Pennthorpe School, Church Street, Rudgwick, Horsham

MUGA Operational Management Plan

September 2024

Introduction

1.1 This document is an operational management plan for the Multi Use Games Area situated on the school playing fields at Pennthorpe School, Church Street, Rudgwick, Horsham.

1.2 The MUGA is primarily for the school's use but is also available for community use outside of school core hours.

Hours of Operation

1.3 The school core hours for use of the MUGA facility are as follows:

Autumn Term

- 8.30am – 4.00pm Mondays to Fridays (excluding bank holidays).

Spring and Summer Terms

- 8.30am – 5.30pm Mondays to Fridays (excluding bank holidays).

1.4 The hours during which the MUGA facility is available for community use are as follows:

Autumn Term

- 4.00pm – 8.00pm or sunset (whichever is sooner) Mondays to Fridays
- 9.00am – 4.00pm Saturdays
- 12 noon – 2.00pm Sundays and Bank Holidays

Spring and Summer Terms

- 5.30pm – 8.00pm or sunset (whichever is sooner) Mondays to Fridays
- 9.00am – 4.00pm Saturdays
- 12 noon – 2.00pm Sundays and Bank Holidays.

Management Responsibilities

1.5 The responsibility for the management of the MUGA lies with the Head of Pennthorpe during all operating hours - with the assistance of the Head of Estates and the Estates Team from 8.30am until 5.30pm in termtime and from 8.30am until 4pm in holiday time. The Estates Team can be contacted on 01403 822391 or via email at estates@pennthorpe.com.

1.6 The Estates Team will keep a record of the hire of the facilities so that users can be identified if required.

1.7 A form will be provided for potential users to complete in order to secure a booking. A copy of this form is attached.

Noise Control Measures

1.8 Staff and pupils of Pennthorpe know to be respectful of neighbours during school use.

1.9 Organisations hiring the facilities sign up to a lettings document which states they must adequately supervise their group and spectators while on site.

1.10 Hirers are instructed to ensure they leave the premises quietly. Signage at the entrance/exit gate to the MUGA reminds users to leave quietly. Any non-compliance with these terms by a hirer would result in the cancellation of any future bookings.

Pennthorpe School MUGA Hire Form

Contact Details of Hirer

Title:……..

First name:……..

Surname:……..

Club/Association name (if relevant):……

Email address:……..

Phone number:……

Booking Details

Date of hire:……..

Start time:……..

Finish time:……..

Number of attendees (approx) :……

Activity:……..