



Lettings Policy

Academic Year 2017 -2018

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.

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 include peripatetic music lessons, parents' clubs, school nurse and dentist, staff training and LA 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, 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** – hirings 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 of School.

1. **Self-managed** – there will be no charge for these activities, which will be regarded as 'internal' usage. Any 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. 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 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 bookings forms are fully completed, fix charges, arrange staffing and equipment, and collect the charges. The Head of School 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 Finance & Resources 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 keyholders' register, and the undertaking of security training.

All hirers must 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; appropriately qualified first-aiders must be present.

Insurance

The hirer must demonstrate that they have insurance cover to satisfy the conditions stated in the hire agreement. Where the hirer does not have insurance a charge will be levied to obtain cover under the schools insurance policy.

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	£10 per hour
Hall	£15 per hour
School Field	£10 per hour
Holiday Day Rate – Field	£50 per day
Holiday Day Rate – Hall	£50 per day

These rates should all be at the discretion of the Head of School and discounts can be applied where appropriate.

This policy was approved and adopted by the Governing Body on 26th February 2018

Policy review date

February 2019

Signed (Head of School)



Signed (Chair of Governors)



This policy will be reviewed annually.