



Our Christian faith emphasises the value and worth of every individual with their own distinctive character, gifts and abilities.

Christ's command to 'Love one another' calls us to respect and help other people, this provides the foundation for our school and all we aim to achieve.

Lettings Policy Academic Year 2025-2026

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 Local Authority (LA). Examples would staff training, LA meetings and extra curriculum clubs.
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 crèches and other childcare, evening classes, play schemes and holiday projects, youth theatres and music groups, local authority youth services, uniformed organisations such as Scouts and Guides, and senior citizens' clubs.
3. **Commercial** – hiring 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 Head Teacher and the School Business Manager.

1. **Self-managed** – there will be a charge for these activities, which will cover modest costs for services such as heat or light will be met by the school.
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. Where there are multiple lettings at the same time, the costs incurred will normally be shared between them.
3. **Commercial** – the charge which will be set by the Finance & Resources committee 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 School Business Manager is responsible for the management of lettings and will take bookings, ensure that relevant paperwork is properly administrated and invoiced in accordance with the finance policy. The Head Teacher will determine whether lettings are appropriate.

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 undertaking of security training.

All hirers will be made aware of the school's policy on health and safety and child protection. For all events where the public are to be admitted; it is the responsibility of the hirer to ensure that appropriately qualified first-aiders are present. Hirers are required complete and sign a Letting Agreement which details all terms and requirements.

Insurance

The hirer must demonstrate that they have insurance cover to satisfy the conditions stated in the letting agreement.

No Smoking Policy

The school operates a no smoking policy. Anyone attending a function will not be allowed to smoke within the confines of the school building.

Nut Free Environment

Due to a number of children suffering from nut allergies all lettings are advised that the school operates a nut-free environment.

Lettings Charges

The following rates will be applied to lettings of school premises:

Classroom	£15 per hour
Hall	£15 per hour
School Field	£15 per hour
Holiday Day Rate – Field	£75 per day
Holiday Day Rate – Hall	£100 per day

The Head Teacher reserves the right to adjust the afore mentioned rates where and when appropriate.

This policy was approved and adopted by the Governing Body on

Policy review date: 22nd January 2026

Signed

Chair of Governors

Signed

Head Teacher

This policy will be reviewed annually.