

HARTBURN
PRIMARY SCHOOL
Founded 1877



Hartburn Primary School

Community Use Management Scheme for Multi Use Games Area (MUGA)

March 2012

Draft Community Use Management Scheme

Date Issued: March 2012

Background

Hartburn Primary School is a large Primary School at the centre of its local community. It is an integral part of the wider community supported by a network of connections within the Stockton on Tees local authority, which includes partner schools, sports clubs, local businesses and families that have used the school since 1911. The school has a long tradition of engagement in sport and in particular prides itself by maximising participations and entering tournaments available to it when possible and is proud of being particularly successful over time in a wide range of sports.

There is a great desire to improve this further with partnership development with the community. With the recent development of extended schools and local sports partnerships there is scope for more shared and community use which the school is keen to develop.

In the past, despite poor facilities (the grass pitch), the school has been used out of school hours by various organisations including scouts, cubs and primary football organisations this however was weather dependent and limited to the summer months due to poor playing surface and bad drainage. This proposed Multi Use Games Area (MUGA) will increase address this issue and increase the interest within the community in using the school for out of hours activities as it is 'all weather' and can be used more than the current grassed area.

The purpose of this document is to record the School's proposals for making these facilities available more widely to the community. The document is a 'Community Use Management Scheme' and will be submitted to the Local Planning Authority following agreement with the Governing Body and Sport England.

The Facilities

The proposed MUGA is 50m x 30m and consists of a unique surface specifically designed for Primary Schools comprising of a synthetic surface which is drained and enclosed by a fence.

The surface is exclusive Tiger Turf TD24 Grass with a 5mm roll out pad system. Line markings include provision for:

- Mini Soccer
- Hockey
- Netball
- Mini Tennis
- 4 lane staggered athletics track.

The facility would suit a wide variety of private hirers (sports clubs for pupils under 16 years) and is available for both casual and programmed use.

Aims

Hartburn School makes its facilities available to the wider community in order to:

- Improve opportunities within the wider community to take an active part in sporting activities or continuing education
- Raise the profile and promote the sporting status of Hartburn School within the community
- Reduce the dropout rate in sports participation with age
- Work with the local and school community to achieve a high quality core offer for all young people
- encourage the range, quality and number of school sports links and stimulate competition
- provide affordable access to the facilities and in terms of community use improve the participation of children up to 16 years.

Hartburn School shall use reasonable endeavours to achieve community use targets in line with Stockton Borough Council sports development strategies. The school shall work with its partners to provide a range of opportunities and pathways for the community.

Hours of Use

The planning approval for the new facilities will set certain restrictions on out of hours use, as follows.

- The Multi Use Games Area (MUGA) shall only be used between the hours of 15:45 18:15 hrs Monday to Friday and between 09.00 hours and 15.00 hours at weekends.
- Use on Public or Bank Holidays will be restricted to weekend hours (finishing no later than 15.00 hours).

In addition to the above, school use of the facilities will take priority during the school day and for after school activities.

All public use proposed under this policy will comply with these restrictions.

Management responsibilities

OPERATIONAL SYSTEMS

Controlling access to the MUGA

- All areas must remain locked when not in use
- Gates should be closed (not locked) when the MUGA is in use
- Use will only be permitted when the group leader / coach is present
- Ensure that all users have vacated the facility before locking.

Sports facilities rules for users

- Enter the MUGA quietly
- Appropriate clothing/footwear to be worn whilst taking part in any activities – spikes and studded boots not permitted
- Users are responsible for providing their own clothing/footwear
- No unruly behaviour
- No jewellery to be worn
- No chewing gum
- No glass bottles
- No cleaning of outdoor footwear on the MUGA.

The Hirer shall:

Agree to abide by the terms of the insurance policy taken out by the School and to pay the first £250 of each and every claim in respect of damage to the buildings and contents.

Conditions of Insurance Policy

As per Stockton Borough Council guidelines (to be inserted).

Management Structure

Sports Facilities Management Group Member Function

- Headteacher, Hartburn Primary School representing the interests of Hartburn School
- Sports Coordinator, Hartburn Primary School representing the interests of Hartburn Primary School
- Governor, Hartburn Primary School representing the interests of Hartburn Primary School
- Site Manager representing the interests of Hartburn Primary School
- Sport Development Officer representing the interest of Stockton Borough Council

The Management Group will meet three times per year, with provision for additional meetings. The chair will be responsible for organising the termly meetings and any additional meetings that might be deemed necessary.

Remit of the Management Group

- To make strategic plans for the use of the MUGA by the community
- To build capacity by accessing any funding streams
- To promote use of school sport facilities
- To encourage use of sport facilities through equitable pricing policy and accessible booking mechanisms
- To encourage a range of users to meet the needs of all members of the community
- To work with users to make sure that their aims and objectives are in line with those of the school and LA
- To work in partnership with users to make child protection a priority where appropriate

Good Husbandry of Sports Facilities

- At changeover times, as a courtesy to the next group, please ensure that you vacate the MUGA on time.
- Please ensure that equipment is only used for its intended purpose, e.g. football goals are not to be used for hockey practice and vice versa as this may result in damage that the hirer would be liable for.
- Please see the site manager if the goals / equipment does not meet requirements.
- If the goal posts are moved by anyone other than the staff on duty the hirer must accept liability for damage or injuries which may be caused.
- Please check your booking slip for start and finish times.

Pricing Policy

Scale of Charges

The charges for the use of any part of the school facilities are agreed and reviewed by the Governing Body on an annual basis. Any change in rate will be applicable from the 1st April each year. (Current charges for the MUGA will be £30 per hour or part thereof).

Payment

- Cheques must be made payable to “Stockton Borough Council”.
- For single bookings, payment shall be made on receipt of a booking confirmation and invoice issued by the school administrator accepting the booking.
- No booking is confirmed until receipt of a booking confirmation is received.
- For block bookings, payment shall be due at the end of every month on receipt of an invoice.
- If payment is not made in full by the Hirer in accordance with the booking confirmation issued by the administrator, then *either* The school reserves the right not to make the facilities available to the Hirer without notice and in such circumstances the School will not be liable for any costs or other expense incurred by the Hirer or other persons or bodies associated with the Hirer in connection with the booking, **or** an administration charge of £20.00 may be added to the account to allow for the School’s additional costs in administering the booking.

Facilities

Applying to use the Facilities

Application for the use of the school facilities shall be made to the school administrator.

The right to refuse any application for the use of the college is reserved. Any such refusal will be reported to the next meeting of the Committee.

All arrangements for the use of the school facilities are subject to the school reserving the right to cancel bookings when the premises are required for school use or the facility is rendered unfit for the intended use.

Hours of Opening

A copy of the school calendar can be found on the school website (linked to Stockton Borough Council external site). The school and its sports facilities will generally be available for lettings on any day of the year other than Bank Holidays and where the facilities are required for school events.

No booking will be confirmed until availability has been confirmed and an official booking form received.

Admission and Access

The Headteacher or representative of Hartburn Primary School shall specify the maximum number of persons who will be permitted to use the school facilities and have a right to refuse admission to or remove from the school facilities any person without stating any reason therefore.

User Regulations

A formal booking system will be managed by the school administrator. Hirers will be expected to sign booking forms with terms and conditions of hire.

Car Parking

Cars shall not be parked so as to cause an obstruction at the entrance to, or exits from the school or access by the emergency services. The designated car park provided must be used and hirers/users of the facilities should avoid undue noise on arrival or departure. Designated parking spaces are provided for those with a registered disability. Specific arrangements will be made for the parking of coaches for visiting groups and teams. Cars are parked at owners risk. Hartburn Primary School will not accept responsibility for loss or damage as a result of using the car park.

Review mechanism

Two months prior to the date on which the management group produces its annual report the school will make available to the group details of all usage, bookings, maintenance and financial matters relating to the Community Use of the sports facilities to assist with the development and improvement of community access.

The review committee will undertake an assessment of the adequacy of this policy in relation to:

- hours of use of the sports facilities;
- pricing policy;
- compliance with targets and aims;
- marketing and financial performance;
- maintenance.

Reporting Process

The management group will prepare a report based on the above assessment and prepare recommendations as to how Community Use can be further developed and improved. The school shall implement all reasonable recommendations of the review undertaken by the management group. The School shall not materially reduce the level of community access to the sports facilities required by the appropriate conditions of the planning permission without prior written approval of the local planning authority following consultation with Sport England.

T F Gittins
Headteacher
March 2012.