

St Andrew's CE VC Primary School

A church school that learns, grows and achieves together

“Train up a child in the way he should go,
and when he is old he will not depart from it”
Proverbs 22:6

Lettings Policy

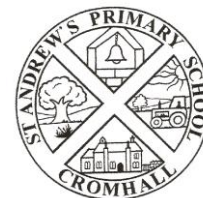
Signed (Chair)	Name Stephen Youngs	Date September 2021
Signed (Head)	Name Helen Green	Date September 2021
Ratified by Governing Body on		Next Review

Equality Impact Assessment (EqIA)

This policy has been assessed with regard to its impact on equalities issues. The equality impact assessment has been conducted by the relevant Governors' sub-committee and focused on race, gender, disability, age, sexual orientation, gender identity and religion/belief. Community Cohesion has also formed part of the impact assessment work in order to ensure respect for diversity, alongside a commitment to common and shared bonds.

EqIA outcomes

- ☐ The assessment found no areas of potential negative impact and actions resulting in positive impact are in place.



PRINCIPLES

The Governing Body regards the School buildings and grounds as a community asset and will make every reasonable effort to enable them to be used as much as possible. However, the overriding aim of the Governing Body is to support the School in providing the best possible education for its students, and any lettings of the premises to outside organisations will be considered with this in mind. The School's delegated budget (which is provided for the education of its pupils) cannot be used to subsidise any lettings by community or commercial organisations. A charge will be levied to meet the additional costs incurred by the school in respect of any lettings of the premises. As a minimum, the actual cost to the School of any use of the premises by an outside organisation must be re-imbursed to the School's budget.

PURPOSES

- To provide clear guidance on lettings and the hire of School premises and equipment
- To enable community and lifelong learning access to the School site and premises
- To promote the use of School facilities by the wider community
- To safeguard the interests of St Andrew's Primary School
- To ensure that the out of hours use of the School site is not subsidised by the School budget

GUIDELINES

Definition of a Letting

A letting may be defined as *"any use of the school premises (buildings and grounds) by either a community group (such as a local music group or football team), an individual or group of individuals, or a commercial organisation (such as the local branch of 'Weight Watchers')"*. A letting must not interfere with the primary activity of the School, which is to provide a high standard of education for all its students. Use of the premises for activities such as staff meetings, parents' meetings, Governing Body meetings and extra-curricular activities of students supervised by School staff, fall within the corporate life of the School. Costs arising from these uses are therefore a legitimate charge against the School's delegated budget.

Charges for a Letting:

	Session rate per hour	Session rate per day
External clubs/Holiday clubs – Hall and field	£15.00	£60
Private functions – hall and field	£25	£60
Caretaking costs	£8.00	£20

The Governing Body is responsible for setting charges for the letting of the School premises. A charge will be levied which covers the following:

- Cost of services (heating and lighting);
- Cost of staffing (additional security, caretaking and cleaning)- including “oncosts”;
- Cost of administration;
- Cost of “wear and tear”; Cost of use of school equipment (if applicable);
- Profit element (if appropriate).

Where there are multiple lettings taking place at the same time, the costs for services and staffing will normally be shared between the organisations involved. The specific charge levied will be reviewed annually, during the Spring Term, by the Finance Committee, for implementation from the beginning of the next financial year, with effect from 1st September of that year. Current charges will be provided in advance of any letting being agreed.

- Weekend and holiday lettings will only be considered subject to the availability of the caretaker. No overnight lettings will be available.
- Letting fees are charged to the nearest hour or half hour.
- If an organisation requests the use of multiple facilities, a discount may be awarded at the discretion of the school finance administrator. The finance administrator can also discuss the use of other areas of the school; for example the classrooms.

VAT

In general, the letting of rooms for activities which benefit the school or the greater community are exempt of VAT, whereas lettings which do not benefit the school or the greater community are subject to VAT (although there are exemptions under certain circumstances).

Management and Administration of Lettings

The Headteacher is responsible overall for the management of lettings, in accordance with the Governing Body’s policy. The Headteacher may delegate all or part of this responsibility to other members of staff, whilst still retaining overall responsibility for the lettings process. Community Lettings will take place at the discretion of the Headteacher. If the Headteacher has any concern about whether a particular request for a letting is appropriate or not, he/she will consult with the Chair of the Finance Committee, who is empowered to determine the issue on behalf of the Governing Body.

Collection of Payment

Weekly lettings will be billed weekly, half-termly or termly as agreed between the hirer and governors and payment expected within 30 days of receipt of the invoice. For one-off lettings, payment in full to be paid on receipt of the Governors' formal agreement.

The Administrative Process

Organisations seeking to hire the School premises should approach the school, who will identify their requirements and clarify the facilities available. An initial enquiry regarding availability should be made with the Office

Manager and if these dates are available then a ***Lettings Application Form*** (a copy of which is attached to this policy) should be obtained and completed at this stage. Hirers will also be issued with a copy of the terms and conditions. The Governing Body has the right to refuse an application, and **no letting should be regarded as “booked” until approval has been given in writing. No public announcement of any activity or function taking place should be made by the organisation concerned until the booking has been formally confirmed.**

Once the completed forms have been received by the School and signed by the Headteacher, a copy of the ***Lettings Application Form*** will be returned to the hirer as confirmation, setting out full details of the letting. The person applying to hire the premises will be invoiced for the cost of the letting, in accordance with the Governing Body’s current scale of charges.

The hirer should be a named individual and the agreement should be in their name, giving their permanent private address.

All lettings fees which are received by the School will be paid into the School’s bank account, in order to offset the costs of services, staffing etc (which are funded from the School’s delegated budget). Income and expenditure associated with lettings will be regularly monitored to ensure that at least a “break even” situation is being achieved.

Public Liability and Accidental Damage Insurance

The hirer confirms that they hold an insurance policy with a minimum of £5m Public liability & will be required to produce the relevant insurance document for inspection.

Dear

Letting Request

Thank you for your recent enquiry regarding the booking of the hall at St Andrew's Primary School.

Please find enclosed a formal booking application form, please complete and return it to school as soon as possible in order that we can confirm the dates you require are still available.

Should you require additional information or I can be of any further assistance please do not hesitate to contact me.

Yours sincerely

Dear (Name of applicant)

Confirmation of Booking

Thank you for booking our hall. I have enclosed information for users regarding emergency exits, fire alarms, telephone and first aid equipment access (no first aider is provided) and an out of hours contact number for the Site Manager. Please ensure all users are aware of these details.

I can confirm that the dates you require are available and I have reserved the hall for you as follows:

Dates Required: Time: From: To:

I confirm the sole purpose is for ?????.

I confirm at £?? per hour.

Cheques should be made payable to "St Andrew's School Fund" and as agreed with the Headteacher you will be invoiced for this on a monthly basis.

Should you need any additional information please let me know.

Yours sincerely

Enc.

St Andrew's Primary School

Information for Users

Before the start of your function please familiarise yourself with the location of the following;

1. Emergency Exits: As shown on a copy of the school's map which is displayed in every corridor and every classroom, should you require a copy please ask the school office prior to your visit.

2. Fire Alarms: It is vital that in the case of a fire the alarms are activated.

3. Telephone: In case of an emergency the nearest telephone is located within the School Office. To obtain an outside line **Press Line 9** followed by the required number.

4. First Aid: The first aid box is located within each class room & the main Hall

5. Maximum Capacity: The Hall will hold a maximum of 60 people

6. Key:

Arrange with the caretaker to open & lock school up

7. Food:

Kitchen not available due to very stringent Health and Safety rules.
For the same reason food may not be prepared on the premises.
Water may be boiled in the staffroom

8. Other areas:

Please ensure no other rooms are used
The adventure playground and spiritual garden are intended for school use only.
The pond in particular is an obvious danger.
The Governors will not take responsibility should an accident occur.
We would appreciate it if children playing outside could be supervised to ensure no damage is caused to school property.

9. Cleaning Up

The hall will need to be swept and litter removed to large bins to front of school. A black sack, broom and dustpan and brush will be left for your use.