



SEND CHURCH OF ENGLAND PRIMARY SCHOOL

LETTINGS POLICY 2025 2026

Agreed: Autumn term 2025
Review Autumn term 2026
Annual

General principles and scope

- The governing body actively encourages community use of the school buildings.
- The school hires premises predominantly for repeat events or clubs (long-term lettings).
- All groups using the school should be non-political.
- The agreement is a mere licence to occupy and does not create a landlord/tenant relationship or grant any proprietary right.

Areas that can be let include:

- o Classrooms.
- o School halls
- o Fields and grounds
- o School playground
- o Car park

Out of bounds areas are:

- o Staffroom
- o PPA room (KS2 building)
- o all offices ie headteacher's, SLT, SENDCo, business manager's and the main office in KS1 building.

No animals other than guide dogs are permitted on the premises without prior written approval.

Charges

- Invoicing will be done monthly in arrears.
- The schedule of charges will be attached to the letting agreement.
- Charges will be reviewed each year in April.
- Any notice of an increase of charges will be given with 30 days' notice.
- The school reserves the right to offer a discounted rate to charitable groups and clubs which cater exclusively for the school's children.
- The governing body has the right to refuse to enter into a letting agreement.

Insurance

- Hirers must give the school details of their insurance policy, which must include Public Liability cover for a minimum of £2 million. The groups should have the appropriate

insurance to cover their own property, damage to the school, and for their work and activities with children.

Damage

- Any damage to the premises or school property must be reported immediately to the School Office. Rectification of the damage shall be made good at the expense of the hirer within one month to the satisfaction of the headteacher.

Cancellation by Hirer

- The hirer must notify the Lettings Manager of a cancellation in writing.
- If the hirer cancels a letting with less than five working days' notice, the whole fee may be charged.

Cancellation by school

- Send CofE Primary School reserves the right to cancel any hire without providing a reason, as school activities always take precedence over any letting.
- The school/governors will not be liable for any loss, damage, or compensation payable to the Hirer if the school needs to postpone or cancel an agreed letting.

Use of the school premises and grounds

- For lettings between 3.15pm and 5.30pm on weekdays hirers must sign in at the office and sign out at the end of the letting
- The hirer must supervise the premises, and must ensure that all exits are clear and ready to use in the event of an emergency.
- No fixtures, fittings or notices (other than those displayed temporarily for the hire period) shall be placed on the walls.
- Hirers are responsible for leaving the premises clean and tidy.
- No hirer should sell alcoholic drinks without obtaining the headteacher's prior written permission and an appropriate licence.
- Alcohol may not be brought on to the premises whilst the school is in session and children present.
- The hirer must have permission from the headteacher of Send CofE Primary School before arranging for alcoholic drinks to be consumed on educational premises and grounds
- Smoking and vaping are not allowed anywhere on the premises, car park or grounds
- at any time.
- No transfer of furniture should be made between one hall or room and another by the hirer.
- Hirers must note that school is a place of learning and therefore should behave appropriately at all times.

Safeguarding and child protection

- All hirers working with children must adhere to the school's safeguarding and child protection policy available on the school website.
- A copy of the group's safeguarding and child protection policy must be submitted with the letting agreement.
- Any hirer who acts in breach of these policies or whose activities raise child protection concerns will have the letting agreement terminated immediately.

- The hirer must ensure all adult supervisors are DBS checked and hold all relevant certifications.

Health and safety

- The hirer is responsible for ensuring that they abide by the school's health and safety policy and procedures.
- A copy of the group's health and safety policy must be submitted with the letting agreement.
- Hirers must conduct a risk assessment for their activity on the premises and submit a copy with the letting agreement.

Complaints and Incident Reporting

- The hirer is responsible for the overall conduct and management of their activities, including all matters relating to their staff, participants, service quality, and fees.
- The hirer of the school premises, particularly regular or commercial users, must operate their own formal Complaints Procedure for use by any third party (e.g., participants, parents, or members of the public) dissatisfied with the hirer's service or conduct.
- Should the School receive a complaint from a third party that relates solely to the Hirer's activities, the School will forward the complaint to the named hirer to be dealt with under their own procedure. The School will inform the complainant that their issue must be addressed by the hirer.
- If the hirer does not have a formal complaints procedure in place, the School reserves the right to investigate the complaint using its own complaints procedure and may charge the Hirer for any associated administrative costs.
- Any complaint by the hirer regarding the School's facilities, premises, or service (e.g., cleanliness, access, site staff) must be raised in the first instance with the Lettings Manager. If the matter remains unresolved, the hirer must then follow the School's official, published Complaints Procedure.
- The hirer must immediately inform the School's Site Manager or designated emergency contact of any serious incident, accident, or safeguarding concern that occurs during the period of hire, regardless of whether it is expected to result in a formal complaint.

Monitoring and review

- The governors will monitor the use of the school premises for external lettings.
- The lettings policy will be reviewed every year or earlier if there is a change in statutory requirement.