



St Martin's C of E Schools

LETTINGS POLICY

Approved by	Headteacher
Date of Next Review:	July 2025
Date of Approval:	July 2024

1 Rationale

We regard the school buildings and grounds as a community asset and aims to make every reasonable effort to enable access for the local community whilst ensuring priority use for educational purposes of the school to support the school in providing the best education for our students.

This policy must be read in conjunction with our safeguarding policy available on the school website.

2 Roles and Responsibilities

The Headteacher

The Headteacher has overall responsibility for all lettings that take place on the school site. This responsibility may be delegated to a member of the school's leadership team,

The Headteacher should be satisfied with the purpose and planning for each letting and is required to give approval for any letting that takes place during the school day.

Where issues of ethics, values or morals arise regarding a proposed letting the Headteacher will liaise with the Governing Body prior to a confirmed booking being taken for the letting.

The Lettings Coordinator

The Lettings Coordinator role is delegated to staff members as appropriate to each setting by the Headteacher.

The Lettings Coordinator ensures that all lettings follow the correct procedures. They will liaise with the Headteacher and make recommendations. They will monitor any required written risk assessments to ensure good practice. In addition, the Lettings Coordinator will:

- Identify the purpose and requirements for each letting and agreeing delivery of these with the Estates Team e.g., licences/risk assessments/access.
- Ensure that a copy of the school's terms and conditions of usage is provided to the hirer prior to confirmation of the booking.
- Ensure that Disclosure and Barring Service checks are in place where necessary.
- Pass lettings forms to Finance to enable production of invoices.



The Estates Team

Ensure all hirers are made aware of fire prevention and emergency procedures for lettings (Appendix E).

Ensure the security of the school premises and buildings before, during and after any lettings outside of school hours. This responsibility may be delivered through a keyholder agreement (Appendix F).

Ensure a member of the estates team is contactable in the event of emergencies for the duration of the letting.

Keep records and make reports of accidents and 'near misses' in line with school reporting procedures

The Hirer

The hirer must ensure all terms and conditions, as laid out in "Terms and Conditions for Use of the School Premises, (Appendix B), are adhered to throughout the duration of the letting.

The hirer is responsible for payment of any charges related to the letting upon receipt of invoice, or as negotiated.

The hirer has overall responsibility for the control and leadership of events and people throughout the duration of the letting period.

The hirer is responsible for completing a thorough risk assessment for all activities, including emergency evacuations.

The hirer will familiarise themselves with the published advice and guidance to ensure good practice and compliance with necessary regulations

3 Additional notes for lettings

In order to plan for a letting the Lettings Coordinator and other relevant staff should be involved in discussing plans at an early stage. All regular lettings that have been approved will be reviewed on a termly basis. **No financial commitment should be entered into until all relevant approvals have been received.**

'Application for the use of school premises' Form This form must be completed by the hirer and approved by the Lettings Coordinator for each letting, in consultation with the Headteacher where appropriate (Appendix A).

Lettings Approval letter'. This must be completed by the Lettings Coordinator for all lettings that have been agreed to by the Headteacher and other appropriate individuals. This letter is to be sent to the hirer as confirmation of the letting. (Appendix C)

Charges. Payments made for lettings will be calculated from the lettings charges price list that is reviewed and approved by The Headteacher on an annual basis (Appendix D). Charges will take into account all overheads e.g., heating, lighting, staffing, maintenance etc. It is at the Headteachers discretion to waive charges for specific purposes that do not impact the school budget or the running of the school e.g. Diocese or Parent/Carer organisations raising funds for the school, to charge at cost or to charge as a source of raising income.



Risk assessments These may be required for lettings.

Risk assessments may include generic risks, event specific risks and on-going risks. For lettings that take place whilst children are on the school premises, the risk assessment should also make provision to ensure a safe environment for children in line with the school's Child Protection Policy.

Hirers will be asked to complete and be ready to present, on request, their own risk assessment documents for the activities undertaken during the letting.

The Lettings Coordinator (with support from ELT Operations Administrator and/or Head of Operations) has responsibility for requesting and checking any risk assessments undertaken by hirers. The Lettings Coordinator is also responsible for undertaking a risk assessment where a letting may have a significant impact on the school or its students and staff.

Alcohol may only be brought onto the school premises with the Headteachers approval. This must be obtained in advance of the letting by submitting a written request to the Headteacher. Where a licence for the sale of alcohol is necessary, this is sole responsibility of the hirer and must be produced in advance of the letting.

Timing Lettings will only extend after 10pm, or any applicable local planning restrictions governing site use, as an exception, and with permission of the Head Teacher. At the weekend this rule applies to hours outside 8am to 6pm on Saturdays, and 9am to 5pm on Sundays. The site will only be available if the school is able to facilitate appropriate secure opening and closing.

Auditing In respect of all charges the school will maintain the following records which are subject to audit:

- Sales Ledger
- Application for the Use of School Premises Form.
- Lettings Approval Letter

Safeguarding Where the letting activity (or Transfer of Control Agreement) involves children and young people being left in the care of the hirer, the hirer must have appropriate policies in place to safeguard children. The school will ensure the hirer has appropriate arrangements in place to keep children safe including reserving the right to see evidence of appropriate child protection policies and procedures, including information relating to DBS checks. Appropriate safeguarding arrangements are a condition of any control, lease or hire agreement and any failure to comply could lead to its termination.

Published guidance '[Keeping children safe in out-of-school settings](#)' details the safeguarding arrangements that our schools expect these providers to have in place. Appendix A reflects this guidance.

When the school receives an allegation relating to an incident that happened when an individual or organisation was using the school premises for the purposes of running activities for children (for example community groups, sports associations, or service providers that run extra-curricular activities), as with any safeguarding allegation, the schools will follow its safeguarding policies and procedures, including informing the LADO.



Radicalisation and Extremism The Prevent Duty for England and Wales (2015) under section 26 of the Counter Terrorism and Security Act 2015 places a duty on education and other children's services to have due regard to the need to prevent people from being drawn into terrorism. Extremism is defined as 'vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of 41 different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas.

As part of our risk assessment for the hiring of premises we may include, due diligence checks for private hire of facilities and other issues specific to the school's profile, community and philosophy.

The following areas are covered within the terms and conditions (4.) issued with each letting:

Insurance cover
Damage



Enlighten Learning Trust

Trading as St Martin's Church of England Schools

Application _____ for the Use of the School

Premises. Please complete this form using BLOCK CAPITALS.

This application must be submitted to the school 21 days in advance for an occasional letting, or one term in advance for a regular letting.

Name of Organisation	Click or tap here to enter text.		
Your Surname	Click or tap here to enter text.		
Your Forename(s)	Click or tap here to enter text.		
Your Address	Click or tap here to enter text.	Postcode	Click or tap here to enter text.
Mobile telephone number	Click or tap here to enter text.	Home telephone number	Click or tap here to enter text.
Work telephone number	Click or tap here to enter text.	Email address	Click or tap here to enter text.

Will you be present during the event(s)? Yes No If no please give details about the person responsible during the event: **Name:** Click or tap here to enter text.

Address: Click or tap here to enter text.

Telephone no: Click or tap here to enter text.

Please provide details of the event you wish to use the facilities for Click or tap here to enter text.

Please tick the facilities you wish to hire.

Large Hall	<input type="checkbox"/>	Small Hall	<input type="checkbox"/>	Basketball Court	<input type="checkbox"/>
Large Playground	<input type="checkbox"/>	Small Playground	<input type="checkbox"/>	School Field	<input type="checkbox"/>
Room 9	<input type="checkbox"/>	Classroom	<input type="checkbox"/>	Children's Kitchen	<input type="checkbox"/>
Other ⁺	<input type="checkbox"/>				

+ Please specify: Click or tap here to enter text.

Single event booking

Date required	Click or tap to enter a date.	Time from*	Click or tap here to enter text.	Time to*	Click or tap here to enter text.
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Multiple/reoccurring booking

Every	Click or tap here to enter text.	Time from*	Click or tap here to enter text.	Time to*	Click or tap here to enter text.
Start Date		Final event date		Total number of sessions	

Any other information e.g., dates not required Click or tap here to enter text.

*Your letting start and end times should include any set-up/clear up time and not just participant arrival time

I have read the Government guidance 'Keeping children safe during community activities, after-school clubs and tuition: non-statutory guidance for providers running out-of-school settings' and am able to assure the school that we adhere to the relevant small provider guidance (4 or fewer staff) or large provider guidance (5 or more staff)

Yes

No

I hereby agree to abide by the terms and conditions set out overleaf and agree to provide necessary supporting documents/evidence as required.

Public Liability Insurance Yes No

Safeguarding policy Yes No

Signature:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
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I Understand this is a request form and the booking is not confirmed until I have received formal written confirmation from the school.

Following approval of letting by the school you will receive an invoice to be paid before commencement of letting.

The following checklist must be completed to keep children safe during community activities, after-school clubs, and tuition – it does therefore not apply to lettings which do not involve children (under the age of 18).

Safety Measure undertaken by the Community activity	Evidence provided (tick)	Individual accountable for checking	Signature
Health and Safety			
Has considered the suitability and safety of the setting for employees and take steps to reduce any risks identified	<input type="checkbox"/>	Lettings Coordinator	
Has first aid training and/or a first aid kit to hand as well as awareness of what to do in an emergency (for example, call 999 if a child is having an asthma attack)	<input type="checkbox"/>	Lettings Coordinator	
Has a fire safety and evacuation plan	<input type="checkbox"/>	Lettings Coordinator	
Has more than one emergency contact number for each child, where reasonably possible, and knows of any medical concerns or allergies	<input type="checkbox"/>	Lettings Coordinator	
Safeguarding and Child Protection			
Safeguarding and CP policy in place and understood by all staff members	<input type="checkbox"/>	DSL	
Has awareness of and training on the specific safeguarding issues that can put children at risk of harm (for example, abuse and neglect, peer-on-peer abuse, extremism and radicalisation)	<input type="checkbox"/>	DSL	
Has clear procedures on what to do if they have concerns about a staff member, volunteer or other adult who may pose a risk of harm to children	<input type="checkbox"/>	DSL	
Has a suitably trained DSL	<input type="checkbox"/>	DSL	
Provides parents with the name and contact details of the DSL	<input type="checkbox"/>	DSL	
DSL knows how to contact LADO and referral route for children's social care	<input type="checkbox"/>	DSL	
Suitability of staff and volunteers			
Has ensured staff and volunteers have had relevant pre-employment checks (for example, DBS check, verification of identity)	<input type="checkbox"/>	HR	
Has regular performance reviews in place to check the suitability and training requirements of staff and volunteers after their appointment	<input type="checkbox"/>	HR	
Governance			
Has a clear complaint procedure	<input type="checkbox"/>	Lettings administrator	
Has an effective whistleblowing policy	<input type="checkbox"/>	Lettings administrator	

School DSL signature:

Date:

By signing this I confirm that due checks of processes have taken place to reasonably ensure the safety of children using your services and attending this setting.



Appendix B

Terms and Conditions for Use of the School Premises

1. In the event of a cancellation or any variation to the booking a minimum of two weeks' notice is required. Any cancellation or variation to the booking of less than two weeks will attract a cancellation fee or the hire charge at the full rate.
2. Payment is required by date stated on invoice (unless separate arrangements have been made) – payment to be made to Enlighten Learning Trust by BACS to Lloyds Bank sort code 30-94-77 account number 65307968 quoting your account no. and invoice number.
3. The School Management reserve the right to terminate this agreement should charges not be settled within the agreed terms.
4. The hirer shall pay to the school 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 (whether provided by the school or any other body or person). *Hirers shall ensure they have a policy of insurance to cover such liability up to at least £5 million and shall provide a copy of the policy for school records.*
5. Alcohol may only be brought onto the school premises with the Head of Schools approval. This must be obtained in advance of the letting by submitting a written request to the Headteacher. Where a licence for the sale of alcohol is necessary, this is the sole responsibility of the hirer and must be produced in advance of the letting.
6. The hirer will be greeted on arrival by the estates team and be shown to the area/facilities that the hirer has booked. Hirer should not enter any other parts of the school and will have access only to the particular room(s) let to them, including where it is practicable the use of a cloakroom and toilet accommodation.
7. The estates team will not always remain on site unless separate arrangements have been agreed and should only be contacted in an emergency regarding the premises/site.
8. If in attendance, the estates team will give reasonable assistance, within the terms of their employment, to hirers. Where the hirer provides additional personnel to prepare for a letting, these personnel shall be subject to the general direction and control of the estates team.
9. The facility will be left clean and in good order. The school reserves the right to charge the hirer if any additional costs incurred if premises not left in a satisfactory condition for use by the school.
10. Food and drink may only be consumed in areas agreed in advance when booking.
11. The hirer is responsible for completing a thorough risk assessment for all activities, including emergency evacuations and must agree to follow the school emergency evacuation procedures and to maintain an accurate list of event participants to use in event of an emergency.
12. A hirer must not sub-let to another party.
13. A hirer must not facilitate access to the school premises for any person who is not associated with the hirer's group or club.
14. Out of hours hirers must remain on site until the estates team return to lock the premises at the end of the time stated on the booking form unless a key holder agreement is in place.
15. No preparations or fixings are to be applied to the floor, walls, doors, or windows or to any of the equipment made available by the school.
16. The use of dry ice and pyrotechnics is not permitted as these will activate the fire alarm.
17. Electrical and technical equipment must not be used without prior arrangement with the school. This includes the use of the integral sound and lighting systems, projectors, and screens. Use of electrical and technical equipment may incur an additional cost
18. Seating accommodation in the room booked may be used, but the hirer must make their own arrangements for any additional chairs, tables etc. required for the letting, and for removing them before the school re-opens on the following day.
19. The hirer will acquire all appropriate additional licenses for any activities they are running, including those required for use of any third-party intellectual property and performance licenses.
20. A hirer must not use the premises in a manner which is likely to cause disturbance e.g., noise or distress to any other hirer, staff, or students at the school or to the occupiers of properties neighboring the school.
21. The school operates a No Smoking Policy on site and the hirer shall ensure that this Policy is observed by all persons associated with the group/club.
22. Except in case of trained guide dogs for the blind and hearing dogs for the deaf, animals shall not be permitted on school premises.
23. Appropriate footwear must be worn in areas of the school e.g., sports hall. This will be advised on booking.
24. Any dispute on the use of school facilities or school equipment out of normal school hours shall be settled by the School Management.
25. 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. Hirers must have appropriate safeguarding policies and procedures in place and confirm that they, themselves, and those persons likely to have contact with children, have been subject to Enhanced Disclosure and Barring Service checks. The school's Safeguarding Governor and Designated Safeguarding Lead reserve the right to undertake assurance checks of this documentation and/or remove from site any persons whom the school has concerns relating to their conduct.
26. The school does not accept any responsibility for loss or damage to any goods, cars or personal effects belonging to the hirer or members of their organization, association, clubs etc.
27. The school reserves the right to see the hirers risk assessment policy and/or risk assessment procedures for the event for which the hiring of venue has been booked.
28. Power of Revocation
 - (a) The School Management reserve the right to revoke without notice any contract for the hire of the school premises.
 - (b) The School Management reserve the right to terminate this agreement should charges not be settled in accordance with Clause 2 above.
 - (c) The School Management or any employee of the school so authorized, are empowered to withdraw, without notice, permission to use school playing fields when such playing fields are unfit for use.
 - (d) The School Management reserves the right to cancel the hiring of premises, should the school require the premises for educational or local government purposes or in order that maintenance tasks can be undertaken. Every effort will be made to give as much notice as possible of such a cancellation. On termination of the hiring under this condition the school shall return to the hirer any money paid. The school shall not, however, be under any liability for any loss incurred by the cancellation.

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Appendix C

Co Headteacher: Kate Marchesi
Co Headteacher: Maggie Down
Acting Deputy Head: Helen Woolvet
Assistant Head: Helen Smith
Assistant Head: Jackie Squires



T. 01372 846930
E. office@stmartinsepsom.school
www.stmartinsepsom.school
Strive † Aspire † Succeed

Dear [contact name]

Thank you for submitting your application form for the use of the school premises to us.

We're pleased to say the area you've requested is free on the date(s) and time(s) of your request and we'd be happy to grant a non-exclusive license to you to use the area for the purpose set out in your request form, subject to the terms and conditions already provided to you.

Based on the length of time and area requested, the full amount for the hire will be [insert amount]. You can pay us by [insert payment method(s) and details here]. We request full payment of the fee by [insert date]. If you have not already done so, we will require you to submit to us proof of your public liability insurance.

[If there is any other paperwork you require to see when someone hires the premises add it to the above paragraph]

We have provided with your application form details of FIRE PREVENTION AND EMERGENCY EVACUATION PROCEDURES. Please make sure you are familiar with these before the date of hire. Our estates team will greet you on arrival of your first booking date to show you to the areas you have booked and to ensure you have understood and signed this form.

[Consider stipulations re footwear if appropriate]

You can contact clubs@stmartinsepsom.school with any questions about hiring the premises. The estates team can be contacted in an emergency on 07712 259 110. Please only contact if the emergency is related to the premises/site.

We look forward to welcoming you to our facilities

Kind regards

Lettings Team



Appendix D

Lettings Charges September 2024 – August 2025

The charges for letting consist of two elements: room hire & staffing costs (Class B). Where the hirer does not have their own insurance cover, the school will charge an insurance supplement of 15% of the cost of the letting. When registered charities let our school (providing their charity registration number) a 10% discount will be applied to the hire charges outlined below.

Room Hire (Class A Lettings)

Any let that benefits St. Martin's pupils, during term time, not including weekends is £15.00 per session.

Commercial Lettings

- Classrooms £17.50 a classroom per hour and £110.00 per day (i.e. 8am until 6pm).
- Hall £38.00 per hall per hour and £190.00 per day (i.e. 8am until 6pm).
- School Field £23.50 per hour for use of the school field (additional charge for toilet facilities £16.00 per hour).
- Playground £23.50 per hour (additional charge for toilet facilities £16.00 per hour).
- Other Lettings Charges as agreed by the Governing Body.

Staffing costs

These will be nil if the letting occurs during normal school opening hours from 8am to 6pm Monday to Friday during term time (Class A). However, cleaning costs will be levied if and when appropriate. If Lettings occur outside of these hours, then the Site Manager is entitled to overtime payments at plain time to open and close the schools, with a minimum payment of 30 minutes. This cost plus 10% to cover national insurance will be recharged to the lessee (Class B).

The Site Manager may only delegate their responsibilities for securing the site at the School Business Manager's discretion, in which case no staffing costs will be incurred.

We look forward to welcoming you to our facilities

Kind regards

Lettings Team

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FIRE PREVENTION AND EMERGENCY EVACUATION PROCEDURES FOR LETTINGS

Reasons for the fire routine

- To prevent fire
- To ensure that an alarm is raised quickly
- To deal with an evacuation of the premises
- To ensure that the Emergency Services are called to all incidents with the least possible delay.

Prevention of fire

In order to prevent fire, common sense attitudes to fire risk are required. Common causes of fire are often the misuse of electrical equipment and the lack of adequate precautions when using naked flames.

- A safety check when using electrical appliances and naked flames must be part of an operating routine (advance permission to use any form of naked flame should be sought from the school at the time of booking).
- Always turn off gas and electrical appliances after use. Keep fire doors closed.

Please note:

- The fire doors in the corridors have been fitted with magnetic restraints which release them into the closed position when the alarm is triggered.
- All fire doors are clearly marked and include some classroom doors.

Fire Procedures

It is the responsibility of the hirer to ensure the following instructions are brought to the **attention of everyone using these premises in connection with your function.**

The fire precautions and drill must be adhered to by all persons using any area of the School.

The hirer must nominate one person to act as Evacuation Warden for any room(s) being used.

Assembly area is: **Large Playground/School Field – whichever is closest and doesn't require you walking unnecessarily through the school buildings.**

The first priority is to evacuate the building. Do not use firefighting equipment unless you have received training to do so.



If you discover a fire

- Immediately you discover a fire, or one is reported to you, you should sound the alarm using the nearest Fire Alarm call point
- Alert the emergency services by dialling 999 and requesting the fire service. The message when asked by the operator is:
"Fire at St Martin's C of E Schools, Ashley Road/Worple Road, Epsom"
any questions the operator asks should be answered as far as possible. Do not ring off until the operator acknowledges that the call is logged.
- Assist in the orderly evacuation of the building.
- Meet the Fire Brigade on arrival and report location of fire and evacuation situation (i.e. any unaccounted persons from role).

Appendix E

Emergency Evacuation of the Building

On hearing the Fire Alarm (a very long continuous bell)

- Close all doors and windows.
- Ensure any appliances in use are switched off.
- Leave the building, using the nearest available emergency exit and report to the assembly point.
- Do not delay to collect personal belongings.
- Do not re-enter the building until advised by the Fire Crew that it is safe to do so.
- Any missing persons will be identified by person representing hirer and the fire crew notified.

FIRE PREVENTION AND EMERGENCY EVACUATION PROCEDURES

As a Hirer of the premises at St Martin's Schools I agree that I have read and understood the emergency procedures and will ensure that a responsible person representing the hirer will:

- be familiar with the layout of the building escape routes, fire alarms, firefighting equipment, and the arrangements for emergency assembly area.
- note the recommendation to keep a personal mobile telephone to hand.
- ensure that an accurate list of those present is available as a roll call in case of fire.
- ensure escape routes are unlocked and unobstructed internally and externally and that all doors are easily and immediately operable from the inside.
- ensure the maximum permitted number to be admitted is not exceeded.
- explain the emergency procedures to all users of premises in connection with letting.
- raise the alarm if fire is suspected **and call the Emergency Services**
- contact the estates team.



Appendix F

Key Holder & Fob Agreement

Agreement between: **St Martin's C of E Schools**

ADDRESS; **Ashley Road, Epsom, Surrey, KT18 7AD**

&

Name:

Address:

In respect of the hire of school premises as per the Letting Agreement
Dated

Member/s of _____ has been authorised by **St Martin's C of E Schools** to hold the keys of the school premises subject to:

- **Key Holder Delegated Responsibilities**

The Key Holder's prime responsibility is the security of the premises/grounds/buildings. Prior to the commencement of the let the Key Holder will be made familiar with the school, (in particular) the operating of the alarm systems, location of fire exits, procedures for security checking when locking up and the standards of cleanliness and tidiness. The Key Holder must have a working mobile phone for emergency use whilst on the premises. They 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 insurance being received.

- **Emergency Procedures**

In case of an emergency Key Holders should follow Appendix E . An additional charge may be made if the estates team 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.



Appendix F

Key Holder Information

Name	Address	Contact Number	Position

I acknowledge receipt and take full responsibility for the keys to:

Main Entrance key/fob/padlock/s (delete as appropriate)

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 a replacement will be made. Current rates for replacements are:

- Cost for additional key/s that have not been lost/stolen = £12.90 each.
- Cost for replacing euro cylinder due to being lost/stolen & keys = £165.00 this cost covers only 10 keys & 2 cylinders.
- Cost for replacing Squire padlock with the schools suited euro cylinder due to being lost/stolen & 5 keys = £124.50.
- Replacement fob = £10.50 per fob.
- All the above are subject to a 10% administration charge if implemented.

Unlocking procedures:

- Enter school via appropriate school entrance, using key and/or fob provided.
- Alarm will sound.
- Enter alarm code.
- Alarm will silence.

Locking up procedures, if relevant:

- Ensure everyone has left the building.
- Check toilets have been flushed; taps turned off & windows closed.
- Turn off all lights.
- Ensure the alarm system is properly activated.
- Ensure you have left within 15 minutes of your finishing time



Appendix F

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
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Name	Signature of Key Holder	Date
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Name	Signature of Key Holder	Date
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Signed on behalf of St Martin's C of E Schools

Name	Position	Date
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