



Lettings Policy

About this policy	
Statutory	No
Drafted by	School Business Manager
Date reviewed	Autumn Term 2021
Reviewed by	Resources Committee
Review period	Three years
Next review	Autumn Term 2024

Vision Statement

Vision Statement Childhood matters to us: it is short, precious and cannot be repeated. Our Christian values are rooted in God. Growing in love, every child reaches their spiritual and academic potential. Our learners use their resilience, curiosity and independence to become fruitful and effective global citizens. With the Holy Spirit by our side, we can achieve anything!

Introduction

The school's prime purpose is to provide the best possible education for its pupils, however the Governing Body of Send Church of England Primary School is keen for the school's premises and grounds to be used for the benefit of the whole community. The school premises and grounds will therefore be available for lettings.

Definition of a letting

A letting is defined as "any use of the school premises (buildings and grounds) by either a community group (e.g. local music group, football team), or a commercial organisation (e.g. the local branch of 'Weight Watchers')".

Administration and management of lettings

1. The Governing Body has delegated the responsibility for the hiring of school premises to the Head Teacher.
2. The day-to-day management and administration of lettings will be undertaken by the school's business team. If the Head Teacher / School Business Manager has any concern about the appropriateness of a particular request for a letting, he/she will consult the Chair of the Resources Committee Governors, who has the authority to determine the issue on behalf of the Governing Body

Areas available to hire

The following areas will be available to hire:-

- KS1 Hall

- KS2 Hall
- Playground
- Field
- Resources Room
- Classrooms

Hire charge

1. Surrey County Council's annual schedule of Charges guidance will be taken into account when setting the hire charge.
2. The hire charge will be reviewed annually during the spring term by the Resources Committee with any changes coming into effect from the start of the summer term.
3. Current charges will be provided in advance of any letting being agreed.
4. Hire charges are payable in advance of the hire period.

Considering applications for use of school premises

When reviewing applications for hiring of the school, the following will be taken into consideration:-

- Interference with the school's educational activities.
- Priority will be given to lettings benefiting the children at the school.
- Likelihood of damage being caused to the premises, or neighbouring premises, and any nuisance that may arise, as a result of accepting the booking including parking in the immediate area.
- Availability of facilities and relevant premises staff.
- The school's health and safety and child protection policies.
- Health and safety, e.g. number of users, qualifications of instructors, type of activity etc.
- The appropriateness of the hiring and if it is considered to be consistent with the ethos of the school.

Lettings will not be made to persons under the age of 18, or to any organisation or group with an unlawful or extremist background. Send Church of England Primary School has the right to refuse any request to hire the school's premise.

Procedure for lettings

1. Applications to hire the school premises should be made to the School Business Manager by completing and signing the school's 'Application To Use School Premises Form.'
2. The School Business Manager will, in accordance with this policy, determine if the letting can be granted and if so, will enter the letting onto the school's Lettings Calendar.
3. Hirer's will be notified via email the outcome of their application and for successful applications, an invoice for the period of hire will be attached.
4. Hirers requiring the issue of a key for the let must complete and return a signed copy of the school's 'Key Holder Agreement'.
5. Upon receipt of a completed Key Holder Agreement, hirers will be emailed the school's opening up and closing down procedure and a set of keys will be made available for collection by the hirer, on a date agreed with the school business manager.
6. For occasional lettings, the hirer must return their keys as outlined in their signed Key Holder Agreement.

Safeguarding

The Governing Body is aware of its responsibilities for safeguarding children and so, when letting out the school premises, has due regard to safeguarding policies and practices and the school's Prevent duty on anti-radicalisation. The school is committed to safeguarding and promoting the welfare of children and young people and expects hirers to share this commitment. Hirers working with children are required to have a DBS disclosure at an appropriate level (as defined by the Disclosure & Barring Service) for those individuals working in school premises on behalf of the hirer.

Public Liability Insurance

1. All hirers will be need to have appropriate insurance and will be asked for a copy of their current Public Liability Certificate (with an indemnity limit of not less than £5,000,000).
2. In the absence of a valid Public Liability Certificate, an additional 15% of the letting fee will be added to the invoice and the Hirer will be covered by Surrey County Council's Public Liability Insurance cover.