



ENSTONE PRIMARY SCHOOL

LETTINGS POLICY

Introduction

The Governing Body regards the school buildings and grounds as a community asset and will make every reasonable effort to enable them to be used as much as possible. However, the overriding aim of the Governing Body is to support the school in providing the best possible education for its pupils, and any lettings of the premises to outside organisations will be considered with this in mind.

The school's delegated budget will not be used to subsidise any lettings by other community or commercial organisations. A charge will be levied to meet the additional costs incurred by the school in respect of any lettings of the premises. As a minimum, the actual cost to the school of any use of the premises by an outside organisation must be reimbursed to the school's budget.

Definition of a letting

A letting may be defined as **“any use of the school premises (buildings and/or grounds) by either a community group, or a commercial organisation”**. A community group would include, for example, the local Keep Fit group, or a sports club. A commercial organisation would include, for example, the local branch of Slimming World.

Charges for a letting

The Governing Body (Resources Committee) is responsible for setting charges for the letting of the school premises and will review the charges annually.

Current charges will be notified in advance of any letting being agreed and are based on three categories. These categories are for general guidance and the Governors may, at their discretion, add further users within the appropriate categories.

As the Hall is part of the school the following activities/groups do not incur a charge for its use: parent consultations, governors' meetings, school performances, school fundraising, school-run clubs or the Friends of Enstone School.

Group A use

The following qualify for 'caretaking' fees only: Clubs for the benefit for the youth of Enstone i.e. Brownies, Guides, Young Farmers etc.

Group B use

The following qualify for letting at the rate that covers basic costs only (£15/hour):
Keep Fit
Sports clubs
Charitable fund raising
Church activities

Group C use

These qualify for a 'session charge' + deposit. Charges are as follows:

<i>Morning session 8.00 am – 1.00 pm</i>	<i>£45 + £50 deposit</i>
<i>Afternoon session 1.00 pm – 6.00 pm</i>	<i>£45 + £50 deposit</i>
<i>Evening session 6.00 pm – 11 pm</i>	<i>£85 + £50 deposit</i>

Lettings made on an occasional or one-off basis where the person/group is non profit-making or fundraising.

Lettings for those who book a room/ space on a regular basis (i.e. daily/weekly / monthly) to run a community activity and the person/group hiring is profit-making.

Lettings by private or commercial groups. Where the person/group is charging a fee to the public in order to make a profit. A deposit will be required.

Management and Administration of Lettings

The Headteacher is responsible for the management of lettings in accordance with the Governing Body's policy. Where appropriate, the Headteacher may delegate all or part of this responsibility to other members of staff, whilst retaining overall responsibility for the lettings process.

If the Headteacher has any concern about whether a particular request for a letting is appropriate or not, she will consult with the Chair of the Resources Committee who has delegated authority to determine the issue on behalf of the Governing Body.

- No lettings will be made to persons under the age of 18.
- No lettings will be made to any organisation with an unlawful or extremist background, namely views or an agenda that does not accord with the adoption of British values – those taught by our curriculum.
- The Governing Body has the right to refuse an application without giving a reason.

Administration

Persons seeking to use the school premises on these terms should approach the School Office. A booking form will be required to be completed and no letting should be regarded as "booked" until:

1. The applicant has signed a hire agreement agreeing to be bound by the terms and conditions of use (which will be attached); AND
2. The Headteacher has signed the hire agreement to confirm the terms of the letting.
3. Payment in full has been received in advance.

Date Adopted: October 2023

Review Date: October 2026

Signature of Chair of Governors:

Barbara Shaw

Signature of Headteacher:

J. Mann