS PROCEDURE

In the event of a dispute or complaint or incident, we ask that in the first instance you voice your concerns to the member of staff on duty, which is usually the Premises Officer. Your details and nature of your complaint will be passed to a member of the Strategic Leadership Team and will be dealt with as soon as possible.

FIRE PROCEDURES

The alarm bell is linked to and overrides the school bell system. It can be started by breaking the glass of the fire alarms which are situated at various points throughout the building.

All users of the premises should make themselves aware of the location of their nearest fire alarms, fire extinguishers, escape routes, fire exits and assembly point. The alarm signal is a continuous ring on the school bell system.

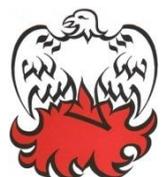
If the bell sounds, group users should evacuate the building taking a mobile phone and class register with them and immediately inform the Premises Officer.

It is the responsibility of the Premises Officer to dial **999** if necessary.

If the sounding of the bell is a false alarm, please inform the Premises Officer immediately so that the emergency services can be cancelled.

All user groups must ensure that a register has been taken and inform the Premises Officer immediately if there are any missing persons in your group.

Once the Premises Officer is satisfied the premises are safe, the alarm will be silenced and you will be allowed back into the building.



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HEALTH & SAFETY

Hirings – Health & Safety Information

To ensure your time spent on our premises is a happy and safe one, we would like to draw your attention to the following health and safety issues that become **your responsibility** during the hire period.

1. It is your responsibility to ensure you have an activity - **specific risk assessment to take account of the activities you and your participants will be undertaking and that the facilities are fit for purpose and to keep the school informed.**
2. As part of our school risk assessment we will expect you to tour the premises prior to our final agreement to hire the facilities. During this visit we will familiarise you with the following:
 - Fire Alarm Points (use these to sound the alarm, in the event of a fire.)
 - Fire evacuation procedures, routes, and assembly point.
 - The Premises Officer on duty carries a school mobile
No : **07500097560**
 - Location of the First Aid Kit / Defibrillator (If used please inform our Premises Officer on duty, so items can be replenished / checked)
 - Toilet access
 - Drinking water access
 - Entrance and Exit access
 - At the end of the tour the Health & Safety Confirmation Form (**Appendix A**) (page 22) should be completed and signed and handed into the staff member on duty.
 - Hirer agrees to the terms outlined in this Community Booklet and on the Indemnity Form in relation to Health and Safety arrangements.
 - In relation to Covid 19 Persons should not attend if feeling unwell or showing defined symptoms including new continuous cough or temperature.
 - Where indoor lettings are taking place, maximum capacities should be assessed by the Hirer referring to social distancing guidelines.
*School staff **are not** responsible for enforcing social distancing of persons attending lettings on school site.*

3. In accordance with the premises Fire Evacuation Plan, you will be required to:
 - Keep a register of people in the building and people who leave early.
 - Familiarise all participants with the position of the fire alarm points, fire evacuation routes, and fire assembly point.

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Hiring's – Health & Safety Information (continued)

- Ensure you have made specific arrangements to evacuate wheelchair bound participants from the building.
 - You are also advised to carry out a practice evacuation of the premises to highlight any causes for concern.
4. Whilst we will endeavour to maintain the building and equipment to very high standards, if you have cause for concern about the state of the building or equipment, please ensure you report it immediately to our Premises Officer on duty so that the issue(s) can be rectified as soon as possible. Should you or any of your participants be involved in an accident / incident the site, you must inform the Premises Officer who may require you and/or your participants to complete an accident form.
 5. In the event of being unable to contact the Premises Officer on duty please call the 101 Police Non-Emergency Number for an incident that you require assistance with or alternatively call 999 if the situation becomes very serious or unmanageable.



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LEARNERS WITH LEARNING DIFFICULTIES AND/OR DISABILITIES

The Kibworth School encourages all users to participate in the wide variety of activities on offer, whatever their ability. We also provide good disabled access for those people with mobility difficulties. You will find the location of the disabled toilet clearly marked on the plan of the school site. Any difficulty experienced in gaining access to any of our school facilities should be highlighted immediately. Please refer to The Equality Act 2010 for further details. (**Appendix B**) (page 23).

LOST PROPERTY

All lost property should be handed to the Premises Staff on duty so it can be claimed. All users are reminded that the school cannot be held responsible for any losses incurred whilst on site and care should be taken not to leave possessions lying around. Users of the Sports Hall are reminded not to leave money/valuables in the changing rooms when playing sports.

NOTICE BOARD

A Community Notice Board is available for use by all users in the entrance of the main school. Please ask the reception staff in the main school office to display posters for you.



OPENING HOURS

The school is generally available for **COMMUNITY** use:

MONDAY - FRIDAY	4pm – 10pm
SATURDAY/SUNDAY	BY ARRANGEMENT
SUBJECT TO SCHOOL EVENTS	

The school is generally available for **SPORTS HALL/AGP** use:

MONDAY - FRIDAY	5pm – 10pm
SATURDAY/SUNDAY	BY ARRANGEMENT
SUBJECT TO SCHOOL SPORTS FIXTURES	

(Please note there are no bookings on site before 4pm)



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SEATING CAPACITY OF SCHOOL HALL

The seating capacity of the School Hall is at the discretion of the school. This varies according to particular seating arrangements and the needs of users. Users are asked to submit a seating plan in consultation with the school. Dimensions for larger rooms are as follows:

SPORTS HALL	32 X 18 metres
SCHOOL HALL	17.50 x 11.80 metres
DANCE/DRAMA STUDIO	12 X 8.70 metres

SETTING UP AND CLEARING AWAY

The accommodation that you use will be set out for daytime school use. You may alter this arrangement to suit your needs but please inform us at the time of booking if this is required. Any school equipment used there will be a robust cleaning process pre hiring. It will be the responsibility of the hirer to clean any equipment used. Extra time will be given added to include the time it will take to set up and clear away and sanitise the equipment. It is expected that the Hirer provides their own cleaning/sanitising products.



SMOKING

The Kibworth School operates the Government's Smoke free legislation which became law on 01 July 2007. No Smoking notices are displayed throughout the main school and sports hall. The law states that it is against the law to smoke on these premises. The school has operated for a number of years a **NO SMOKING** policy throughout the whole school site including car parks and walkways. No banned substances/tobacco/cigarettes/e-cigarettes allowed on site.

SPORTS HALL – GENERAL RULES

The general rules outlined below apply to all users of the Sports Hall facilities. Please report any breakages damages or incidents to the Premises Officer.

- Clean indoor footwear which does not leave black scuff marks must be worn. This rule applies both to players and spectators.
- No food, drink or chewing gum to be consumed in the hall. Foyer to be left in a clean and tidy condition.
- All activities must be supervised by a responsible adult throughout the session.
- Personal possessions and valuables remain the responsibility of the user.
- Club/Hirers using the Sports Hall/AGP facilities are encouraged to come to their activity already changed and wearing suitable clothing ie tracksuits and to go home and shower. Due to Covid restriction the changing rooms and showers will not be available.



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All school opening and closing dates are available on our website
www.thekibworthschool.org

The school is open for Sports and Community bookings apart from the exceptions below:

**21- DECEMBER 2020 to
03 JANUARY 2021**

**2nd APRIL 2021 Good Friday
5th APRIL 2021 Easter Monday**

There may be a possibility of some disruption to bookings in the Sports Hall due to exams please refer to the website.

CLOSED FOR BANK HOLIDAYS: 03 MAY 2021 / 31 MAY 2021 / 30 AUGUST 2021

The school site will be open for sports & community use during some school holidays except for limited closures due to certain cleaning/maintenance procedures & staff holidays. School closure arrangements due to weather or an emergency will be communicated to all groups as needed, this will also be on our website. It may be necessary to cancel bookings at short notice due to unforeseen circumstances, this will be avoided where possible



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PRICING POLICY

Prices effective from 01 September 2020

All prices shown are per hour

	Monday - Friday Up to 10pm		Saturday & Sunday
SCHOOL ROOM HIRE	WITH OWN INSURANCE		
School Hall	£27.00		£47.00
P E Studio	£14.00		£32.00
Dance/Drama Studio	£21.00		£40.00
Classroom with computer usage	£16.00		£34.00
SPORTS FACILITY HIRE			
Sports Hall (x 1 court)	£12.00		£37.00
Sports Hall (x 2 court)	£21.00		£47.00
Sports Hall (x 3 court)	£30.00		£57.00
Sports Hall (Whole Hall)	£38.00		£66.00
Tennis Court (by arrangement only)	£4.50		
Cricket (½ Hall) including mats	£29.00		£54.00
Cricket (Full Hall) including mats	£46.00		£71.00
Sports Hall Foyer (If required to serve food and drink)	£25.00 per hour		

** Does not cover any sporting activity in respect of personal injury or damage suffered by one participant that was caused by another participant*

**Saturday & Sunday weekend bookings including Party Group
Bookings please contact: lettings@thekibworthschool.org**

General setting up and clearing away will be included
within the booking time



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PRICING POLICY – ARTIFICIAL GRASS PITCH (AGP)

Prices effective from 01 September 2019

All prices shown are per hour

AGP Category	PRICE PER HOUR £		
	Third Pitch	2/3rds Pitch	Full Pitch
Charter Status Club	£20.50	£37.00	£53.50
FA Affiliated Club but not Charter Status	£25.00	£46.00	£67.00
Junior Party Bookings (Up to the age of 16 years)	£19.00	£34.00	£49.00
Adult Recreational Bookings	£29.00	£54.00	£79.00
Commercial	£29.00	£54.00	£79.00
County FA	£24.00	£44.00	£64.00
Feeder Primary Schools	£19.00	£34.00	£49.00
<i>For Party/Group Bookings that require the sports hall foyer to serve food & drinks this facility will be charged at an additional £25.00 per hour.</i>			

Please note re inclusive insurance:

**Does not cover any sporting activity in respect of personal injury or damage suffered by one participant that was caused by another participant*

REGULATIONS FOR USE

- NO METAL STUDS – (MOULDED PLASTIC STUD)**
(ONLY CLEAN FOOTWEAR)
- NO TRAINERS** (including dimpled soles)
- NO SPECTATORS ON THE PLAYING SURFACE**
- NO FOOD OR DRINKS ON THE PLAYING SURFACE**
- DO NOT CLIMB ON THE GOAL POSTS, FENCE & NETTING**
- DO NOT DRAG GOALS OR PLACE HEAVY OR SHARP OBJECTS ON THE SURFACE**
- NO CHEWING GUM – NO SPITTING - NO OFFENSIVE LANGUAGE**
- NO SMOKING**
- (No banned substances/tobacco/cigarettes/e-cigarettes allowed on site)
- NO DOGS** (except guide dogs)

General setting up and clearing away will be included within the booking time



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POLITICAL PARTIES AND RELIGIOUS ORGANISATIONS

Political parties and religious organisations, where approved by the Trustees/Governors, will be subject to the following regulations in order to ensure that the school remains neutral.

All activities will be restricted to private and social events (eg discussion groups, committee meetings).

No public meetings will be held except under the existing regulations of the Local Authority concerning the hire and use of school premises.

No propaganda will be displayed or distributed within the school and its grounds to members of the public or other students in the school.

No attempt will be made within the school to recruit membership.

The premises will not be hired to the following organisations:

The National Front
The New National Front
The British Constitutional Movement
The British Movement
The League of St George
Column 88
The British Democratic Society
The British National Party
The English Defence League
Any other organisation which has racist aims.

The school can cancel any hiring if in its opinion the organisation for which the premises are hired has racist policies, regardless of the stated reason for hiring the building. In such an event the school shall incur no liability to the hirer whatsoever, other than the return of the fee paid in respect of such cancelled engagement.



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INDEMNITY AND CONDITIONS OF LETTING

1. The hirer will be responsible for obtaining any licences and for completing any returns that may be required by the Performing Rights Society, Phonographic Performance Limited, the Copyright Licensing Agency Limited and all other similar bodies in connection with the hiring and the Hirer will indemnify the school and the Trustees/Governors against the consequences of the Hirer's failure to do so.
2. To pay the hiring fee as outlined in the Booking & Payment Section on Page 4. Cheques should be made payable to **The Kibworth School**. If payment is not made by the due date or if any of these conditions of hire is not complied with then the Trustees/Governors reserve the right to cancel the hiring.
3. During the period of hiring, the Hirer will be responsible for all damages, losses, claims and costs arising out of their use of the premises and will indemnify the school and the Trustees/Governors from and against any expense liability loss claim or proceedings including claims for personal injury to or the death of any person whatsoever arising out of the course of or caused as a result of the hiring except where due to the negligence of the school or the Trustees/Governors or their respective servants or agents.
4. The Trustees/Governors may cancel any hiring if in their opinion the organisation by, or on behalf of which, the premises are hired has racist aims or policies regardless of the stated reason for the hiring of the premises. In such event neither the school nor the Trustees/Governors shall incur any liability to the Hirer whatsoever other than to return any hiring fee paid by the Hirer in respect of such cancelled hiring.



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INDEMNITY AND CONDITIONS OF LETTING (Continued)

5. The hirer is required to have adequate Public Liability Insurance in place for the use of any school premises. If you do have Public Liability Insurance for your group as a whole you will need to submit a current copy with the booking form. **If you do not have Public Liability Insurance for your group as a whole you cannot hire the facilities.**
6. The Hirer agrees that if any provision of this hiring is or becomes illegal or invalid, it shall not affect the legality and validity of the other provisions and that if the Trustees/Governors choose not to enforce any provision this will not constitute a waiver of their right to do so in future.
7. To comply in full with the following conditions:
 - i) The Hirer will ensure that the number of persons attending their hiring/function is reasonable having regard to the intended use and type of persons likely to attend and in any event is within any maximum limits determined by the fire risk or Health & Safety assessment for the premises.
 - ii) The Hirer acknowledges that they have been supplied with Health & Safety Information for the premises to be hired and that as responsible persons they must carry out their own risk assessment for the premises hired.
 - iii) No preparation is to be applied to the floors of the premises and any spillages or any damage to the premises or injury to any person occurring during the course of the hiring, must be reported to the Premises Officer/school as soon as possible. Any accident or injury must be recorded and the Hirer shall cooperate fully and assist the Trustees/Governors in that connection:



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- iv) There must be no interference with school equipment during the hiring and any furniture moved must be replaced and the premises must be left in a clean and tidy condition and clear of all rubbish. Interference with any fixed installation or the removal of any fire or safety notices or equipment is not permitted.
- v) The premises shall be vacated at the end of the hiring time specified in the booking request form.

CHILD PROTECTION

The Hirer shall ensure that where a hiring involves activities aimed predominantly at children, and/or the activity is positively supported by the school for the attendance of children, they have appropriate child protection policies and procedures in place and that they themselves and those persons likely to have contact with children have been subject to enhanced Disclosure & Barring Service (previously Criminal Record Bureau). If working with children on site the hirer must provide a DBS number for our register here and for anybody working alongside them and any relevant coaching/training certificates.

Notwithstanding such requirements, the school is not responsible for monitoring standards or maintaining quality checks of activities or events which are not part of the school's programme or is not provided directly by the school.

Parents and Carers are advised that they are responsible for ensuring that such activities and events, including those provided by a private Hirer of school premises, are appropriate for their child/children. They should also ensure they have satisfied themselves that the organisation or Hirer has taken steps to ensure the safeguarding, health & safety and general welfare of participants.

It is recognised that as the facilities may be used by both adults and children potentially at the same time, when children are using the changing/toilet facilities in the school they should be supervised by either their own parent/carer or supervised by a member of the relevant coaching/hiring staff, who has undergone relevant DBS (Disclosure and Barring Service) check when parent/carer is not present.

Older teenagers may not require any supervision however a club/hirer may wish to have an appropriately recruited adult within the vicinity of the changing /toilet facilities to ensure their welfare is monitored.



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CHILD PROTECTION (Continued)

Club/Hirers are encouraged to ensure that players using the Sports Hall/3G pitch facility come to activities already changed, wearing suitable clothing eg tracksuits and go home after to shower.

For mixed gender activities, separate changing/toilet facilities are available.

Parent and Carers are strongly advised to check that any group, club or individual has undergone appropriate checks before placing a child/children in their care.

The Trustees/Governors reserve the right to require the Hirer to produce evidence that enhanced Disclosure & Barring Service checks (previously Criminal Record Bureau) have been carried out on all persons and to review child protection policies and procedures and to impose any additional requirement they consider appropriate in connection with the hiring. If for any reason the Trustees/Governors are not satisfied than they reserve the right to cancel any hiring and there shall be no liability to the Hirer other than to refund any hiring fee or deposit paid.



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GENERAL

The Trustees/Governors reserve the right to have the final decision on any request for hiring the school premises. If a hiring is deemed unsuitable with regard to The Kibworth School's aims and principles then the Trustees/Governors reserve the right to decline any application for hire.

The Trustees/Governors may cancel any hiring if the premises or any part thereof are rendered unfit or become unavailable due to unforeseen circumstances or are required for School/Education Curriculum purposes or are required for use as a Polling Station for a Parliamentary or Local Government election or by-election and there shall be no liability to the Hirer other than to refund any hiring fee or deposit paid for the cancelled hiring.

The Hirer must not do or allow anyone attending their hiring to do anything on the premises which is or may become a nuisance to the Trustees/Governors, the school or other hirers or to the occupiers of adjoining or neighbouring premises. The Hirer shall be responsible for requiring any person causing such a nuisance to leave the premises. It is the Hirer's responsibility to ensure that the minimum of noise is made on arrival and departure.

The Hirer acknowledges that they do not have exclusive rights to occupy the School Premises and that there may be other hirings taking place.

The hiring is personal to the Hirer and/or the organisation that they represent and they agree that they will not sublet any hiring without the written agreement of the Trustees/Governors.

The Hirer must not use the premises for any auction, sale, trade, business or manufacture without the written agreement of the Trustees/Governors or for any illegal or immoral act or purpose and the Trustees/Governors reserve the right to cancel with immediate effect any hiring where such use is taking or is intended to take place without refund of the hiring fee paid.



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The Hirer shall ensure that any electrical appliances brought onto the premises and used there shall be in safe working order, be used in a safe manner and have been tested in accordance with current safety testing requirements.

The Hirer shall ensure that no animals (including birds) except guide dogs are brought onto the premises other than with the written agreement of the Trustees/Governors.

All vehicles parked on the school premises are parked at the owners' risk and no liability is accepted for damage to such vehicles or their contents.

It is the responsibility of the Hirer to ensure that their staff have been fully trained in the use of any equipment to be used during the letting and that at least one has an up to date first aid certificate.

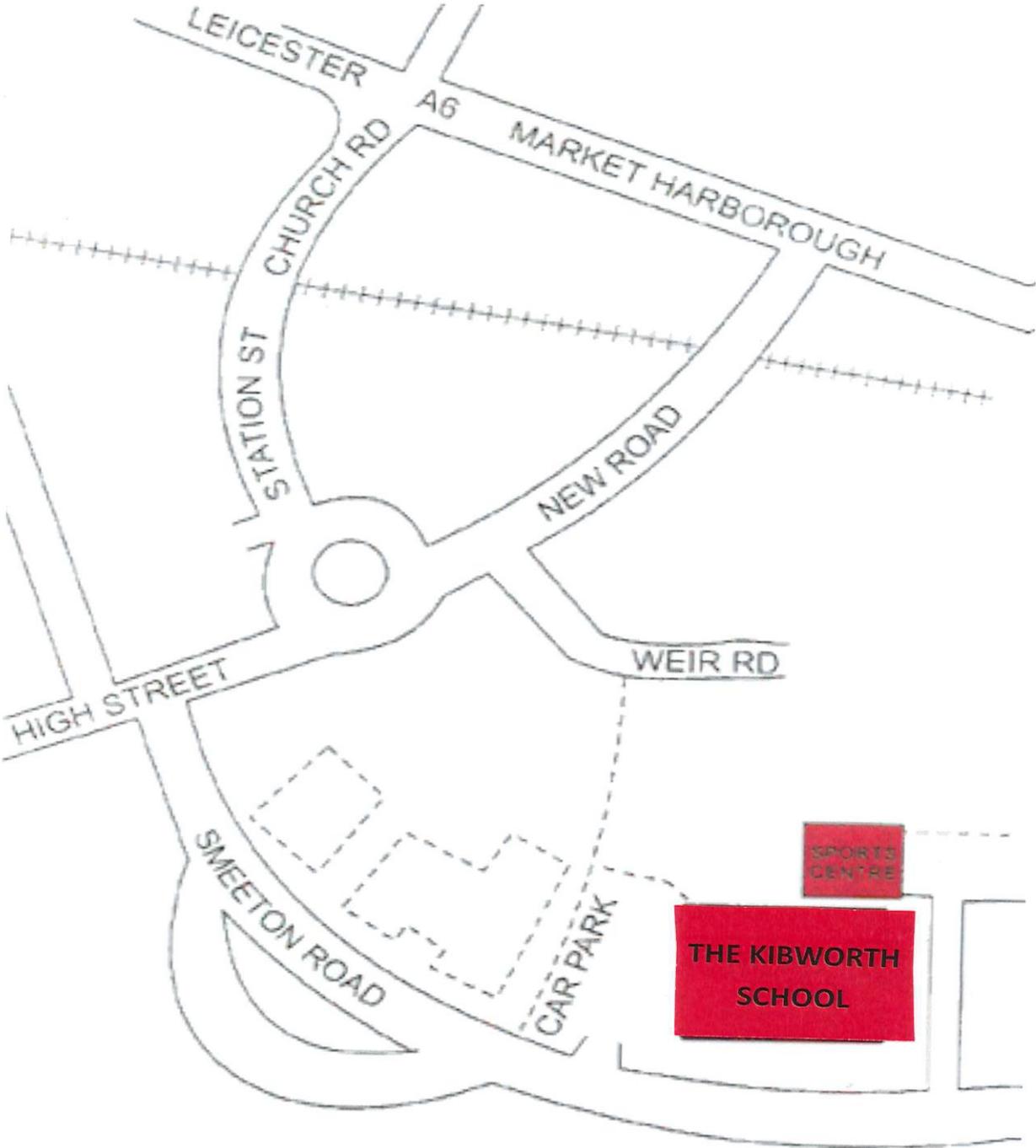


The Kibworth School Map



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MAP



Hirings

Appendix A

HEALTH & SAFETY CONFIRMATION FORM

Please complete the form below and return it with your booking forms

Name or Organisation:

Name of Person in Charge:

Address:

Telephone Number: Mobile:

Email Address:

No	Issues / Items	Tick to indicate you have received information and/or instruction about these issues / items
1	Fire Alarm Points & Fire Evacuation Procedures	
2	Evacuation Routes & Assembly Point	
3	Premises Officer's contact telephone number card given	
4	Use of own mobile phone	
5	Location of the First Aid Kit	
6	Toilet access	
7	Drinking water access	
8	Entrance and Exit access	
9	Information about reporting damaged or faulty building infrastructure and/or equipment	
10	Information about reporting accidents – please inform Premises officer on duty	
11	Any electrical items brought onto school premises have been PAT tested	
12	All users/leaders of activities will remain in the booked area under supervision at all times	
13	All users to be wearing the correct footwear for the Artificial Grass Pitch (AGP)	
14	I have received and read and agreed to abide by the terms outlined in the Community Handbook / Indemnity & Conditions of Lettings including all Health & Safety arrangements	
15	All users to be aware there is a strict No Smoking policy (including electronic cigarettes) throughout the whole school including car parks and walkways.	
16	No alcohol/banned substances to be brought on to the school site	

I have been made fully aware of my health and safety responsibilities for the hire of facilities at The Kibworth School.

Signature of person in charge of booking: Date:

Signature of Premises Officer: Date:



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EQUALITY ACT 2010

Rights of Access to Non-Educational Services

The Equality Act states that service providers must not discriminate against disabled people by:

- Refusing to provide or deliberately not providing any service which is provided to other members of the public
- Providing a lower standard of service
- Offering a service on less favourable terms
- Failing to make adjustments to any practice or policy or procedure which makes it impossible or unreasonably difficult for disabled persons to make use of the services
- Failing to make adjustments to a physical feature (eg one arising from the design or construction of a building or the approach or access to premises) which makes it impossible or unreasonably difficult for disabled persons to make use of a service
- Refusing to give any hiring or permission to occupy premises to disabled persons
- Making any such arrangements on terms which are discriminatory

Provision of Non-Educational Services

The provision of non-educational services is covered by the new requirements and the following activities should generally be regarded as non-educational for the purposes of the Equality Act 2010 and complying with Part 3 service providers provision

- Admission and exclusion appeal hearings
- Evening classes, parents' evenings
- Use of school sports facilities by the local community
- Hiring of the school accommodation to members of the public
- Leisure time activities for children or adults without any element of any educational development
- Responsibility for complying with the rights of access rests with the Trustees/Governors.

