

Hope Brook Church of England *Primary School*



Lettings Policy

The staff and governors are committed to the development of each child in a positive, healthy and respectful learning environment to encourage all children to achieve their fullest potential.

We want all the children and adults to achieve success through their own efforts, teamwork, self-discipline and motivation; and through links with the Church, the local community and the global community, work towards a better future for themselves and the world in which they live.

Lettings Policy

Introduction

The governors of Hope Brook Church of England believe that our 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, reflect the values of the Church of England and should meet the general guidance laid out below.

Category of users

There are three distinct categories of letting.

Self-managed – activities that support the school or its children directly or are to the benefit of the school or the LA. Examples would include peripatetic music lessons, parents' clubs, school nurse and dentist, staff training and LA meetings.

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 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.

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 headteacher. The current fee is £15.00 per hour

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.

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, light and janitorial), staffing (additional caretaking and cleaning) and a modest contribution to wear and tear.

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 for example ICT equipment.

Management

The headteacher is responsible for the management of lettings and will, through the office staff, take bookings, ensure that bookings forms are fully completed, fix charges, arrange staffing and equipment, and collect the charges. The headteacher, as the Manager, 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 resources committee, who is empowered to determine the issue on behalf of the governing body. All lettings are subject to the availability of the school key-holder.

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All hirers must produce evidence of their own public liability insurance cover to £2 million or agree to the terms of the schools' policy. 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, appropriately qualified first-aiders must be present.

All hirers must complete Hiring Agreement Form giving the school two weeks notice of intent to hire during term time and one months notice for school holiday time.

A deposit of £50 must be paid at the time of booking. The outstanding balance should be paid prior to occupancy of the building.

The governing body (resources committee) reserves the right to decline a request for the hiring of the school's facilities.

Date of policy: September 2015

Date of review: September 2020

This policy was formulated in consultation with the Headteacher and teaching staff.

This policy was accepted by the Governing Body at their meeting on Wednesday 23rd September, and will be reviewed every 5 years.

Signed

Chair of Governors

Signed

Headteacher