

Spaxton CofE Primary School

'Together we flourish and achieve'



Lettings Policy

DATE: September 2021

POSTHOLDER RESPONSIBLE: Rebecca Skews

MONITORED BY: Local Governance Committee

DATE RATIFIED BY GOVERNORS:

AUDIENCE: Staff, parents, pupils

REVIEW DATE: November 2022

A handwritten signature in black ink, appearing to read 'Rebecca Skews'.

Approved on behalf of School:

(Head of School)

The hiring of the school buildings (or school grounds) by external organisations is a valuable means of raising money to enhance the school's budget.

It is important, therefore, that there should be a clear policy, agreed by the Governing Body, which (a) lays down the criteria for the approval or otherwise of a request for hire and;

(b) gives guidance on the appropriate level of charges to be made for the hiring of specific areas of the school building and grounds.

Criteria for the approval of requests for hire:

1. Applications received from the following groups will normally be approved automatically if there is sufficient availability. In the event of any request for hire or agreed letting, the school's own needs for use of the premises will take priority:
 - a) Any school related organisation (e.g. the PTFA, school organised after school clubs).
 - b) Local Community Groups which satisfy appropriate conditions relating to supervision and organisation.
 - c) Language schools in so far as any request does not adversely affect the teaching and learning of pupils of the school.
 - d) Adult educational courses.
 - e) Requests from established Youth Groups (e.g. scouts, brownies etc).
 - f) Individuals who wish to hire the premises for a family event or community activity/meeting.
2. Applications from the following groups will be considered on their merits and may be referred to the Governing Body for approval:
 - g) Requests which involve the consumption of alcoholic drinks on the premises.
 - h) Other non-Christian Religious groups.
 - i) Organisations seeking hire of school for profit making purposes.
3. Applications from the following groups will normally not be approved:
 - a) Political or quasi-political groups.
4. The Governing Body reserves the right to disapprove without reason any request made for the hire of the school premises.

At Spaxton with safeguarding at the forefront of the school ethos we always aim to put the welfare of children first.

All extended schools providers will provide a Disclosure and Barring Service (DBS) check and a certificate showing the appropriate level of public liability insurance is in place.

FINANCIAL ACCOUNTING

1. All letting agreement forms will be sequentially numbered, correctly authorised and accounted for.
2. An invoice/statement of account will be issued for all lettings.
3. The invoice will act as a receipt for all payments received, including cash. Invoice will include a date-stamp to confirm paid.
4. All payments are to be made in advance of any premises hire taking place. Payments should be made electronically where able and all other forms of payment should go via the school office and the usual school finance procedures adhered to.

5. Income, when processed in FMS, should be referenced to the relevant invoice number.

Letting charges (community):

- Classrooms £15 per hour
- Hall (minimum 2-hour hire required non-term time/weekends) £20 per hour
- Sports Field (track/pitches) term time 3.30-6.00pm £10 per hour Sports Field (track/pitches) non-term time/weekends £40 all day
- Weekly charge for part school/site (non-term time) £180 per week
- An opening/closing fee of £15 will be levied, in addition to above charges, to cover overtime paid to a designated keyholder when the let occurs after 6.30pm during term-time and at any time during the school holiday periods.
- An additional charge would be incurred if the Let requires a staff member to remain on the premises.

Letting charges (commercial):

- Classrooms £30 per hour
- Hall (minimum 2-hour hire required non-term time/weekends) £50 per hour
- Sports Field (track/pitches) term time 3.30-6.00pm £30 per hour Sports Field (track/pitches) non-term time/weekends £50 all day
- Weekly charge for part school/site (non-term time) £260 per week

Entry and Exit onto School Premises

When allowing children to exit the school premises at the end of all clubs, club leaders must ensure that they escort the children to the exit door/gate and hand them over to the appropriate parent/carer. If club leaders are in possession of entry codes and/or school keys, they must ensure that no person other than themselves and their employees are in possession of this

All enquiries please contact School office spaxtonschool@educ.somerset.gov.uk