

LUNSFORD PRIMARY SCHOOL LETTINGS POLICY



Aims and Scope:

The school aims to allow the use of its premises and facilities, where appropriate, to support community and commercial organisations provided there is no interruption to school use of the premises. In practice this will mean that part or all of the school buildings and grounds may be let to outside bodies after the end of the school day, at weekends and during the holidays, in order to:

- Raise income for the school
- Better integrate the school into the local community
- Satisfy some of the needs of local individuals, groups and organisations
- Increase the use of facilities when they are not in use by the school
- Provide an element of familiarity with the school to individuals who may become pupils and/or their parents

The school's delegated budget may not be used to subsidise lettings

Implementation:

Bookings are made through the representative of the school, as authorised by the Governing Body, and must be confirmed in writing.

- School and PTA (FOLS) activities have priority
- No bookings to be 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
- Alternative rates may be negotiated for regular and/or substantial use of the school that benefits the whole school community.
- The VAT liability of the letting is determined at the time of the agreement
- Payment is in advance for single lettings
- A retention fee may be charged for use of school buildings and facilities where damage may be caused to school property
- 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, PTA 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

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- Insurance
- Charging (see information below)
- Restrictions on use
- Licensing for the sale of alcohol, or public performances
- Parking

Charging:

Charges have been reviewed taking into account rooms available for hire and capacity and are as follows:

Area	Capacity	Cost
Hall		£18.00 per hour
Library		£15.00 per hour
Classrooms		£10.00 per hour
Music room		£15.00 per hour
Playing fields		£20.00 per hour

Whilst reduced fees may be negotiated for substantial and/or regular use of the school, the school's delegated budget cannot be impacted by the hiring of facilities therefore there may be additional charges for heating and locking up. Additionally, if a set of keys are required in order to utilise the site, these will be charged for and must be returned once the agreement / letting expires. The hirer will sign a form acknowledging receipt of the keys which will be kept on file until the keys are returned.

Heating charge: £25.00 per hour (whole school)

Lock-up charge: £25.00

Key costs: £20.00

Charges are approved by the Governing Body and reviewed annually.

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Roles and Responsibilities:

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

- The PTA (FOLS) 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. Regular users/ lettees to close the school if the caretaker is not on the premises.
- 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.

Date policy reviewed by the Governing Body September 2025

Date for review September 2026