

St John's Church of England Primary School

Lettings Policy



"For I know the plans I have for you," declares the Lord, "plans to prosper you and not to harm you, plans to give you a hope and a future." - Jeremiah 29:11

Date agreed and ratified by Governing Body: November 2021

Date of next review: As needed

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 representative of the school as authorised by the Governing Body and confirmed in writing.

- School 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 Headteacher/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 lettings.
- A 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 Site 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.

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.