

St Anne's C of E (A) Primary School Lettings Policy

1. Introduction

The Governors of Worksop St Anne's C of E (A) Primary School have agreed the following Lettings Policy in an attempt to charge fairly for the use of the school premises. The overriding aim of this policy is to support the school in providing the best possible education for our children.

Please note that any organisation that does not use the school premises with care and respect will not be allowed to hire the premises.

The Governors seek to let the premises to allow a variety of members of the community to provide a variety of activities. The school's delegated budget cannot be used to subsidise lettings by community or commercial organisations. As a minimum the actual cost of the use of the premises must be reimbursed in the school budget.

The Care Taker will submit an incident report if he suspects that the letting or gathering has been used for political purposes not previously authorised by the Head Teacher, the dissemination of inappropriate material or other purposes which could be reportable under the new statutory Prevent duties or which contravene current legislation in any way.

2. Purpose

- To ensure that the use of the school premises and facilities is properly co-ordinated and events supported appropriately
- To promote the use of the school facilities by the wider community
- To safeguard the interests of the school
- To ensure that the out of hours use of the school is not subsidised by the school budget

3. Definition of 'Letting'

A 'letting' is defined as any use of the school premises outside normal school hours (after 3.30pm, weekends, holidays) by either:

- A community group e.g. local music group, sports team
- An individual or group of individuals
- Other events organised by members of the school FOSAS

A letting must not interfere with the primary activity of the school, which is to provide a high standard of education for all our pupils. Use of the premises for Parents' meetings, Governing Body meetings, extra-curricular events, FOSAS organised events supervised by school staff, fall within the corporate life of the school.

All Lettings out of school normal hours must be booked through the school office.

4. Regular lettings

All Clubs and organisations hiring the premises must hold their own insurance and any necessary licences i.e. entertainment etc.

The Hirer warrants to the Governing Body that it has appropriate public liability insurance to cover all its legal liabilities for accidents resulting in injuries to persons (including all participants in the activity for which the premises are being hired), and/or loss of or damage to property, including the hired premises, arising out of the letting. The minimum limit for this insurance cover is £5 million. The Hirer must produce the appropriate certificate of insurance cover before the letting can be confirmed.

Neither the school, nor the Local Education Authority, will be responsible for any injury to persons or damage to property arising out of the letting of the premises.

All clubs and organisations not using the premises in a suitable manner will be firstly asked verbally to adhere to school policy & practice. If the problem continues the organisation will be warned in writing (or this will take place in the 1st instant if appropriate). If the problem still continues then the organisation will be asked to find alternative accommodation and recompense the school for any damage caused. This will

happen as any activity taking place in school must not be to the detriment of the children, staff or governors.

5. Occasional Lettings

Charges for these will be dependent on time of hire and will be negotiated at the time of booking.

6. Charges

Future commitments to evening classes whether they have originated from colleges of further education or from private individuals should be subject to the charging schedule below.

The majority of lettings take place during the 'boiler firing season' and so would qualify for the energy element. The energy element is a crude calculation and doesn't fully take into account the fact that the whole school is being heated, not just the hall or a single classroom. It is the Governing Body's view that to ensure that no energy losses are incurred, it proposes that all lettings irrespective of the time of the year should be liable to this cost. However, the Governors reserve the right to waive this charge at their discretion.

The Governors in normal circumstances would require fees levied for lettings to be settled promptly after the hire of the premises unless prior arrangements have been made.

The Governors have agreed to the continued use of the LA's letting forms and to adopt the conditions on the reverse of these forms. NCC Governing Body Services will continue to be charged at the inclusive cost of £81.50 for a midweek 3 hour letting.

	Additional Hours
1 hour Mon – Fri until 8:00 pm — cost £36.00	£15.60
1 hour Mon – Fri after 8:00 pm – cost £41.00	£20.80
1 hour Saturday 9:00 am – 8:00 pm – cost £46.00	£26.00
1 hour Sunday 10:00 am – 8:00 pm – cost £56.00	£39.00

This policy should be read in conjunction with

- o Health & Safety Policy
- o School Emergency Policy