

SHEFFORD LOWER SCHOOL

Lettings Policy



Written by	Adopted by staff	Ratified by governors	Review date
Louise Reece-Jones	September 2021	November 2021	October 2024

1. Rationale

- a. The governors recognise that the school is an important institution in the community in providing access to its premises to enable delivery of a wide range of extended services to both adults and children. The purpose of this policy is to outline the basis upon which such lettings take place.

2. Objectives

- a. To allow appropriate use of the school premises by the local community outside of school hours.
- b. Ensure the school community has priority over lettings.
- c. Raise revenue for use by the school, costs of unlocking/locking, utilities are covered and there is no financial loss in the event of damage.
- d. Ensure lettings do not compromise the security of the school or create health and safety risks.

3. Guidelines

- a. A letting is defined a use of the school premises outside of the normal hours which the school is open (9.00 am – 3.20 pm, Monday – Friday during term time) during holidays or at weekends.
- b. Requests to let the school premises to be directed to the Office Manager/Finance/HR Manager who will liaise with the Site Managers before confirming a booking. The Headteacher to be informed of lettings prior to them being confirmed.
- c. Precedence will be given to school activities over lettings such as parents’ evenings and concerts, even if lettings were arranged earlier.
- d. PSA will not be charged for using the premises to raise funds. However, where an event results in the premises staff having to undertake extra cleaning or unlocking/locking, the PSA may be asked to make a donation towards extra costs.
- e. Smoking/ vaping is not permitted on the school premises or grounds.
- f. Nuts are not allowed on school grounds.
- g. Dogs/other animals are not allowed on school grounds unless permission has been obtained from the Head teacher.
- h. Intoxicating liquor shall not be brought into or consumed on school premises without the prior consent of the Governing Board. Where such consent is given the hirer must comply with the Licensing Laws and provide evidence of such to the Governing Board.
- i. Hirers must provide their own first aid facilities and telephone for making emergency calls.
- j. Any damage or excessive cleaning occurring as a result of a letting will be charged to the Hirer. Hirers are required to pay a deposit of £100 which will not be refundable in the event of excessive cleaning or damage.
- k. Hirers must make themselves aware of Fire Evacuations procedures and are responsible for communicating these with all those participating in the activity.
- l. The Hirer must have Public Liability Insurance to a minimum limit of indemnity of £5m. Evidence of such insurance must be provided to the school before letting takes place.
- m. The Hirer is required to complete a risk assessment and return it with the booking form. The school accepts no liability for any equipment, including, electrical, brought onto the school site by the hirer.
- n. Where the Hirer is running an activity involving children they must provide evidence of enhanced DBS clearance for all staff and a copy of a Child Protection Policy.
- o. The Hirer is responsible for any licences and permission they need. The school will not be held responsible for the Hirer breaching any licences or permissions agreement.

- p. Lettings will be at the discretion of the governing body or its representatives who may refuse lettings if they consider it in the interest of the school to do so. Lettings will usually be made to Clubs and Associations. Lettings will not normally be made to private individuals. Lettings for private parties will not be allowed. All hirers must be aged 18 or over.
- q. The School will not discriminate on the grounds of sex, disability, religion, ethnicity or age and will give sympathetic consideration to all applications to the School, by any group, association, club or individual. However, the School will need to be satisfied that the proposed use will not create subsequent problems relating to premises, equipment or reputation.
- r. The school's Safeguarding policy must be consulted and followed when dealing with external organisations that work with children or young people.
- s. All hirers must state the purpose of the hire. The purpose of each application for hire will be checked and any concerns over the nature of the letting or gathering will be reported to the Headteacher before approval is given. The school will contact the Access and Referral Hub if they suspect that the letting or gathering has been used for political purposes, not previously authorised by the Headteacher, the dissemination of inappropriate material or other purposes which could be reportable under the new statutory Prevent duties or which contravene current legislation in any way.
- t. In considering the following will be taken into account:
 - i. Interference with school activities – priority at all times should be given to school functions;
 - ii. The availability of facilities;
 - iii. The availability of staff to open and close the premises;
 - iv. The school's safeguarding policy;
 - v. Health and safety considerations in relation to the number of users, type of activity, qualifications of instructors etc.;
 - vi. Type of activity and our duty with regard to the prevention of terrorism and radicalisation;
 - vii. Adequacy of management procedures in place during the hire;
 - viii. Appropriateness of the letting and whether it is deemed compatible with the ethos of the school.
- u. A letting agreement must be signed by the Hirer and the School before the letting commences. Only those areas specified in the lettings agreement will be used during the period of hire. Equipment belonging to the school must only be used with prior agreement.
- v. A month's notice is required by either party to terminate the agreement, unless the Hirer is deemed to have breached terms of the contract where termination may be immediate.
- w. All users of the school's facilities are expected to act in a responsible and appropriate manner towards people and property while on the premises in line with the school ethos.
- x. Groups providing before and after school activities for children at the school will not be charged a fee to hire the premises but are bound by other conditions herein and will be required to sign a letting agreement form.
- y. The school is not responsible for any loss or damage to vehicles parked on its premises or their contents.
- z. Charges for lettings are attached. The Finance/HR Manager will review charges at least every 2 years and will recommend to governors any changes to be considered.

SHEFFORD LOWER SCHOOL
Appendix 1
Hire of School Premises
Letting Rates – September 2021



	Monday – Friday (Minimum 2 hour hire)	Weekend and Holidays (Minimum 2 hour hire)
Main Hall	£36 and then £8/half hour	£42 and then £8/half hour
Playground/Field/Ball Court	£25 and then £2.50/half hour	£25 and then £2.50/half hour
Playground/Field/Ball Court with use of toilets	£36 and then £8/half hour	£42 and then £8/half hour
Classroom or Meeting Space	£36 and then £4/half hour	£42 and then £4/half hour
Classroom or Meeting Space as an add on when hiring and paying for another space in school	£10/hour and then £2.50/half hour	£10/hour and then £2.50/half hour
Air conditioning in the hall	£5/hour	£5/hour

1. For most lets there is a minimum charge covering the first 2 hours, unless adding a classroom/meeting space where the minimum charge has already been covered.
2. The Governing Board reserves the right to reduce or waive the standard charges if they consider the event will have an educational or spiritual benefit to the pupils or community.