



Achieving together in God's light

Lettings Policy

This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment.

Last reviewed: October 2017

Next review due: October 2018

Limpsfield Church of England Infant School

Lettings Policy

The Aim of the Policy

Limpsfield C. E. Infant School is an integral part of the local community. The governors are keen to see that the school premises are used for the benefit of the whole local community. The education of children is the prime purpose of the school, however we believe education is a lifelong process which should be open and accessible to all. This outlines the policy of our school with regard to letting. It sets out the facilities available, the charges and the responsibilities of the school and users when the school is hired.

Policy Statement:

1. Lettings for the benefit of the children of Limpsfield CE Infant School (including breakfast and after-school clubs, Governors' meetings, L.S.A. meetings and functions and meetings with parents and outside agencies) shall take priority to all other lettings.
2. The governing body has the right to refuse any request for hiring. The school premises will not be let to individuals or organisations if there is reason to believe that the name of the school will be brought into disrepute.
3. All lettings administration must comply with Section M (Community Use of Schools) of the SCC Finance Manual.
4. The governing body is aware of its responsibilities for safeguarding children and so, when letting out the school premises, has due regard to safeguarding policies and practices and the school's Prevent duty on anti-radicalisation. The school is committed to safeguarding and promoting the welfare of children and young people and expects hirers and their representatives to share this commitment. The Governors require all regular hirers working with children and individuals working on school premises on behalf of the hirer to have a DBS disclosure at an appropriate level (as defined by the Disclosure and Barring Service).
5. In addition to the above, the Childcare Act 2006 provides that a person who is disqualified under the Childcare Disqualification Regulations 2009 may not provide relevant childcare or be directly concerned in the management of such provision. The governors therefore require that all hirers providing relevant childcare under the Childcare Act 2006 have informed those individuals who would be deployed to provide or manage the childcare on school premises that they will be committing an offence if they do so whilst disqualified under the 2009 Regulations and that they must inform the hirer if they consider that they could be disqualified under the legislation. In the event of any individual providing such disclosure, the hirer is required to take appropriate action to ensure that no disqualified person is employed or otherwise provides services, with or without payment, in connection with relevant childcare provision on the school premises.

The school premises will not be made available for the following purposes:

- Car boot sales (unless organised by Limpsfield School Association or previously authorised by the Finance Committee). If such an event is authorised, advice will be sought from the District Planning Officer as a car boot sale is legally regarded as a market and subject to a number of controls.
- One day sales or mock auctions.
- Evening Parties for unknown third parties.

Delegated authority to approve lettings

- The Head Teacher is authorised to agree all lettings of the school premises.
- Once a term, the Chairman of Governors will sign off the Lettings Memorandum Account to approve the lettings for the previous term.
- The School Business Manager or Finance Assistant will advise the Head Teacher and the Finance Committee of any non-payments of amounts due relating to lettings.

Procedure for lettings

- **Any hirers requiring the issue of a key for the let will complete a Key Holder Agreement (See Appendix 6).**

Occasional Lettings:

- An Application to Use School Premises Form and Key Holder Agreement (where appropriate) will be sent to the hirer for completion and return by the hirer along with payment (**see Appendix 1**).
- Terms and Conditions of Hire will be attached to each Booking Form (**see Appendix 2**) and by signing and returning the form the hirer accepts these terms and conditions.
- On receipt of the completed Booking Form a Notification of Approval of Letting Form (**see Appendix 3**) will be dispatched to the hirer as soon as possible.
- The Head Teacher will sign this form as confirmation of approval of the letting.

Regular Lettings:

- When the facilities are booked for a regular letting, dates for the forthcoming term's bookings should be provided to the school as early as practically possible.
- A Key Holder Agreement will be completed for each case where a key is issued.
- A risk assessment should be provided by the hirer and retained in the Lettings File (a template is available from the Lettings Secretary, if necessary) and this should be reviewed annually by the hirer.
- A Notification of Approval of Letting form (including the Terms of Conditions of Hire) and an invoice will be sent to the hirer confirming that those dates are available, whereupon the letting charge will be due for payment.
- By paying the letting fee the hirer is deemed to have accepted the terms and conditions.
- If the sessions involve children:
 - for any organisation working with children, the hirer will be given the school's Safeguarding Pack* on the initial booking, and this will be issued to all regular hirers when it is updated annually.
 - each member of staff working with the children will be required to produce an enhanced DBS clearance and sign a Childcare Disqualification Form and copies will be kept on file.
 - The school will seek to ensure that the hirer has followed the safer recruitment guidelines.

**Safeguarding Pack contains:*

- ❖ *School Code of Conduct for Staff*
- ❖ *Guidance for Safe Working Practice for Adults who work with young people*
- ❖ *Child Protection & Safeguarding Policy*
- ❖ *Security Policy*
- ❖ *Health, Safety & Welfare Policy*
- ❖ *Confidentiality Policy*

All lettings, regardless of whether they are chargeable or not, will be entered onto the School Diary System and the Lettings Memorandum Account.

The Lettings Memorandum Account will be maintained by the Finance Assistant, detailing lettings, costs and income. The Memorandum Account will also be used to record whether hirers require Public Liability Insurance and will be sent at the financial year end to SCC Risk Management and Insurance Unit.

Insurance:

- All hirers will be asked to produce a current Public Liability Certificate (with an indemnity limit of not less than £5,000,000), a photocopy of which will be kept on file.
- Insurance documents will be checked by the Finance Assistant on a termly basis.
- In the absence of a valid Public Liability Certificate, an additional 15% of the letting fee will be added to the invoice and the hirer will be covered by SCC's Public Liability Insurance cover (subject to a minimum of £5 per letting).

General Points:

- No intoxicating liquor may be brought on to or consumed on the school premises during or in connection with any letting except with the Governors' approval. Where a license for the sale of intoxicating liquor is necessary for a function the hirer is solely responsible for obtaining such a license. [See SCC Finance Manual Section M for further information]. The hirer should produce the license for inspection prior to the letting.
- Surrey County Council operates a no smoking policy on all of its premises.
- Users should have access only to the particular room or rooms hired to them as determined in the lettings approval form.
- All hirers will be made aware of fire exits in the vicinity of the accommodation being hired.
- All hirers must report any accidents as soon as possible and complete an accident report form which should be dealt with by the school office.
- The equipment in the school kitchen is the property of the LA and hirers are not permitted to use the facilities in this area.
- The hirer will need to visit the school office to collect and sign for the key and combination during school hours and return the key on the day following the let.
- A cash deposit of £30.00 will be payable by all hirers (with the exception of lets for the school/L.S.A use), and this will be refunded providing the hall is left in a suitably clean condition (as determined by the school) and there has been no loss or damage to any property of the school.
- The door between the hall and the rest of the school should remain locked for the duration of the let.
- Hirers are required to ensure that children are protected at all times, by taking all reasonable steps to prevent the occurrence of any injury, loss, damage or harm and appropriate adult supervision must be provided.
- References will be sought on anyone unknown to the school.

The SCC Finance Manual also sets out the specifics of when VAT is chargeable.

The Governors have set the following charges to take into account current market prices and these are as follows:

Limpsfield School Facilities Hire Charges

£10 per hour for the Resources Room (Cookery/Arts and Crafts)

£13 per hour Hall (after-school and holiday clubs)

£15 per hour for the Hall (regular letting)

£30 Deposit (to cover cleaning costs / key loss if required)

£50 Children's Parties fixed cost which includes insurance for a maximum of 3 hours (hall hire cost £43.48)

The school heavily subsidises the rate for the morning sports club, to allow working parents this facility of wrap-around care

All charges must be paid at the time of booking. There will be at least two weeks' notice for any cancellation of booking made by the hirer, otherwise a refund will not be made.

Appendix 1



Application for Use of School Premises

Please complete this form using BLOCK CAPITALS.
 SCC VAT Number:216.9472.49

Thank you for your enquiry. Please find details below of how to make a booking:

- Please read the terms and conditions enclosed and complete this booking form and a Key Holder Agreement (where appropriate).
- To secure the booking, please hand into the school office a £30 cash deposit and a cheque/cash payment for the booking
- The key and combination must be collected in the week before the let or in the week preceding the school holiday in which the booking falls. Please note the school office is open between 8.30am and 4.00pm on school days and will not be open at weekends/school holidays. **Failure to collect the key may result in you being unable to gain access.**
- The key needs to be returned to the school office the next working day following the hire.
- If the hall is cold when you enter, you may press the heating boost button which is located next to the exit to the car park.

For Health and Safety reasons, please use the cleaning equipment kept outside the toilet area labelled "For Hall Hire Only". The hirer shall be responsible for ensuring:

- All lights are switched off and all windows and exits locked on leaving the building.
- Floors are swept and mopped, blinds closed and toilets left clean and tidy.
- All refuse is cleared and removed from the premises.
- All property of the hirer is removed.

Emergency contacts: Jennie Richards 07879 638262 and Elke Starr 07568 394452

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To: Lettings Secretary, Iona Cowland, Limpsfield School, Westerham Road, Limpsfield, Surrey, RH8 0EA

Name of hirer:			
Organisation (if applicable):			
Address:			
Contact Telephone Numbers	Home:		Work/Mobile:
Will you be present during the letting period?		YES/NO If not, please provide name and contact details below of person responsible:	
Purpose of Hire:			
Date(s) premises required:			
Exact Times required:			
Do you require the school to arrange insurance on your behalf (through SCC)? (This will cost 15% of the letting charge, minimum £5 per let. If you do not wish to opt for the SCC insurance the school will require you to submit your own insurance policy at least 14 days prior to the let.)			YES/NO

- **I undertake to pay the approved charges and have read the Terms and Conditions of hire and above notes with which I, on behalf of the organisation I represent, agree to comply.** I will promptly pay for any damaged caused. If I fail to leave the hall clean and tidy in a way that is acceptable to the school, I will forfeit the £30.00 deposit to pay for the extra cleaning costs.
- I enclose a payment for the hall hire of £..... or I have paid the cost of the hall hire by BACS (delete as appropriate). (BACS Payments: **HSBC Plc, Sort Code 40-35-40, Account No: 01109464, Limpsfield C. E. Infant School.** Please make cheques payable to Limpsfield C. E. Infant School)
- **I also enclose a cash deposit of £30.00.**

Name..... Signature..... Date.....

Appendix 2



Terms and Conditions of Hall Hire

1. **Hirer.** The hirer is the person in whose name the hall is booked and is primarily responsible for ensuring compliance with these conditions. The hirer must be 21 years or over. Where an organisation is named, that organisation shall also be considered the hirer and shall be jointly and severally liable with the person signing the booking form. The school governors reserve the right to refuse a request for hiring and also to revoke without notice any contract for the hire of school premises. The hirer is responsible for ensuring that no unauthorised persons enter the premises during the hours of use and to ensure the premises are fully vacated at the end of each use.
2. **Charges.** All charges must be paid at the time of booking. There will be at least two weeks' notice for any cancellation of booking made by the hirer, otherwise a refund may not be made. The school governors will not be held responsible if any hiring has to be cancelled for reasons beyond their control, except that all monies paid will be refunded.
3. **Deposit.** A £30 cash deposit will be taken at the time of booking and returned to the hirer provided that the hall is left clean and in a satisfactory condition and refuse has been removed from the site. The Headteacher, or a nominated member of staff, has the final say as to whether the hall is in a satisfactory condition.
4. **Hours.** The hire of the hall does not entitle the hirer to use or enter the premises at any time other than the specified hours for which the hall is hired, unless prior arrangements have been made with the lettings secretary. The hirer must ensure that the period they have hired the facility for allows for setting up and putting away the equipment. If the period of usage exceeds the period hired then the hirer will be liable to a minimum penalty charge of 1 hour.
5. **Sub-letting.** The hirer shall not sub-let the hall to another party.
6. **Numbers.** Numbers admitted to the premises shall not exceed 200.
7. **Posters, banners, etc.** No posters, banners, etc. shall be displayed outside the hall or the school without permission of the governors. Inside the hall, the use of drawing pins, nails, tacks, sticky tape, etc. may cause damage and must not be used. No preparations are to be applied to the floor.
8. **Clearing up.** The premises must be left clean and in good order and vacated not later than the time booked. The hirer shall reimburse the governors for any costs incurred in cleaning the premises after the hiring, necessary to ensure that the premises are sufficiently clean for normal use by the school. All property of the hirer (including refuse) must be removed at the end of the hiring. The governors accept no responsibility for any property left on the premises after the hiring.
9. **Damages/Accidents.** The School Business Manager must be informed immediately of any damage caused to school property and/or any accidents. The hirer shall pay to the governors the cost of repair or replacement resulting from any loss or damage arising from the hiring however caused or of whatever nature, to the school premises and all equipment or property thereon.
10. **Equipment.** The climbing frame, piano, interactive whiteboard and any other school equipment must not be used, unless specifically requested in the application form and agreed by the governors. Such applications must specify the name and qualifications of the person taking responsibility for their proper use. Hirers may bring in their own equipment (e.g. CD player) which must be in good condition and fit for purpose. The hirer will reimburse the school for any damage resulting from the use of the hirer's own equipment. Most of the chairs and tables are stacked in the chair store in the back right hand corner of the hall and must be returned at the end of the hire period. Please note that there are only four adult tables available and if these are required, the school should be notified in advance. The children's tables are 2ft. high. There are 70 adult chairs.
11. **Insurance.** The governors do not accept any responsibility for injury or loss, however caused, arising from any activity which takes place in the hall. All Hirers are required to produce a current Public Liability Certificate (up to at least £5,000,000) to the governors at the time of booking, to cover the period of the let. In the absence of a Public Liability Certificate, the governors will arrange insurance for an additional fee of 15% of the letting charge (minimum £5.00 per let).
12. **Liquor.** No intoxicating liquor will be brought on to or consumed on the premises except at a function organised by a body which the governors have approved. Where a licence for the sale of intoxicating liquor is necessary for a function, the responsibility for obtaining such a licence is solely that of the hirer, who must give a copy to the lettings secretary prior to the date of the let.
13. **Entertainment.** In the case of lettings for music, singing, dancing, or stage plays, the entertainment must be for a closed organisation such as a society or club or by invitation only. (The school is not licensed for public entertainment). There must be no infringement of copyright, and in the case of musical entertainment the requirements of the Performing Right Society must be fulfilled.
Before approving any letting for the exhibition of pictures involving the use of films or television, enquiries should be made to the appropriate District Council as to whether the exhibition is exempted from, or requires, a licence under the provisions of the Cinemas Act 1985 or any statutory modifications thereof.
14. **Smoking.** The governors operate a no smoking policy on the school premises and this must be adhered to at all times.

15. **Kitchen.** The kitchen and the equipment are the property of Surrey County Council and not the school governors. The kitchen is only to be used for access to water and the sinks. The kitchen and contents (i.e. cooker, fridge and crockery) are not to be used and the hirer must supply their own equipment, although a kettle is provided for your use, if required. The kitchen must be left clean and tidy.
16. **Lighting.** The lights on the outside wall of the hall are operated automatically by a daylight sensor. Emergency lighting operates automatically for three hours to enable safe evacuation in the event of a mains power failure. Please report any use of emergency lighting to the school office.
17. **Fire Safety.** Attention is drawn to the fire notices displayed in the hall. Please read these carefully prior to the let, and make sure you are aware of the locations of the fire exits and fire extinguishers. In particular, exits must not be locked or blocked during the hire period. Hirers must ensure the immediate evacuation of the premises if an alarm is triggered or when requested to do so by any member of staff or the Police or other emergency service in case of fire or other emergency in any part of the premises or in or on any neighbouring land or premises or when any other emergency drill is being carried out on the premises. Hirers are responsible for ensuring that all adults and children involved in their activity leave the building as quickly as possible. In the event of the fire alarm being activated, one of the emergency contacts must be informed immediately.
18. **Good Order.** The hirer shall be responsible for good order being kept during the hiring. In particular, the volume of music and noise must be strictly controlled both inside and outside the hall at all times out of consideration for nearby residents.
19. **Parking.** The National Trust car park adjacent to the school may be used, but care should be taken not to obstruct the entrance to the school house or the track to the cottages on Pebble Hill at the back of the car park. Please also ensure the disabled parking space (next to Caretaker's Shed) is not obstructed, and the disabled entrance to the hall is kept clear at all times. Care should be taken when leaving and in particular cars should not turn right when exiting on to the A25.
20. **Safeguarding.** This school is committed to safeguarding and promoting the welfare of children and young people and expects hirers and their representatives to share this commitment. Governors require that for all hirings involving groups working with children an appropriate level of disclosure has been obtained from the DBS for the individuals working on the school premises. Where a disclosure includes convictions or other relevant information the hirer is required to take an assessment of risk to determine whether that individual is suitable to work with children and young people. For any organisation working with children, the hirer will be given the school's Safeguarding Pack on the initial booking, and adhere to its contents. This will be issued to all regular hirers when updated annually. All hirers are required to ensure that children are protected at all times, by taking all reasonable steps to prevent the occurrence of any injury, loss, damage or harm and appropriate adult supervision must be provided. In the event of an allegation arising, the school reserves the right to suspend the contract with immediate effect pending investigation. A telephone (emergency calls only) and first aid kit are also provided.
21. **Childcare Disqualification Requirements.** In addition to the above, the Childcare Act 2006 provides that a person who is disqualified under the Childcare Disqualification Regulations 2009 may not provide relevant childcare or be directly concerned in the management of such provision. The governors therefore require that all hirers providing relevant childcare under the Childcare Act 2006 have informed those individuals who would be deployed to provide or manage the childcare on school premises that they will be committing an offence if they do so whilst disqualified under the 2009 Regulations and that they must inform the hirer if they consider that they could be disqualified under the legislation. In the event of any individual providing such disclosure, the hirer is required to take appropriate action to ensure that no disqualified person is employed or otherwise provides services, with or without payment, in connection with relevant childcare provision on the school premises.
22. **Credentials.** Anyone intending teaching a class (e.g. sport/music) will be subject to additional checks (i.e. proof of qualifications/credentials, Child Protection Policy, DBS, right to work in the UK, safer recruitment, etc. where appropriate).
23. **Disputes.** Any dispute on the use of school facilities or school equipment out of normal school hours shall be settled by the school governors.
24. **Keys.** The key and the combination for the hall door must NOT be given or lent to any third party, nor may the key be copied. If the key is lost, stolen or damaged the hirer must inform the school immediately. The hirer is liable for any costs that the school incurs due to the key being lost, stolen or damaged. All hirers of the hall are required to complete a Key Holder Agreement (see Appendix 6).
25. **Counter Terrorism and Security Act 2015**
 - (a) The Hirer acknowledges that Surrey County Council ('The Council') has a duty under the Counter-Terrorism and Security Act 2015 ('CTSA') to have due regard to the requirement to prevent people from being drawn into terrorism.
 - (b) The Hirer shall facilitate the Council's compliance with its duty pursuant to the CTSA and the statutory guidance issued under section 29 of the CTSA and in particular the hirer shall ensure that:
 - (i) The premises (and each and every part of them) do not provide a platform for extremism
 - (ii) The premises (and each and every part of them) are not used to disseminate extremist views
 - (c) The council reserves the right to revoke without notice any contract for the hire of premises if it identifies or suspects that the hirer may use (or be using) the premises contrary to this clause

Appendix 3 – Booking Approval Form

Approval Number:



Notification of Approval of Letting of School Premises

Please complete this form using BLOCK CAPITALS

SCC VAT Number:216.9472.49

To:	From: Limpsfield C. E. Infant School
Address:	Limpsfield Common
	Westerham Road
	Oxted
Organisation:	Surrey RH8 0EA

Your application for the use of school premises has been approved as follows, subject to the terms and conditions attached to the Booking Form.

Occasional Letting:

Date: Time From:.....am/pm To:.....am/pm

Purpose of Use:

Regular Letting:

Every:(day) Time From:.....am/pm To:.....am/pm

Starting From (date):..... Until:.....

Dates of all lettings for reference:

Purpose of Use:

Note: In the event of cancellation or any variation in the time of booking, you *must* inform the Head Teacher at least two weeks before the letting, or a refund of the letting charge may not be made.

<i>Date(s) required</i>	<i>Number of occasions</i>	<i>Rate</i>	<i>Total Charge</i>
		£10 per hour (Resources Room) £13 per hour (after school club) £15 per hour (regular letting) £50 (children’s party fixed rate for up to 3 hours inc. Insurance)	
Add VAT (if applicable)			
Add Insurance Premium (if applicable)			
Total Amount Payable			

Payment should be made 14 days before the letting, quoting the above approval number (unless separate arrangements have been agreed).

- BACS Payments: **HSBC Plc, Sort Code 40-35-40, Account Number 01109464, Account Name: Limpsfield C. E. Infant School**
- Cheques should be made payable to **Limpsfield C. E. Infant School** and sent to the above address

Approved..... Headteacher Date

Appendix 4 - Lettings Information for Staff regarding new hall hirers

Hall Keys	Collect the hall Key from the safe and sign out the key in the signing out book. Take the hirer to the hall door. Let the hirer try the key (the door will be unlocked during the school day).
Code	Let the hirer try out the code in the door
Chairs & Tables	Show the hirer the shed where the chairs and tables are kept and give them the combination to the lock.
Telephone	Explain the telephone is for emergency calls only and that is located on the wall near the door to the rest of the school.
First Aid Kit	Explain the First Aid Kit is located in a box on the wall near the door to the rest of the school. Advise them on reporting procedure for accidents.
Fire Exits	Make sure the hirer is aware of the 2 fire exits. The hirer must make sure all individuals using the hall know where the fire exits are. The hirers should ensure that both doors remain unlocked for the duration of the let.
Heating Booster	The Heating booster is next to the exit to the car park and works by pressing the button for either 1,2,3,4 or 5 hours.
Cleaning	The Cleaning products are kept in the area outside the toilets and are marked for 'Hall Hire Only'
Toilets	Show the hirer where the toilet and disabled toilets are.
Kitchen	Remind the hirer that the kitchen equipment is the property of Surrey Commercial Services and not the school so the equipment should not be used, but they may use the kitchen to keep the party food until it's needed and make drinks so long as the area is kept clean.
Mop Sink	The hirer should be shown the mop sink in the kitchen.
Locking up at the end of the let	Make sure the hirer knows that all doors and windows are shut and locked from the inside at the end of the let and that they lock the hall door on leaving the school.

Appendix 5 - Lettings Check List for regular hirers

Company Name:

	Date:	Comments:
Signed Booking Form		
Keyholder Agreement Signed		
DBS		
Disqualification by Association Form		
Insurance Documents		
Qualifications		
References x2		
Ensure that any organisation involving children has a copy Safeguarding Pack.		
Obtain a signature when the safeguarding pack read and understood		
Obtain a risk assessment from the organisation		
Introduction with Relevant Teacher (if applicable)		
Prepare and obtain authorisation for Approval form from head teacher		
Create Invoice		
Cash Deposit Received		
Payment Received at least 2 weeks before		
List of pupils for the class teacher & Office		
Give and sign for key/code (If needed)		

Appendix 6 – Key Holder Agreement



Key Holder Agreement

Agreement between: Limpsfield C. E. Infant School, Westerham Road, Oxted, Surrey RH8 0EA

And: (Name) (Address)

In respect of the hire of premises as per the Letting Agreement dated

..... (Name) has been authorised by Limpsfield C. E. Infant School to hold the keys of the school hall subject to the following:

Key Holder Delegated Responsibilities

The Key Holder’s prime responsibility is the security of the premises. Prior to the commencement of the let the Key Holder will be made familiar with the school, particularly the location of a phone for emergency use, location of fire exits, procedures for security checking when locking up and the standards of cleanliness and tidiness.

The Key Holder must also be aware of and accept that they are responsible for leaving the school secure at the end of each letting.

Access is restricted to agreed letting arrangements and is subject to confirmation of adequate insurance cover confirmation being received.

Emergency Procedures

In case of an emergency Key Holders should contact Jennie Richards 07879 638262 and Elke Starr 07568 394452 to resolve any problems that may arise during the let. An additional charge may be made if the caretaker is called out to the site.

Reporting of Accidents and breakages

Any accidents or breakages should be reported to the school as soon as possible following the let, according to point 9 in the Lettings Terms and Conditions.

I acknowledge receipt and take full responsibility for the keys to Limpsfield C. E. Infant School while in my possession.

I understand that any key issued to me remains the property of Limpsfield C. E. Infant School and is provided for my sole use as key holder.

I understand that the key may not be duplicated, transferred or loaned to any other person.

I understand that I am required to immediately report the loss, theft or damage to the key in my possession and that a charge for replacement will be made.

I agree to return the key in my possession upon termination of the Letting Agreement or when requested to do so by Limpsfield C. E. Infant School.

I have read and understand the Letting Agreement and Key Holder agreement and agree to abide by these terms and conditions.

Name Signature of Key Holder Date

Signed below on behalf of Limpsfield C. E. Infant School:

Name Authorised Signature of School Date October 2017