

**KNOWSLEY COMMUNITY COLLEGE  
CONDITIONS FOR  
HIRE OF A CLASSROOM**

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## **CONDITIONS OF HIRE**

### **Applications for Hire**

1. All applications must be made in writing on the appropriate booking form following any initial telephone calls / e mails. Knowsley Community College reserves the right to refuse any application without stating its reason for doing so.

2. Applications will not be considered:

- a) From persons under 18 years of age; or
- b) If made otherwise than upon the official booking form.

3. Applications must be completed and returned **within 21 days** of initial inquiry or the date that it is to be hired may be given to someone else.

4. If the College accepts the application the person signing the booking form shall be deemed to be the hirer and, as such, the person responsible to the College for the payment of the hiring fees and the observance of these Conditions.

5. Where the College is not familiar with the organisation, references may be requested prior to approval of venue hire.

### **Accommodation**

6. The following table shows the maximum number of persons, excluding staff and attendants, which shall, at any time, be allowed in the accommodation.

<b>Room Type</b>	<b>Maximum number</b>	<b>Tables &amp; Chairs</b>
Teaching Room	24	Yes

Please note that these figures are the **maximum** for the location and persons undertaking activities. No persons other than people active participants are allowed in the restaurant. Numbers may reduce dependent upon your requirements.

### **Charges**

7. (A) **Teaching Room £15 per hour £120 per full day room hire only.**

### **Sub-letting**

8. The Hirer shall not sub-let the accommodation, or any part of it, without the written agreement of the College Estates Manager.

### **Cancellation and Postponement of Hiring**

9. Knowsley Community College shall be entitled to cancel the hiring:

- a) If at any time prior to the commencement of the booking it shall appear to the College that the Hirer has made a material omission from or miss-statement on the application form.
- b) If any sum or deposit payable is not paid by the hirer by the date upon which it is due.
- c) In the event of the individual, organisation or activities infringing the law which has a bearing on the booking or may reflect poorly on the College.

10. The Hirer may, with the consent of the College, surrender or postpone the hiring PROVIDED that any request is made in writing accompanied by the balance of the charges payable in respect of the hiring.

### **Damage, Loss and Accident**

11.
  - a) The Hirer shall pay to the College the amount incurred by the College in making good any damage to, or loss of, the building, furniture, carpets, furnishings, fixtures and fittings or any article or equipment belonging to the College arising directly or indirectly out of the hiring of the accommodation.
  - b) Unless due to the negligence of the College or breach of statutory duty by the College, the Hirer shall be responsible for their visitors/invitees/participants to the facilities including

their safety and well-being whilst attending the facility. It is, therefore, the responsibility of the Hirer, by way of indemnity, to effect insurance against all claims, costs or demands in respect of personal injury and/or loss or theft of and/or damage to property howsoever suffered or incurred by any person or company whatsoever which may arise out of the hiring of the accommodation to the value of £5,000,000. The College may require such insurance to be effected and to the production of evidence of the same. Failure to comply shall result in the cancellation of the hiring.

c) The Hirer shall indemnify the College against all actions, claims, costs, demands and the like made against the College and attributable, either directly or indirectly, to the hiring of the accommodation.

d) Depending upon the activity and hirer a written risk assessment may be required by the College before the booking is confirmed.

### **Maintenance of Good Order**

12. The Hirer shall, at all times, be responsible for the maintenance of good order during the booked event, shall ensure that no undesirable person is permitted to enter, remain or otherwise make use of the accommodation and that no-one trespasses on parts of the College not hired by the Hirer. Upon the instructions of the College staff the Hirer shall remove, or cause to be removed, any persons from the accommodation hired. The College is not required to provide such supervision in any manner whatsoever.

### **Parking of Vehicles**

15. Under no circumstances will Knowsley Community College accept any responsibility for loss of, or damage to, any car or other vehicle which is brought onto or left within the precincts of the College. The Hirer shall ensure that no car or other vehicle is allowed to be parked in any unauthorised position and that any instructions given by any of the College staff in regards to parking of vehicles are strictly observed. All vehicle brought onto college premises must be fully compliant with current road laws and all legal compliance.

### **Smoking**

16. Knowsley Community College operates a no smoking policy and smoking is not permitted in any part of the College.

### **Prohibitions**

17. All hiring / bookings are subject to the following prohibitions:

a) No alterations or additions shall be made by the hirer to the lighting, heating, seating, gangways, fittings, fixtures or other arrangement of the accommodation without the written express consent of the College.

b) Town and Country Planning (Control of Advertisements) Regulation 1992 in advertising the function and, in particular, that no fly-posting shall take place in respect of any functions.

c) Under no circumstances without express written permission from Knowsley Community College shall photographic or filming equipment be permitted for use on college premises at any time.

### **Right of Entry**

18. Any duly authorised officers of the College on duty shall at all times have free ingress and egress to and from the restaurant.

### **Prevention of Use of Accommodation through Unforeseeable Events**

19. Knowsley Community College will not be responsible for any loss or damage suffered by the Hirer in the event of the accommodation not being available by reason of accident, war, civil commotion, force major, strike, lockout or other like cause. The College may, however, in such event, without admitting any legal obligation to do so, return the deposit paid by the Hirer. The decision of the College as to whether the accommodation is not available within the meaning of this clause shall be final and binding on the hirer. No responsibility will be accepted or compensation paid by the College in the event of loss or damage suffered by the Hirer on account of a failure of the lighting or other equipment in the accommodation.

### **First Aid**

20. Knowsley Community College recommends that the Hirer provide first aid cover for the event. There are qualified first aiders employed by the College who, if available, will help to deal with emergencies. These qualified personnel are only available during normal working times.

### **Alcoholic Beverages**

21. No alcoholic beverages shall be consumed on, or brought onto, the premises without the express written permission of the college estates manager.

### **Portable Electrical Appliance Testing (P.A.T.)**

22. It is a legal requirement under the Electricity at Work Regulations 1989 that any equipment used outside the home is safe to use. Any electrical equipment you bring onto College premises must be tested in accordance with, and comply with, the regulations. If you hire any equipment from a hire company then the relevant certificate must be obtained. The College reserves the right to inspect these certificates and also the right to refuse the use of any such equipment if it is not satisfied with its documentation or condition.

### **Equal Opportunities Policy Statement**

23. The aim of the policy is to ensure that no individual or organisation receives less favourable treatment on grounds of sex, race, colour, nationality, ethnic or national origin, disability, marital status, sexual orientation, social class, responsibility for dependants, age, trade union or political activities, religious beliefs, spent offences or is disadvantaged by any conditions or requirements which cannot be shown to be justified.

24. The College wishes all Hirers to apply these principles to all events and activities which they may organise on College premises and to have policies and procedures designed so as not to discriminate intentionally or unintentionally against any group or individual on any unjustifiable grounds.

### **Safeguarding Issues**

25. The College has a safeguarding policy which imposes certain legal responsibilities on the College with respect to young persons and how they are protected. The College insists that all hirers fully adhere to this policy but they must also ensure that:

- The Hirer has in place appropriate policies and procedures for safeguarding.
- The hirer staff has received appropriate training in safeguarding and child protection.
- The hirer / organisation is compliant with its legal duties to undertake safer recruitment vetting checks on their staff, including those staff who will be responsible for the children / young person during the period of hire.
- All children under shall be accompanied by a responsible person at all times whilst in the facility
- Under no circumstances without express written permission from Knowsley Community College shall photographic or filming equipment be permitted for use on college premises at any time.
- Mobile phones should only be used in the reception areas.
- A written record of attendees must be kept by the hirer at the start of each booking session and kept available for inspection at all times by college staff and for emergency purposes.

### **Special Conditions**

26. a) If the accommodation is used for any purpose for which the College considers it necessary to cover the floor, or any part thereof, the Hirer will be required to pay an additional fee for suitable floor covering to be provided.
- B) A separate deposit / charge may be requested at the discretion of the college as surety that the facility will be left clean, tidy and undamaged by the hirer after the hired event. The deposit /charge will be reimbursed to the hirer only when the premises are inspected and passed as acceptable by college staff.
- C) A cleaning charge will be levied on the Hirer if the premises are not left in a clean and tidy condition.

### **CONTACT DETAILS:**

**Sharon Love**  
**Knowsley Community College**

Knowsley Community College

January 2016

**Stockbridge Main Campus  
Stockbridge Lane  
Huyton  
L36 3SD  
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**CONDITIONS FOR  
EXTERNAL HIRE OF KNOWSLEY COMMUNITY  
COLLEGE SPORTS FACILITIES**

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## CONDITIONS OF HIRE

### **Applications for Hire**

1. All applications must be made in writing on the appropriate booking form following any initial telephone calls / e mails. Knowsley Community College reserves the right to refuse any application without stating its reason for doing so.

2. Applications will not be considered:

- a) From persons under 18 years of age; or
- b) If made otherwise than upon the official booking form.

3. Applications must be completed and returned **within 5 days** of initial inquiry or the date that it is to be hired may be given to someone else.

4. If the College accepts the application the person signing the booking form shall be deemed to be the hirer and, as such, the person responsible to the College for the payment of the hiring fees and the observance of these Conditions.

5. Where the College is not familiar with the organisation, references may be requested prior to approval of venue hire.

### **Accommodation**

6. The following table shows the maximum number of persons, excluding staff and attendants, which shall, at any time, be allowed in the accommodation.

Site	Maximum number	Tables & Chairs
Sports Hall	40	None

Please note that these figures are the **maximum** for the location and persons undertaking sport activities. No persons other than people active in training are allowed in the sports hall. Numbers may reduce dependent upon your requirements.

### **Charges**

7. £      £ per 55 minute session

### **Sub-letting**

8. The Hirer shall not sub-let the accommodation, or any part of it, without the written agreement of the College Estates Manager.

### **Cancellation and Postponement of Hiring**

9. Knowsley Community College shall be entitled to cancel the hiring:

- a) If at any time prior to the commencement of the booking it shall appear to the College that the Hirer has made a material omission from or miss-statement on the application form.
- b) If any sum or deposit payable is not paid by the hirer by the date upon which it is due.
- c) In the event of the individual, organisation or activities infringing the law which has a bearing on the booking or may reflect poorly on the College.

10. The Hirer may, with the consent of the College, surrender or postpone the hiring PROVIDED that any request is made in writing accompanied by the balance of the charges payable in respect of the hiring.

### **Damage, Loss and Accident**

11. a) The Hirer shall pay to the College the amount incurred by the College in making good any damage to, or loss of, the building, furniture, carpets, furnishings, fixtures and fittings or any article or equipment belonging to the College arising directly or indirectly out of the hiring of the accommodation.
- b) Unless due to the negligence of the College or breach of statutory duty by the College, the Hirer shall be responsible for their visitors/invitees/participants to the facilities including their safety and well-being whilst attending the facility. It is, therefore, the responsibility of the Hirer, by way of indemnity, to effect insurance against all claims, costs or demands in respect of personal injury and/or loss or theft of and/or damage to property howsoever suffered or incurred by any person or company whatsoever which may arise out of the hiring of the accommodation to the value of £5,000,000. The College may require such insurance to be effected and to the production of evidence of the same. Failure to comply shall result in the cancellation of the hiring.
- c) The Hirer shall indemnify the College against all actions, claims, costs, demands and the like made against the College and attributable, either directly or indirectly, to the hiring of the accommodation.
- d) Depending upon the activity and hirer a written risk assessment may be required by the College before the booking is confirmed.

#### **Maintenance of Good Order**

12. The Hirer shall, at all times, be responsible for the maintenance of good order during the booked event, shall ensure that no undesirable person is permitted to enter, remain or otherwise make use of the accommodation and that no-one trespasses on parts of the College not hired by the Hirer. Upon the instructions of the College staff the Hirer shall remove, or cause to be removed, any persons from the accommodation hired. The College is not required to provide such supervision in any manner whatsoever.

#### **Parking of Vehicles**

15. Under no circumstances will Knowsley Community College accept any responsibility for loss of, or damage to, any car or other vehicle which is brought onto or left within the precincts of the College. The Hirer shall ensure that no car or other vehicle is allowed to be parked in any unauthorised position and that any instructions given by any of the College staff in regards to parking of vehicles are strictly observed. All vehicle brought onto college premises must be fully compliant with current road laws and all legal compliance.

#### **Smoking**

16. Knowsley Community College operates a no smoking policy and smoking is not permitted in any part of the College.

#### **Prohibitions**

17. All hiring / bookings are subject to the following prohibitions:
- a) No alterations or additions shall be made by the hirer to the lighting, heating, seating, gangways, fittings, fixtures or other arrangement of the accommodation without the written express consent of the College.
- b) Town and Country Planning (Control of Advertisements) Regulation 1992 in advertising the function and, in particular, that no fly-posting shall take place in respect of any functions.
- c) Under no circumstances without express written permission from Knowsley Community College shall photographic or filming equipment be permitted for use on college premises at any time.



**Right of Entry**

18. Any duly authorised officers of the College on duty shall at all times have free ingress and egress to and from the Hall.

**Prevention of Use of Accommodation through Unforeseeable Events**

19. Knowsley Community College will not be responsible for any loss or damage suffered by the Hirer in the event of the accommodation not being available by reason of accident, war, civil commotion, force major, strike, lockout or other like cause. The College may, however, in such event, without admitting any legal obligation to do so, return the deposit paid by the Hirer. The decision of the College as to whether the accommodation is not available within the meaning of this clause shall be final and binding on the hirer. No responsibility will be accepted or compensation paid by the College in the event of loss or damage suffered by the Hirer on account of a failure of the lighting or other equipment in the accommodation.

**First Aid**

20. Knowsley Community College recommends that the Hirer provide first aid cover for the event. There are qualified first aiders employed by the College who, if available, will help to deal with emergencies. These qualified personnel are only available during normal working times.

**Alcoholic Beverages**

21. No alcoholic beverages shall be consumed on, or brought onto, the premises.

**Portable Electrical Appliance Testing (P.A.T.)**

22. It is a legal requirement under the Electricity at Work Regulations 1989 that any equipment used outside the home is safe to use. Any electrical equipment you bring onto College premises must be tested in accordance with, and comply with, the regulations. If you hire any equipment from a hire company then the relevant certificate must be obtained. The College reserves the right to inspect these certificates and also the right to refuse the use of any such equipment if it is not satisfied with its documentation or condition.

**Equal Opportunities Policy Statement**

23. The aim of the policy is to ensure that no individual or organisation receives less favourable treatment on grounds of sex, race, colour, nationality, ethnic or national origin, disability, marital status, sexual orientation, social class, responsibility for dependants, age, trade union or political activities, religious beliefs, spent offences or is disadvantaged by any conditions or requirements which cannot be shown to be justified.

24. The College wishes all Hirers to apply these principles to all events and activities which they may organise on College premises and to have policies and procedures designed so as not to discriminate intentionally or unintentionally against any group or individual on any unjustifiable grounds.

### **Safeguarding Issues**

25. The College has a safeguarding policy which imposes certain legal responsibilities on the College with respect to young persons and how they are protected. The College insists that all hirers fully adhere to this policy but they must also ensure that:

- The Hirer has in place appropriate policies and procedures for safeguarding.
- The Hirers staff has received appropriate training in safeguarding and child protection.
- The hirer / organisation is compliant with its legal duties to undertake safer recruitment vetting checks on their staff, including those staff who will be responsible for the children / young person during the period of hire.
- All children under the age of 8 shall be accompanied by a responsible person at all times whilst in the facility
- Under no circumstances without express written permission from Knowsley Community College shall photographic or filming equipment be permitted for use on college premises at any time.
- Mobile phones should only be used in the reception areas.
- A written record of attendees must be kept by the hirer at the start of each booking session and kept available for inspection at all times by college staff and for emergency purposes.

### **Special Conditions**

26. a) If the accommodation is used for any purpose for which the College considers it necessary to cover the floor, or any part thereof, the Hirer will be required to pay an additional fee for suitable floor covering to be provided.
- b) A cleaning charge will be levied on the Hirer if the premises are not left in a clean and tidy condition.

### **CONTACT DETAILS:**

**Head of Environment**  
**Knowsley Community College**  
**Roby Centre**  
**Rupert Road**  
**Roby**  
**L36 9TD**  
**0151 481 4646**  
[wsullivan@knowsleycollege.ac.uk](mailto:wsullivan@knowsleycollege.ac.uk)

**CONDITIONS FOR  
EXTERNAL HIRE OF KNOWSLEY  
COMMUNITY COLLEGE  
PERFORMING ARTS THEATRE**

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## **CONDITIONS OF HIRE**

### **Applications for Hire**

1. All applications must be made in writing on the appropriate booking form following any initial telephone calls / e mails. Knowsley Community College reserves the right to refuse any application without stating its reason for doing so.
2. Applications will not be considered:
  - a) From persons under 18 years of age; or
  - b) If made otherwise than upon the official booking form.
3. Applications must be completed and returned **within 5 days** of initial inquiry or the date that it is to be hired may be given to someone else.
4. If the College accepts the application the person signing the booking form shall be deemed to be the hirer and, as such, the person responsible to the College for the payment of the hiring fees and the observance of these Conditions.
5. Where the College is not familiar with the organisation, references may be requested prior to approval of venue hire.

### **Accommodation**

6. The following table shows the maximum number of persons, excluding staff and attendants, which shall, at any time, be allowed in the accommodation.

<b>Site</b>	<b>Maximum number</b>	<b>Tables &amp; Chairs</b>
Performing Arts Theatre	30 Active	Retractable seating
Performing Arts Theatre	102 Seated	Retractable seating

Please note that these figures are the **maximum** for the location and persons undertaking activities. No persons other than people active participants are allowed in the theatre. Numbers may reduce dependent upon your requirements.

### **Charges**

7. £30 per Hour

### **Sub-letting**

8. The Hirer shall not sub-let the accommodation, or any part of it, without the written agreement of the College Estates Manager.

### **Cancellation and Postponement of Hiring**

9. Knowsley Community College shall be entitled to cancel the hiring:
  - a) If at any time prior to the commencement of the booking it shall appear to the College that the Hirer has made a material omission from or miss-statement on the application form.
  - b) If any sum or deposit payable is not paid by the hirer by the date upon which it is due.
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### **Damage, Loss and Accident**

11.
  - a) The Hirer shall pay to the College the amount incurred by the College in making good any damage to, or loss of, the building, furniture, carpets, furnishings, fixtures and fittings or any article or equipment belonging to the College arising directly or indirectly out of the hiring of the accommodation.
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their safety and well-being whilst attending the facility. It is, therefore, the responsibility of the Hirer, by way of indemnity, to effect insurance against all claims, costs or demands in respect of personal injury and/or loss or theft of and/or damage to property howsoever suffered or incurred by any person or company whatsoever which may arise out of the hiring of the accommodation to the value of £5,000,000. The College may require such insurance to be effected and to the production of evidence of the same. Failure to comply shall result in the cancellation of the hiring.

c) The Hirer shall indemnify the College against all actions, claims, costs, demands and the like made against the College and attributable, either directly or indirectly, to the hiring of the accommodation.

d) Depending upon the activity and hirer a written risk assessment may be required by the College before the booking is confirmed.

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### **Prohibitions**

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c) Under no circumstances without express written permission from Knowsley Community College shall photographic or filming equipment be permitted for use on college premises at any time.

### **Right of Entry**

18. Any duly authorised officers of the College on duty shall at all times have free ingress and egress to and from the Theatre.

### **Prevention of Use of Accommodation through Unforeseeable Events**

19. Knowsley Community College will not be responsible for any loss or damage suffered by the Hirer in the event of the accommodation not being available by reason of accident, war, civil commotion, force major, strike, lockout or other like cause. The College may, however, in such event, without admitting any legal obligation to do so, return the deposit paid by the Hirer. The decision of the College as to whether the accommodation is not available within the meaning of this clause shall be final and binding on the hirer. No responsibility will be accepted or compensation paid by the College in the event of loss or damage suffered by the Hirer on account of a failure of the lighting or other equipment in the accommodation.

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21. No alcoholic beverages shall be consumed on, or brought onto, the premises.

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- The hirer staff has received appropriate training in safeguarding and child protection.
- The hirer / organisation is compliant with its legal duties to undertake safer recruitment vetting checks on their staff, including those staff who will be responsible for the children / young person during the period of hire.
- All children under the age of 8 shall be accompanied by a responsible person at all times whilst in the facility
- Under no circumstances without express written permission from Knowsley Community College shall photographic or filming equipment be permitted for use on college premises at any time.
- Mobile phones should only be used in the reception areas.
- A written record of attendees must be kept by the hirer at the start of each booking session and kept available for inspection at all times by college staff and for emergency purposes.

### **Special Conditions**

26. a) If the accommodation is used for any purpose for which the College considers it necessary to cover the floor, or any part thereof, the Hirer will be required to pay an additional fee for suitable floor covering to be provided.  
B) A separate deposit / charge may be requested at the discretion of the college as surety that the facility will be left clean, tidy and undamaged by the hirer after the hired event. The deposit /charge will be reimbursed to the hirer only when the premises are inspected and passed as acceptable by college staff.  
b) A cleaning charge will be levied on the Hirer if the premises are not left in a clean and tidy condition.

**CONTACT DETAILS:**

**Sharon Love**  
**Knowsley Community College**  
**Stockbridge Main Campus**  
**Stockbridge Lane**  
**Huyton**  
**L36 3SD**  
**0151 477 5712**  
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