



Lettings Policy

Guiding principles

The school buildings and grounds are a community asset and every reasonable effort should be made to enable them to be used as much as possible. However, lettings for any purpose other than that of the school itself should be within the authority of the school, should not cause undue difficulty in the delivery of education, and should meet the general guidance laid out below.

Category of users

There are three distinct categories of letting.

1. **Self-managed** - activities that support the school or its children directly or are to the benefit of the school or the LEA. Examples would include peripatetic music lessons, Parent Teacher Association, school nurse and dentist, staff training and LEA meetings.
2. **Community** - activities that are for the benefit of the wider community, possibly including children from the school, and are organised by non-commercial or charitable bodies. Examples would include before- and after-school clubs, crèches and other childcare, evening classes, youth theatres and music groups, local authority youth services, uniformed organisations such as Scouts and Guides, and senior citizens' clubs.
3. **Commercial** - hiring's by appropriate organisations of a commercial nature. Examples would include training companies, publishers' book sales and slimming clubs.

Charges for lettings

The charges for lettings will be reviewed from time to time, based on proposals from the Headteacher.

1. **Self-managed** - there will be no charge for these activities, which will be regarded as 'internal' usage. The school will meet any modest costs for services such as heat or light.
2. **Community** - the school is not empowered to subsidise such activities from its own resources and a charge will be levied that meets the additional costs incurred by the school. This will include services (heat

and light), staffing (additional Caretaking and Cleaning) and a modest contribution to wear and tear. There will not normally be an additional charge where school equipment is used. Where there are multiple lettings at the same time, the costs incurred will normally be shared between them.

3. **Commercial** - the charge for such lettings will be based on the community charge, together with a profit element. There will be an additional charge where school equipment is used. Where there are multiple lettings at the same time, the costs incurred will not normally be shared between them.

Management

The Headteacher is responsible for the management of lettings and will, through the office staff, take bookings, ensure that booking forms are fully completed, fix charges, arrange staffing and equipment, and collect the charges. The Headteacher will determine whether lettings are appropriate and, where the head has concerns or wishes to decline a booking, they will consult with the chair of the premises committee, who is empowered to determine the issue on behalf of the governing body.

Some regular users may be provided with their own keys to the building, through a nominated individual, providing certain conditions can be met. These include the signing of an indemnity and the key holders' register, and the undertaking of security training.

All hirers must be made aware of the school's policy on health and safety and, for all events where the public are to be admitted. Appropriate risk assessments need to be submitted to the Headteacher prior to the commencement of any lettings.