

St Julian's School Communities and Conference Facilities



Introduction

St Julian's School is a mixed 11 – 18 community comprehensive school with over 1500 pupils. The School is located on Heather Road, Newport - a short walking distance from the local Caerleon Road shopping centre, a 5 minute drive from Newport town centre, the local rail and bus stations and a 2 minute drive from J25 of the M4.

We are fortunate in having a range of 3 distinct and unique buildings which are both attractive and practical. Whilst the impressive looking original building is over 70 years old there have been additions and alterations in recent years. The Jubilee Building houses 4 ICT suites, which have over 150 computer and Mac stations; it is also home to Modern Languages, Welsh and the Learning Support department. It has two technology areas, a modern conference room and a referral centre. The remaining technology rooms are contained in an adjacent building, with specialist rooms for the different disciplines including industrial spec Food Technology facilities and another ICT suite. Other departments are based in the main building. Our main halls are excellent in both appearance and size and offer one of the largest performance areas in Newport for concerts and performances.

The Governing Body of St Julian's School endorses the Welsh Assembly Government's guidance regarding community focused schools. It embraces the principle of the school being at the heart of the community and offering its facilities for lifelong learning. The School is aware that it has excellent facilities to offer local businesses, community groups, other schools and Local Authority Services.

Whilst recognising that its prime purpose is to educate its pupils during the school day, the school also acknowledges that it is able to offer first class IT, Conference, meeting rooms, sport facilities and halls for use outside of normal school hours, at weekends and, in some cases, during the school day. The Governing Body agrees a charging policy annually which ensures it covers its overheads as a minimum when hiring/letting its facilities, with a charge to cover administration and staffing costs where appropriate. The School is happy to consider all requests, subject to availability and appropriateness.

Please note: On-site parking is available across the site

The Conference Room



The Conference Room is one of the school's meeting rooms. It is situated in the Jubilee building. Recently refurbished with a new conference table and chairs, it can accommodate up to 25 people. The Conference Room has a digital projector that can link to a computer or laptop with sound available. Tea/coffee and catering facilities are also available.

The Conference Room Summary

<i>Capacity:</i>	Accommodating up to 25
<i>Facilities:</i>	Conference table and chairs, digital projector with sound
<i>Parking:</i>	On-site parking available
<i>Suitable for:</i>	All types of meetings e.g. business meetings, group seminars, training etc
<i>Availability:</i>	Term Time (subject to availability) evenings and weekends

Mac Suites



The Mac suites are located in our Jubilee Block and are one of ten of the School's ICT suites, which can each accommodate up to 30 people. Available in the suite is an interactive white board with a digital projector that is available with sound. Jubilee suites also have air conditioning.

Jubilee Mac Suite (J1 & J2) Summary

<i>Capacity:</i>	Accommodating up to 30
<i>Facilities:</i>	Interactive whiteboard, digital projector with sound, air conditioning, 30 Macs with internet access
<i>Parking:</i>	On-site parking available
<i>Suitable for:</i>	All types of classes
<i>Availability:</i>	Evenings, weekends and non-term time



T9 is another IT suite. With 30 laptops, there is a digital projector available, air conditioning and room to accommodate up to 30 people.

IT Suite (T9) Summary

<i>Capacity:</i>	Accommodating up to 30
<i>Facilities:</i>	Interactive whiteboard, digital projector with sound, air conditioning, 30 computers with internet access
<i>Parking:</i>	On-site parking available
<i>Suitable for:</i>	All types of classes
<i>Availability:</i>	Evenings, weekends and non-term time



Our School LRC (Learning Resource Centre) is a bright and welcoming environment, creating a very flexible work space. The 21m x 7m room is carpeted and furnished with 6 round tables, each with 6 chairs, 20 angled soft seating stools, 5-piece modular sofa and PC area with computer chairs.

LRC Summary

- 13 PCs with full internet access
- 2 x 50" HD wall mounted TV screens connected to FreeSat and which will also operate as computer monitors
- Blu-ray DVD player
- 5.1 surround sound system
- Large whiteboard screen and wall mounted projector
- Promethean Activpanel interactive display screen on mobile stand
- A comprehensive book collection – fiction, non-fiction, journals and reference material

Availability: Evenings, weekends and non-term time



W32 is one of the large ICT Suites with a classroom area in the middle of the room.

Large Teaching Room (W32) Summary

<i>Capacity:</i>	Accommodating up to 40
<i>Facilities:</i>	Interactive whiteboard, digital projector with sound, 25 computers with interactive access
<i>Parking:</i>	On site parking available
<i>Suitable for:</i>	All types of classes.
<i>Availability:</i>	Evenings, weekends and non-term time

Jubilee Classroom



The Jubilee classroom is used in the school day as a French and Spanish teaching room. The room can accommodate up to 32 people. It has an interactive whiteboard available with sound.

Jubilee Classroom (J7) Summary

<i>Capacity:</i>	Accommodating up to 32
<i>Facilities:</i>	Projector and screen with sound
<i>Parking:</i>	On-site parking available
<i>Suitable for:</i>	All types of classes
<i>Availability:</i>	Evenings, weekends and non-term time

Drama Studios



We have two large Drama studios in the main building, one on each side of the school. These rooms can accommodate up to 40. They are large, flexible spaces with lighting, stackable chairs and moveable staging.



Drama Studios Summary

<i>Capacity:</i>	Accommodating up to 40
<i>Facilities:</i>	Whiteboard, digital projector with sound, side lighting, moveable storage and flexible seating
<i>Parking:</i>	On-site parking available
<i>Suitable for:</i>	All types of classes, changing facilities etc.
<i>Availability:</i>	Evenings, weekends and non-term time



Aspire Café Summary

- Capacity:* Accommodating up to 50
- Facilities:* Several tables, chairs, sofas and coffee tables
- Parking:* On-site parking available
- Suitable for:* All types of events. A flexible space with moveable furniture
- Availability:* Evenings, weekends and non-term time



Cooking Room Summary

Capacity:

Accommodating up to 30 (20 cooking area / 30 classroom next door)

Facilities:

14 x Stainless steel worktops, 6 x Stainless steel cookers with iron hobs, 8 x Gas rings per cooker, 1 x Gas grill, 1 x Microwave, 1 x Large fridge, 2 x Small fridges, 1 x Electric urn, 5 x Large sinks, 2 x Hand wash sinks, 29 x Electric points, 3 x Bins

Parking:

On-site parking available

Suitable for:

All types of cooking activities

Availability:

Evenings, weekends and non-term time





Main Toilets Summary

<i>Capacity:</i>	Accommodating up to 30
<i>Facilities:</i>	Newly opened open plan toilets. Sinks and dryers in the centre
<i>Parking:</i>	On-site parking available
<i>Availability:</i>	Evenings, weekends and non-term time



The East and West Gym are newly decorated offering fresh and bright sports areas. Whilst both gyms are as per their original design, they can each accommodate 50 people for a practical activity and are both suitable for junior indoor football, basketball, zumba and fitness classes. Each gym also has a projector screen which can link up to a laptop available with sound.



East and West Gymnasium Summary

<i>Capacity:</i>	Accommodating up to 50
<i>Facilities:</i>	Projector and Screen with sound available. Soft mats and benches
<i>Parking:</i>	On-site parking available
<i>Suitable for:</i>	All types of sporting activities. The gyms are currently used for karate, 5-a-side football, basketball, gymnastics etc. It could be used for circuits, Zumba, dance classes and aerobics
<i>Availability:</i>	Evenings, weekends and non-term time



Fitness Suite Summary

- Capacity:* Accommodating up to 30
- Facilities:* There is a variety of equipment including treadmills, bikes, rowing machines, cross trainers and weight training equipment
- Parking:* On-site parking available
- Suitable for:* All types of events/activities
- Availability:* Evenings, weekends and non-term time

Changing Rooms



Changing Rooms Summary

<i>Capacity:</i>	Accommodating up to 35
<i>Facilities:</i>	Changing facilities with benches and coat hooks
<i>Parking:</i>	On-site parking available
<i>Suitable for:</i>	All types of events/activities
<i>Availability:</i>	Evenings, weekends and non-term time

School Halls



The School's main hall is one of the largest in Newport, seating approximately 1000 people. The hall can also be split into two separate halls to accommodate smaller groups. The hall can be used for badminton and has 4 marked courts. The hall has a digital projector with sound system and a stage with full stage lighting.

School Halls Summary

<i>Capacity:</i>	Accommodating up to 1000, or two halls for 500 each
<i>Facilities:</i>	Digital projector, sound system, small and large staging, seating, lighting and badminton courts.
<i>Parking:</i>	On-site parking available
<i>Suitable for:</i>	Large and small concerts, productions, religious events, training conferences and meetings, sports
<i>Availability:</i>	Evenings, weekends and non-term time

Extra Facilities



The school has a full-size rugby pitch, mini football pitch, multi – use games area and netball court which are also available for hire at evenings, weekends and non-term time. These are subject to availability and weather conditions. Changing facilities are also available.

Sport Facilities Summary

- Multi use games area
- Front field (rugby and football pitches)
- Side field (football and rounders pitches)
- Back yard
- Enclosed multi-games area

See prices 'Price List' page.

St Julian's School
Community & Conference Facilities

Facility	Availability	Price (per hour)	Open and Close Fee (Evening / Weekend per day)
			*any additional time/call outs will be charged £22.46 per hour or if require caretaker onsite for duration of booking
Conference Room	Term Time (Subject to availability), evenings and weekends	£12.80 per hour (£16.00 incl VAT)	£44.95
Mac Suites	Evening, weekends and non-term time	£19.00 incl VAT	£44.95
IT Suite	Evening, weekends and non-term time	£19.00 incl VAT	£44.95
The Learning Resource Centre (LRC)	Evening, weekends and non-term time	£12.80 per hour (£16.00 incl VAT)	£44.95
Large Teaching Room	Evening, weekends and non-term time	£12.80 per hour (£16.00 incl VAT)	£44.95
Jubilee Classroom	Evening, weekends and non-term time	£12.80 per hour (£16.00 incl VAT)	£44.95
Drama Studios	Evening, weekends and non-term time	£12.80 per hour (£16.00 incl VAT)	£44.95
Aspire Café	Evening, weekends and non-term time	£12.80 per hour (£16.00 incl VAT)	£44.95
Cooking Room	Evening, weekends and non-term time	£38.00 incl VAT	£44.95
Main Toilets	Evening, weekends and non-term time	N/A	£44.95
East and West Gymnasium	Evening, weekends and non-term time	£28.60 per hour	£44.95
Fitness Suite	Evening, weekends and non-term time	26.00 per hour	£44.95
Changing Rooms	Evening, weekends and non-term time	N/A	£44.95
School Halls	Evening, weekends and non-term time	£28.60 per hour	£44.95
Extra Facilities: Front Field Side Field	Evening, weekends and non-term time. Subject to availability and weather conditions.	£20.80 per hour	£44.95
Extra Facilities: Enclosed Multi-Games Area	Evening, weekends and non-term time. Subject to availability and weather conditions.	£10.50 per hour	£44.95
External Facilities	Evening, weekends and non-term time	£42.00	£44.95
External Storage Area(s)	All	£125 per month incl VAT	N/A
Photocopying	(per copy)	0.10 (B & W) 0.15 (Col)	N/A

Additional Information, Booking Enquiries and Valued Added Tax

BOOKING ENQUIRIES

For any further information or to make a letting/booking enquiry, please contact **Mr R. Owen**, Operations Manager, on **01633 224490** or email: info@stjuliansschool.co.uk

We will endeavour to provide details of availability and charges as quickly as possible.

Please note that all bookings will require the following:

- Completion of application and indemnity forms.
- Payment in advance (as per the current charging policies agreed by the Governing Body).
- Formal approval by the Leadership Team and Governing Body.

In accordance with the present regulation, VAT will be chargeable for external users in the following instances:

Hire of rooms including equipment within and Wi-Fi (this includes the dining hall for activities which are non-sporting, such as meetings, Brownies, training etc.) - VAT exempt. However, if a separate charge is made for equipment this element is VAT able.

Organisations seeking to hire the School premises should approach the Business Manager (or other designated member of staff), who will identify their requirements and clarify the facilities available.

An Application to Hire Form (a copy of which is attached to this model policy) should be completed at this stage. The Governing Body has the right to refuse an application, and no letting should be regarded as "booked" until approval has been given in writing.

No public announcement of any activity or function taking place should be made by the organisation concerned until the booking has been formally confirmed. Once a letting has been approved, a letter of confirmation will be sent to the hirer, setting out full details of the letting and enclosing a copy of the terms and conditions and the hire agreement.

The letting should not take place until the signed agreement has been returned to the School. The person applying to hire the premises will be invoiced for the cost of the letting, in accordance with the Governing Body's current scale of charges. (The school may wish to seek payment in advance in order to reduce any possible bad debts.)

The hirer should be a named individual and the agreement should be in their name, giving their permanent private address. This avoids any slight risk that the letting might be held to be a business tenancy, which would give the hirer security of tenure. All lettings fees which are received by the School will be paid into the School's individual bank account, in order to offset the costs of services, staffing etc. (which are funded from the School's delegated budget).

[BOOKING FORM AND BOOKING CONDITIONS](#)