



# **St. Margaret's-at-Cliffe Community Primary School**

## **Lettings Policy**

**Date: March 2021**

**Reviewed and Ratified By: Governing body on 18<sup>th</sup> March 2021**

**Review Date: Every three years – March 2024**

**Signed : \_\_\_\_\_ John Dexter, Chair of Governors**

**Signed : \_\_\_\_\_ Helen Comfort, Headteacher**

## **Equality**

We recognise our duty and responsibility to establish equality for all pupils, staff, other members of the school community and service users regardless of their ethnicity, gender, disability, sexual orientation; age or beliefs as defined within existing equalities legislation (please see 'Single Equality Scheme').

## **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, in order to:

- Raise income for the school
- 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 PTFA 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, PTFA 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 – *This will be in accordance with the schools lettings price list (see model lettings pricing document attached)*
- Restrictions on use
- Licensing for the sale of alcohol, or public performances
- Parking

### **Roles and Responsibilities:**

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

- The PTFA secretary 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 caretaker, 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 caretaker 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 caretaker's payments.

**MODEL LETTINGS PRICING DOCUMENT**

Facility being hired	Cost per hour	Additional fees
<i>School Hall</i>	£25.00	<i>Cost of caretaker to lock school up £9.50</i>

*Please note that school facilities can only be ordered in quantities one hour blocks.*

This lettings pricing document should be attached to the School’s Lettings Policy and should be approved at the same time as the lettings policy.