



"Where children come first"

Lettings Policy

Version: 1.01

Date Released: 15th May 2018

APPROVAL & ADOPTION

This policy was formally agreed and adopted at a Full Governing Body Meeting held on:

11th July 2018

UPDATE SCHEDULE

Version	Date	Reason for Update
1.00	25/05/17	First Version for School – Post de-Federation
1.01	15/05/18	Review and general update

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Lettings Policy

Introduction

The purpose of this Policy is to regulate the management, operation and use of lettings at Aylesham Primary School.

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 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
- 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 School Office, as authorised by the Governing Body, and confirmed in writing.

- The 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 Headteachers/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.
- At the discretion of the Headteacher, certain lettings that will benefit the school, staff or pupils will be accepted with no charge being made to the organiser

Users sign an agreement that covers:

- Terms and conditions relating to type of and length of use
- Cancellation
- Damage
- Insurance
- Charging (in accordance with the schools' lettings price list)
- 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 Site Manager, 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 Site Manager and reported to the School Business Manager.
- The School Business Manager 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 Site Manager/Caretaker payments.

Complaints Policy

All complaints will be dealt with according to the schools Complaints Policy which is available on request from the school office.

CHARGING SCHEDULE

LETTING	HOURLY RATE
School Hall (excluding Equipment)	20.00
Sports Field	20.00
Classroom / Meeting Room	15.00

ADDITIONAL REQUIREMENTS	PER SESSION RATE
Use of Equipment (PE Mats / Tables / Chairs)	10.00

SITE MANAGER/ CARETAKER SERVICES	HOURLY RATE
Site Manager/Caretaker Required (Opening/Locking up)	18.00

Please note that school facilities can only be ordered in quantities of half an hour blocks.