

John Taylor
High School



John Taylor High School Lettings Info Booklet 2025-2026



John Taylor High School
Dunstall Road, Barton-under-Needwood
Burton-on-Trent, DE13 8AZ
Telephone: 01283 247800
Email: d.mallinson@jths.co.uk



The School, has responsibility for the letting of facilities. We are therefore pleased to be able to offer them for evening or weekend hire at reasonable rates based on availability.

The Hall, accommodating up to 300, is licensed for public performances and dancing. Refreshments can conveniently be served over the bar in the spacious Sixth Form area. We have successfully provided for conferences, using classrooms for group discussion rooms.
Price: £38.50 per hour (includes use of Sixth Form Room)

The Sports Hall and 1 Community Rugby Pitch, are available for club sporting practices or special sporting events. Available from 6.00pm-10.00pm. Please note that only non-marking footwear is allowed. No outdoor footwear is to be worn – this applies to spectators too.
Price: £33.00 per hour

Sports Pitches only, are available to hire for larger groups or special events.
Price: £22.00 for 1 game. (Price on application for more than 1 game) Toilets and changing facilities are charged at an additional £44 per session, up to 6 hours.

A Classroom, is a great space for smaller talks, sessions or workshops. We have a variety of spaces on offer.
Price: £16.50 per hour

The Performing Arts Building, has a large performing studio with one mirrored wall, ballet barre and sprung wood flooring.
Price: £22.00 per hour (Additional Stage Lighting and Sound Equipment is available through special arrangement for £33.00 each per evening. The Piano is also available for £13.20 per night – please note the piano must not be moved)

Other Equipment, across the school can be hired at an additional fee – price on application.

The Hirer will indemnify the School/any related body, their servants, agents or any pupil against loss, injury or damage howsoever caused arising from the hire of the facilities unless due to the negligence of the School.



**For further information or to place bookings,
please contact the school on 01283 247800 or email d.mallinson@jths.co.uk**

- NB
- All letting rates stated above are per hour and term time only
 - Min letting = 1 hour (3 hours for hall)
 - All prices quoted may be subject to V.A.T. and subject to annual review by the Local Governing Body – see clause '**Fees & Charges**' in the Conditions of Use at the back of this booklet.

The Training Centre also offers meeting/conference facilities. The Training Centre is a premier, recently refurbished venue with dedicated training and conferencing facilities. Located on site at John Taylor High School, the venue is easily accessible from the A38 and M6.

Prices for the **Training Centre** are as follows:

	Hourly Rate	Half Day	Full Day
Meeting Room (Capacity up to 10 delegates)	£30	£75	£125
Training Room (Capacity up to 30 delegates)	£70	£150	£250
Conference Room (Capacity up to 60 delegates)	£100	£250	£325
Whole Centre	n/a	£300	£500

Available upon prior request:

- Laptop, projector & speakers
- Flip chart stand and paper
- Refreshments (Tea/Coffee, £2 per head, per serving)
- A cold buffet lunch can be provided at a rate between £12 and £15 per head



For bookings or more information about the Training Centre
Contact Jeanette Taylor-Perks at j.taylor-perks@jtmat.co.uk
or alternatively please call 01283 243432

The Hirer will indemnify the School/any related body, their servants, agents or any pupil against loss, injury or damage howsoever caused arising from the hire of the facilities unless due to the negligence of the School

Payment 2025/2026

The Letting Application Form will facilitate the issuing of an invoice.

Payment by bank transfer is our preferred method of payment.

The bank details are shown on the invoice which will be emailed out at the beginning of each term. Payment by cheque is accepted, this needs to be made payable to The Business Manager, John Taylor High School, Dunstall Road, Barton-under-Needwood, Staffs, DE13 8AZ. Please include the invoice number on the reverse of the cheque.

Payment should be made in advance of the letting taking place. See 'Fees and Charges' in the Conditions of Use at the back of this booklet.

School holiday dates are shown for your information.

The school reserves the right to cancel lettings if payment has not been received or if the conditions of use are not adhered to.

Any queries please contact The Business Manager (r.mcconnell@jths.co.uk)

Please ensure that the section relating to Public Liability Insurance is completed.

John Taylor High School Lettings 2025-26

This is correct at the time of printing. When completing your form, please note that the premises are closed on the dates blacked out (ie, bank holidays, school holidays & Open Evenings on Thursday 9th & 23rd October). Further cancellations may be necessary during exams/open evenings etc. and we will endeavour to give as much notice as possible.

Thank you for your understanding.

2025/2026	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S							
August																																			
September		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				
October				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1
November	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						
December		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
January					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
February	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28							
March	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
April				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2
May	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
June		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				
July				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	

JOHN TAYLOR HIGH SCHOOL

GRITTING PLAN (PLEASE BE AWARE THAT THE SITE IS NOT GRITTED AT WEEKENDS)

The approved code of practice which supports the Workplace (Health, Safety and Welfare) Regulations states that “arrangements should be made to minimise risks from snow and ice. This may involve, snow clearing and closure of some routes....”.

All reasonable efforts will be made to ensure that the establishment remains open as normal. A risk assessment is in place which covers the hazards associated with snow and ice on our premises.

The Senior Site Supervisor and Head of School monitor local weather forecasts in order to react to situations as quickly as possible and to implement any special measures. This includes the implementation of the gritting plan.

- A path 1-metre-wide from the site entrance to all building entrances is cleared. Slopes and steps are also regarded as a priority – see plan.
- Cleared paths are treated with salt/grit to maintain a clear pathway especially where temperatures remain below freezing.
- If slopes and steps remain in a dangerous condition, access to the affected area will be prevented.
- As time permits, other pathways to entrances and between buildings will be cleared and gritted.
- The car park is not treated as priority but pathways leading from car parks to the building will be dealt with as soon as possible.

The school does not have the responsibility for gritting the access road to the school – Dunstall Road.

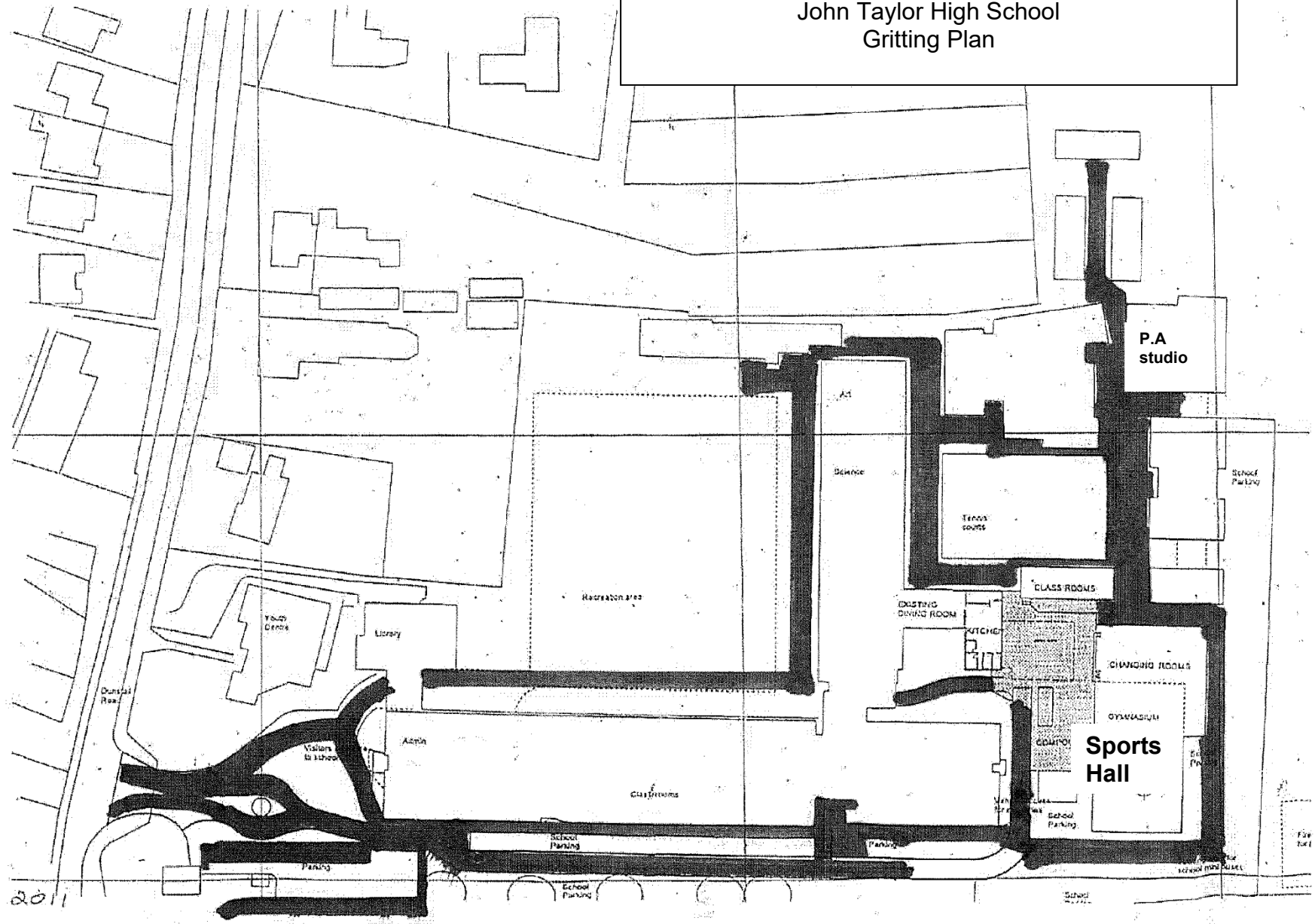
Where the Head of School or the Senior Site Supervisor have concerns over the safety of certain external pathways, circulation routes etc. affected areas will be taken out of use. If there is a requirement to prevent access to paths, slopes, steps or other areas then these will be marked clearly using signs/cones/tape, as appropriate, to ensure everyone is made aware.

Before school starts at 8.50 a.m. and after it finishes at 3.40 p.m. parents and pupils are responsible for ensuring their wellbeing and that any areas clearly marked as inaccessible are avoided. **All Staff, Visitors and Pupils should use the areas that have been gritted to move about the school site. If they decide to use another route that has not been gritted, they do this at their own risk.** Hirers of the premises outside of normal school hours must take responsibility for assessing whether the premises are safe to use. They must take responsibility for relaying relevant information to people entering the premises because of that activity.

Communication with stakeholders will be via the school’s website, staff notice board, text messages, Bromcom and the school newsletter.

Should a decision be taken to close the school due to bad weather, the Head of School will inform parents and staff via text and the school website.

John Taylor High School Gridding Plan



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CONDITIONS OF USE

Applications

All correspondence and applications for the hire must be made directly to the School. All applications are subject to approval by the Local Governing Body (LGB) of the School.

Hirer

The hirer must be over 18 years of age and shall be the person by whom the application form for the hiring is signed. Such person shall be responsible for the payment of the fees payable in respect of the hiring and for the observance and performance in all respects of the conditions and stipulations contained in the hire agreement.

Hirers must have in place their own risk assessments, safeguarding policy, first aid arrangements/ fire procedures and emergency procedures and these must be provided to the school on request.
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Hirers are responsible for obtaining the necessary local authority licenses for their activities and these must be provided to the school on request.

Hirers must provide a register of those present during a letting upon request.
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Fees and charges

The hire fee shall be paid in full upon receipt of invoice. Fees are subject to annual review by the LGB. Invoices are issued termly in advance.

Hire charges are subject to V.A.T. unless all the following conditions can be met.

- The series of lets consists of 10 or more sessions.
- Each session is for the same sport or activity.
- Each session is in the same place, although a different pitch, court or lane, or different number of pitches, courts or lanes is acceptable.
- The interval between each session is at least 1 day but not more than 14 days. The duration of the sessions may be varied, however there is no exception for intervals greater than 14 days through the closure of the facility for any reason.
- The series is to be paid for as a whole and there is written evidence to the fact. This must include evidence that payment is to be made in full whether or not the right to use the facility for any specific session is actually exercised. Provision for a refund given by the provider in the event of the unforeseen non-availability of their facility would not affect this condition.
- The facilities are let out to a school, club, association or an organisation representing affiliated clubs or constituent associations, such as a local league.
- The person to whom the facilities are let has exclusive use of them during the sessions.

Cancelling of hiring by LGB

The LGB reserves the right to refuse any application without stating reasons for so doing.

The right is reserved to cancel any individual session by the LGB. We would seek to give as much notice as possible, but there may be cases outside our control when this is not possible.

With reference to the playing fields, the school reserves the right to cancel a booking if it is considered that weather conditions may damage the pitch.

A full refund will be given if the LGB has to cancel any session.

Cancellation or amendment of booking by Hirer

Hirers can cancel bookings, **but there will be no refund**. Amendments to bookings are by negotiation only.

Hired Area

Access is strictly restricted to the hired area and any toilet facilities, entrances, exits and corridors as directed by the LGB. Unauthorised use of equipment is strictly prohibited.

The LGB reserve the right to enter the hired area at all times on producing evidence of their identity.

Variation of Conditions

There shall be no variation to the conditions of hire without the express consent of the LGB.

Care of School Premises

The hirer is responsible for everyone who is on the School's premises for the activities they are organising and, generally, for everyone who comes on to the parts of the School's premises which are under the hirers control at the stated times. The hirer is responsible for ensuring that they comply with all the terms of the hire agreement.

Any defects/problems that occur during a letting should be reported to the school at the first opportunity. It is the responsibility of the Hirer to do pre-check of all equipment and the areas of the hired spaces before use. Should there be any defects they must be immediately reported to the school to avoid injury and further damage. The hirer must not use any facilities/equipment should there be any defects.

- No notices or placards shall be affixed to, leant upon or be suspended from any part of the school premises
- No bolts, nails, tacks, screws, pins or other similar objects shall be driven into any of the walls, floors, ceilings, furniture or fittings. The hirer shall ensure that no persons using the permitted area to use shoes with stiletto heels or other footwear which may in the opinion of the LGB be damaging to the floor surfaces of the hired.
- No outdoor footwear to be worn in the Sports Hall. All footwear must have non-marking soles (also applies to spectators).
- No hot drinks allowed in the sports hall.
- No pushchairs, prams, scooters etc. in the sports hall.

Intoxicating liquor

Intoxicating liquor shall not be brought into nor consumed on school premises without the prior consent of the LGB. Where such consent is given hirer must comply with the Licensing Laws and provide evidence of such to the LGB.

Smoking

No smoking permitted in *any* area of the school building/grounds.

Public Entertainment and other Licences

The promoters of entertainment and functions to which the public are admitted on payment shall be responsible for completing to the satisfaction of the Governors all formalities in connection with the use of the premises for that purpose. Where the Chief Fire' Officer or Licensing Authority require additional facilities for the purpose of a letting (such as "Exit" sign and emergency lighting) which are not already installed, It shall be the responsibility of the Hirer to provide such facilities of an approved type and method of installation.

Payment for admission shall be deemed to include admission by tickets or programmes or by any other method by which the making of a payment entitles a person to admission.

No entertainment or function to which the public are admitted shall be allowed unless the premises are licensed for the purpose under the bye-laws of the Local Authority in whose area the premises are situated and all necessary regulations against fire are complied with.

The hirer shall be responsible during the function or entertainment for which the premises are hired for ensuring:

all safety requirements and recommendations of any licensing authority are complied with; any limitation on the number of persons admitted imposed by any licensing authority or the Governors are complied with; suitably qualified persons are employed to be responsible for the supervision of the premises and the conduct of those attending so as to avoid personal danger, and damage to the premises.

Copyright and Performing Rights

No copyright work shall be performed without the licence of the owner of the copyright and the payment of any appropriate fees.

The hirer shall comply with all the provisions of the Copyright, Designs and Patents Act 1988. If the hirer shall fail to do so any permission previously granted by the LGB to use the school premises shall be immediately cancelled and the LGB shall have the right to recover fees, charges or any other payments referred to in these Regulations.

The hirer shall indemnify the LGB from and against all actions, proceedings, costs, claims or demands whatsoever, arising out of the performance of Copyright Works on school premises.

The hirer shall, immediately after any performance or function at which music has been performed or songs sung, complete, sign and return to the Performing Right Society a Performing Right Society Limited form obtainable from the Performing Right Society Limited, 29-33 Berners Street London W1P 4AA.

If it is proposed to play a copyright record or tape in public, application for a licence so to do must be made to Phonographic Performance Ltd, 103 James Street, London W1R 3HG

Evidence that the necessary licences have been obtained must be supplied to the school at one week/month* (delete as appropriate) before the letting.

Gaming

No gaming is allowed except in accordance with the conditions of the Gambling Act 2005 when gaming is carried on at an entertainment promoted for raising money to be applied for purposes other than private gain.

A copy of public registers may be viewed by contacting the local authority

www.eaststaffs.bc.gov.uk. The Town Hall, Burton-on-Trent, Staffs DE14 2EB. The Gambling Act 2005 may be viewed on

<http://www.legislation.gov.uk/ukpga/2005/19/introduction>

The hirer shall be deemed to have knowledge of the contents thereof whether or not he has availed himself of the opportunity of inspection.

Use of Equipment

It is the responsibility of the Hirer to do pre-check of all equipment and the areas of the hired spaces before use. Should there be any defects they must be immediately reported to the school to avoid injury and further damage. The hirer must not use any facilities/equipment should there be any defects.

The hire area does not include the use of any equipment except where specifically agreed for the activity booked and subject to any fees deemed appropriate by the LGB. School furniture (other than chairs for use in the hall) shall not be moved except by arrangement. The hirer must do everything reasonable to avoid loss, damage or breakage to the School's property whilst the School's premises are under the hirer's control. Any loss, damage or breakage must be reported as soon as practicable to the School. The LGB will be entitled to charge the hirer for any such loss, damage or breakage on terms to be approved by the school.

Should Hirers wish to use their own electrical equipment it must be PAT tested (proof required)

Safeguarding

The hirer will be required to provide to school, a copy of their Safeguarding Policy or arrangements at the time of booking. Please refer to Section 6 in the 'Lettings Procedure for Schools' Booklet.

Insurance

The hirer will be required to indemnify the School against any liability at law in respect of any accident involving death or bodily injury to any person or damage to or loss of any property real or personal and happening consequent upon or in connection with the use of the premises unless due to the negligence / default of the LGB, its Servants or its Agents. The Academy has insurance in place which will provide cover for the hirer in certain cases. Full details including conditions and exclusions can be found below and on the back of the letting application form. Where the hirer is a political organisation, a professional entertainment promoter, or uses the premises on a commercial / business basis or is unable to satisfy the requirements of the Third Party Hirer's cover then they will be required to obtain separate third party insurance cover.

EFA Risk Protection Arrangement (RPA)

THIRD PARTY HIRERS' INSURANCE ARRANGEMENT – SUMMARY OF COVER

The RPA will indemnify the Insured (the Hirer) against all sums, which the insured shall become legally liable to pay as compensation arising out of

- I. Death or bodily injury to or illness or disease contracted by any person (other than Employees).
- II. Loss or damage to third party property.
- III. Sudden and accidental pollution liability.

Details of cover are set out below:

Persons/Organisations Insured

Individuals and organizations which would not normally be expected to have their own Public Liability Insurance hiring premises owned by John Taylor High School.

Occupations of Activities

The activities of the Insured (see above) at the premises owned by John Taylor High School.

The intention of the RPA is to protect the Hirer where a claim of negligence is made against them by a third party.

The cover includes legal liability of the Member to pay damages (included costs and expenses) in respect of:

- I. exposure to asbestos
- II. legionella
- III. abuse

Cover includes hirer's liability

The policy will not apply in respect of the use of the premises for the following:

- I. Meetings organised by political parties
- II. Professional entertainment promotions
- III. Commercial or business use
- IV. Hire of playgrounds and playing fields unless as part of a hiring for the school buildings. Where only the playground or playing fields are hired, separate Public Liability Insurance must be in place to protect any legal liability attaching to the Hirer.

The limit of indemnity under the policy is currently unlimited.

The policy only applies whilst the individual/organisation is using the school premises.

If any other insurance covers the same loss, damage or liability this insurance will not pay any amount covered by such insurance.

Evacuation

If you find a fire:

The individual(s) responsible for the booking or who takes the activity should immediately set off the alarm by striking the nearest break glass.

This will instigate the calling of the Fire Brigade linked to the Southern Monitoring Watch Tower.

The Watch Tower will contact the member of site staff on duty at home who will proceed to the site and liaise with the hirer(s) who is on site. Hirers should remain in the evacuation area until that member of the site team has given them clearance to return.

It is therefore important that the school has the mobile phone number for the named hirer who will be on site, should the member of the site team need to contact them directly. Please ensure this number is on the application form.

Depending on where the fire/activity is, the forming up area will be either:

- The School Field at the rear near the Sports Hall
- The School Field at the rear of the Performing Arts block
- The Car Park at the front of school.

Do not re-enter the building, or permit others to re-enter the building, unless the fire brigade and/or site staff have declared it is safe to do so.

First Aid

Hirers should ensure they provide their own first aid provision. There is no first aid kit on the outdoor pitches. There are school first aid boxes in the sports hall and Performing Art studio. There are defibrillators located in the Sports Hall corridor, in main school Reception, in the History and Science corridors, the First Aid room and outside the Public Library (access from Dunstall Road)

In the event of a serious incident, hirers should dial 999 as appropriate. Any serious incidents must be reported to the school as soon as possible after the event.

Emergencies

In the case of a **genuine** emergency where it is not appropriate to dial 999, please call Mr Alan Colclough (Site Manager) on 07794919941. Please do not use this number for any issues or concerns that could be reported to school via email.

Security

If you are the last user of the premises on a particular night, you may be asked to close the outer school gates when you leave the premises and will be notified accordingly.

You must also ensure that any windows, fire doors and outer doors are securely closed.

Parking of Vehicles

The parking of vehicles on the school's property shall be permitted in approved areas only on condition that persons bringing such vehicles on to the premises do so at their own risk and that they accept responsibility for any damage to the school's property or injury to any person whether connected with the establishment or not, caused by such vehicles or their presence on the school's premises.

Vehicles on Site

There is a 5mph speed limit on ALL vehicles at ALL times within the school site.

Use of Playing Fields

Any hiring of a playing field may be cancelled without notice if weather conditions or the state of the ground make it likely that unreasonable damage may result from use. Suitable footwear must be worn.

Access to Sports Hall

Access to the Sports Hall is via a key pad. Once the letting has been agreed, the key pad number will be forwarded to the hirer to gain access. The number must be kept secure and not passed on to other parties. The hirer must ensure they have this number before the first letting. Hirers must ensure they have a key to operate the lights. When leaving the premises the hirer must ensure that the catch on the key pad door is dropped and door is securely closed.

Miscellaneous

The hiring body shall comply with such additional conditions as the Academy, Head of School, or the Governors may require in writing, to be observed for a particular letting.



Department for Education

Confirmation of risk protection arrangement (RPA) membership

The Department for Education's risk protection arrangement (RPA) is a voluntary arrangement for academies, free schools and local authority maintained schools. It is an alternative to insurance through which the cost of risks that materialise will be covered by government funds.

The following academy trust or multi-academy trust is a member of the RPA.

NAME OF MEMBER ORGANISATION:	John Taylor High School
MEMBERSHIP NO/URN:	136323
MEMBERSHIP PERIOD:	01 September 2025 to 31 August 2026
RPA MEMBERSHIP RULES:	Standard

(1)	EMPLOYER'S LIABILITY
Limit of Indemnity	Unlimited
(2)	THIRD PARTY PUBLIC LIABILITY
Limit of Indemnity	Unlimited
(3)	PROFESSIONAL INDEMNITY
Limit of Indemnity	Unlimited
(4)	PROPERTY DAMAGE
	Loss of or damage by any risk not excluded to any property owned by or the responsibility of the Member including property the responsibility of the Member due to a lease or hire agreement Cover
Limit	Reinstatement value of the property

NOTES:

1. Indemnity is subject to the RPA membership rules.
2. In accordance with the provisions of paragraph 1 of Schedule 2 of the Employers' Liability (Compulsory Insurance) Regulations 1998 (SI 1998/2573), the Secretary of State for Education hereby certifies that any claim established against the named member organisation above in respect of any liability to the employees of the kind mentioned in section 1(1) of the Employers' Liability (Compulsory Insurance) Act 1969 will, to any extent to which it is otherwise incapable of being satisfied by the aforementioned employer, be satisfied out of moneys provided by parliament.
3. A General Principles Clause is included.

Signed: 

Dated: 01 September 2025

Susan Dawson
Director of Commercial for Sector and Commercial Operations