St John's Church of England Primary School

Lettings Policy

Gather, Grow, Go - The Parable of the Mustard Seed (Matthew 13: 31-32)

Date agreed and ratified by Governing Body: January 2026

Philosophy

St John's Primary School believes that provided there is no interruption to, or curtailment of, school use of the premises, parts of the buildings and grounds may be let to outside bodies during the school day, after the end of the school day, at weekends and during the holidays, to:

1. Raise income for the school
2. Better integrate the school in to the local community
3. Satisfy some of the needs of local individuals, groups and organisations
4. Help fulfil the Government Extended Schools initiative
5. Increase the use of facilities which may be of necessity underused by the school

Implementation

Bookings are made through the School Business Manager and confirmed in writing.

- School activities have priority.
- Outline charges are set by the Headteacher/Governors and reviewed annually.
- Specific charges are set at the time of the agreement.
- School staff can benefit from a 25% discount on standard charges, although the school reserves the right to cancel staff bookings if a booking request is later received that would be of greater financial benefit to the school.
- An online diary is kept covering all school 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
- Restrictions on use
- Licensing for the sale of alcohol, or public performances
- Parking

Roles and responsibilities

- The School Business Manager is responsible for the construction and regular update of the lettings diary.
- Individual teachers are responsible for informing the Site Manager 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 Caretaker, or by prior agreement with an authorised member of 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 Site Manager will ensure that excess wear and tear on the buildings and equipment is avoided and will follow up unsatisfactory lettings to resolve issues.

Safeguarding

The school will ensure that appropriate safeguarding arrangements are in place when letting school premises of facilities that involve work with children. Organisations submitting a lettings request involving working with children and/or young people will submit a signed copy of their current safeguarding policy.

Hirers will be expected to adhere to the DfE's 'After-school clubs, community activities and tuition: safeguarding guidance for providers'.

The school will ensure that safeguarding requirements are communicated with the hirer prior to the letting. This will be included in the school's "Conditions of use for a letting" document.

Failure to comply with the school's safeguarding conditions will lead to the termination of the hire agreement.

Any safeguarding-related allegations against organisations or individuals who have hired the school premises will be managed in line with the school's Managing Allegations Against Staff Policy.

All hirers will state the purpose of the hire. An application will not be approved if the hirer's purpose:

- Is aimed at promoting extremist views.
- Involves the dissemination of inappropriate materials.
- Contravenes the statutory Prevent duty.
- Is likely to cause offence to public taste and decency (except where this is, in the opinion of the school, balanced or outweighed by freedom of expression of artistic merit).

If any members of staff have concerns regarding the purposes for which the hirer is using the facilities, they will immediately contact the headteacher.

The headteacher will file an incident report form if they have reason to believe that the letting has been used for political purposes not previously authorised, the dissemination of inappropriate material or any other purpose that contravenes the Prevent duty. Where an individual group is found to be promoting views in contravention of the school's Prevent duty, this will be managed in line with the school's Prevent Duty Policy.

Monitoring and 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, and costs of additional heating and Caretaker's payments.