

"Learning Today, Leading Tomorrow"



Bishops Down Primary School

www.bishopsdownprimary.org

School Lettings Policy

Date Agreed: September 2021

Date for Review: September 2022

Reviewed and updated by: Resources Committee

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Philosophy:

Provided there is no interruption to school use of the premises, part of the school buildings and grounds may be let to outside bodies during the school day, after the end of the school day, at weekends and during the holidays, in order to:

- Raise income for the school at the discretion of the Headteacher.
- Better integrate the school into the local community
- Familiarise individuals with the school, who may become pupils or their parents
- Satisfy some of the needs of local individuals, groups and organisations
- Increase the use of facilities that are under used by the school

Implementation:

Bookings are made through the representative of the school, as authorised by the Governing Body, and confirmed in writing.

- School and PSA activities have priority
- No bookings are confirmed more than 4 months in advance although provisional bookings may be made at any time
- Outline charges are set by the Headteacher/Governors and reviewed annually
- Specific charges are set at the time of the agreement
- The VAT liability of the letting is determined at the time of the agreement
- Payment is in advance for single lettings
- Payment is in instalments for a series of sports facilities lettings that comply with VAT exemption regulations
- The agreement should be updated and reviewed at least annually
- A diary is kept covering all school, PSA and outside use of the premises and grounds after school, in evenings, at weekends and in holidays

Users sign an agreement that covers:

- Terms and conditions relating to type of and length of use
- Cancellation
- Damage
- Insurance
- Charging
- Restrictions on use
- Licensing for the sale of alcohol, or public performances
- Parking

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Roles and Responsibilities:

The school authorised representative is responsible for the construction and regular update of the lettings diary.

- The PSA and individual teachers are responsible for informing the authorised school representative a term in advance, of events outside teaching hours, which will use the school premises
- Opening and closing the school is undertaken by the Site Manager, or a casual caretaker, or by prior agreement with an authorised member of the staff
- Supervision during the letting is the responsibility of the user. The user is also responsible for the security of the area of the school being used
- When a risk assessment is completed by the user or the school, in relation to the premises or activity or equipment involved, the user must ensure any controls are complied with
- Post-letting checks are made by the Site Manager and reported to the school authorised representative
- The authorised representative will ensure that excess wear and tear on the buildings and equipment is avoided and will follow up unsatisfactory lettings to resolve issues

Monitoring & Evaluation:

Lettings should be evaluated to assess the additional income raised for the school, less the cost of any reasonable wear and tear to the furniture and fabric of the school, made during lets and costs of additional heating and Site Manager’s payments.

Hire fees attached: **Appendix A**

Date policy established by the Governing Body

Date for review

September 2022

Signed Chair of Resources Committee

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Appendix A

Hire charges will be applied for all school lettings

Letting times	Cost – charges per hour unless noted below	Room	Additional information
Charges during school day	£3.50	Music room	Limited use of small rooms during the day
	£6.00	Field	
Charges during extended school hours (3.30pm until 6.00pm)	£6.00	Field	
	£11.00	Hall	
	£20.00 (for 2 hours)		
Out of school hours (after 6pm), weekend rate or holiday rate (without caretaking)	£6.00	Field	No access to inside the school
	£16.00	Hall	Premises to be locked and alarmed by hirer at Headteacher’s discretion.

*These costs are to be reviewed annually in the Autumn term with any changes taking effect in the January after

*Charges correct as at January 2022