



## Lettings Policy

Policy Control	
Responsible Person:	Lindsay Roberts/Greg Coleman
Responsible Governor Team:	Resources Team
Approved by Governors:	January 2017
Date due for review:	January 2018

**Our school policies are written with the objective of continuously improving the school in our aim of realising the school's vision:**

Goudhurst & Kilndown Church of England Primary School will provide a happy, caring and stimulating environment rooted in Christian values in which every child will flourish. We will realise the potential of every child and instil a lifelong love of learning. Our approach to teaching and learning will be inclusive, supportive and innovative and will embrace new education initiatives and leading technology. We will ensure that our children are aware of the world in which they live, understand the need to play an active role within the local and wider community and appreciate the importance of living a sustainable way of life. In partnership with parents and carers, we will help our children to build high self-esteem, independence and resilience and to develop the life skills they need for their future in an ever-changing world.

### Our School Values

Goudhurst and Kilndown Church of England Primary School values

**Community • Friendship • Joy • Love • Peace • Trust**

and all our stakeholders are encouraged to *reflect* upon their learning and their actions

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

- School, Church and PTA activities have priority
- There will be no charge for Church and PTA bookings
- 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 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, PTA 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 authorised representative is responsible for the construction and regular updating of the lettings diary.

- The PTA 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 caretaker, 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 caretaker and reported to the school authorised representative
- The authorised representative 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 caretaker's payments.

### **Variations:**

No member of staff is allowed to vary that in terms and conditions from which the school premises are hired to either individuals or organisations nor to deviate from the governors published charging policy.

### **Charges for 2017/18 \* All are at the discretion of the Headteacher**

School Hall

\*£15.00 per hour

\*£20.00 per session

\*£100.00 for the whole day

Charges will be reviewed by the Resources Committee on an annual basis.

Charges for external hirers should, as a minimum, meet all energy, maintenance, caretaking and cleaning costs incurred as a result of the letting. Fees should be checked against these costs before issuing the hire charge to the hirer.