Lettings Policy



St Luke's Primary School

'Love God. Love your neighbour as yourself: be the Good Samaritan. Luke 10:25-37

LETTINGS POLICY

1. Introduction

The Federated Governing Body regards the school buildings and grounds as a school and 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 Federated Governing Body is to support the school in providing the best possible education for its pupils, the promotion of equality of opportunity and the community cohesion of the local area. Any lettings of the premises to outside organisations will be considered with this in mind.

2. Definition of a letting

A letting may be defined as:

"Any use of the school buildings and ground by parties other than the school and its partners. This may be a community group (such as a local music group or football team), or a commercial organisation (such as the local branch of 'Weight Watchers')".

The following activities fall within the corporate life of the school. These activities are not considered to be lettings and costs arising from these uses are therefore a legitimate charge against the school's delegated budget.

- ***Breakfast Club and after school club***
- Governing Body meetings
- Extra-curricular activities for pupils organised by the school
- School performances
- Family learning
- Parents' meetings
- Meetings of the PTA/ parent group
- PTA organised events
- Services provided by partner organisations such as Islington Council, Islington Primary Care Trust.

3. Priority for lettings

The Federated Governing Body is mindful of the needs in the local area and has carried out an assessment of local needs. This information has been used to assess the priorities for lettings.

Priority always goes to letting requests which will benefit our children. The following lettings will be considered according to conditions of hire:

- Educational activities open to school pupils and their families
- Lettings to children's groups
- Supervised lettings to youth groups
- Activities organised by local community groups for the benefit of the local community
- Lettings to people living in the school's local community
- Lettings to voluntary organisations
- Lettings to parent support groups e.g. mother tongue groups
- Lettings to self help groups
- Lettings to vulnerable women's groups
- Lettings to people with a disability
- Lettings to support low income groups

The following activities are not considered to be appropriate for lettings as they are either well provided for in the local area; are not deemed to be compatible with the ethos of the school or are not able to be accommodated within the schools facilities.

- Commercial activities with little potential to generate income or support for the school
- Events selling or serving alcohol
- Activities promoting gambling
- Private functions, e.g. weddings, baptisms or christening parties.
- Party political organisations

4. Types of Lettings

The Federated Governing Body has agreed to define lettings under the following categories:

- School Lettings for activities for pupils or their parents and carers that provide educational benefit to pupils, which the school wishes to subsidise
- Community Lettings for other community activities which should be made on the basis of full cost recovery
- Commercial lettings will be charged on a cost plus an income margin for the school.

5. Charges

The Federated Governing Body is responsible for setting charges for the letting of the school premises. These are set out in the Schedule of Hire document.

The scale of charges will be reviewed ***annually by the Federated Governing Body*** for implementation from [the beginning of the next financial year, with effect from 1st April of that year] Details of current charges will be provided in advance of any letting being agreed.

For the purpose of charging, the head teacher is empowered to determine to which group any particular individual or organisation belongs. They are also able to offer any discounts or agree a subsidy for any lettings, as they deem appropriate. The basis of charging will be determined by the purpose for which a letting is arranged.

The school is constrained by law to apply value added tax to all transactions where this is appropriate. The letting of rooms for non-sporting activities is exempt of VAT, whereas sports lettings are subject to VAT.

The minimum hire period will be one hour. The school reserves the right to require a deposit over and above the hiring charge as a surety against damage to the premises (including any equipment) or the premises being left in an unacceptable condition necessitating their incurring additional cost for cleaning, caretaking or other expenses.

The school will seek to recover any cost incurred by the school that are unavoidable and result directly from the cancellation of a letting. The timescale and charges for cancellations are set out in the Terms and Conditions of use

6. Letting times, available facilities and equipment

The following times, facilities and equipment available are agreed as follows:

School Hall	***8am to 9pm (school holidays)***
	6pm to 9pm (term time)
The playground	***As above***

Variations to these facilities and times will be subject to the approval of the head teacher.

7. Conduct of users

This is set out in the Terms and Conditions for use of school premises (attached).

8. Security

The Head teacher has delegated authority to determine the security risk for each letting and will be responsible for allocating a continuous security presence or other control measure.

9. Management of lettings

The Federated Governing Body has delegated day-to-day responsibility for lettings to the ***Head teacher*** in accordance with the Federated Governing Body's policy. Where appropriate, the ***Head teacher*** may delegate all or part of this responsibility, such as security, child protection to other members of staff, whilst still retaining overall responsibility for the lettings process.

If the ***Head teacher*** has any concern about whether a particular request for a letting is appropriate or not, she will consult with the ***Chair of the Governors.***

10. Considering applications for lettings

Organisations seeking to hire the school premises should approach the school business manager in the first instance**.** Details of charges and conditions of use should be given or referred to.

An Initial Request Form at the front of the Hire of Premises document should be completed at this stage. A record of all enquiries should be kept on file.

The ***Head teacher or other designated member of staff*** will decide on the application with consideration to:

- the priorities for lettings agreed by Governors and set out in the school's lettings policy
- the availability of the facilities and staff
- the schools equal opportunities, health and safety, child protection policies
- the health and safety considerations such as numbers of users, type of activity, qualifications of instructors etc.
- lettings must be consistent with securing the good reputation of the school

Safeguarding

In adherence with Keeping Children Safe in Education 2025 and the school's Safeguarding Policy Where services or activities are provided separately by another body using our premises, the Head Teacher and Governing Body will seek written assurance that the organisation concerned has appropriate policies and procedures in place with regard to safeguarding children and child protection and that relevant safeguarding checks have been made in respect of staff and volunteers, whether or not the children attending the activity are on the school or college roll.

If this assurance is not achieved, then an application to use our premises will be refused.

If we are made aware of any allegations against staff or volunteers made at the out of school activity we will make a referral to the LADO and follow our own policy.

Any group who enters into a lettings arrangement must show the school business managers DBS and identity documents.

11. Issuing a Lettings Contract

Once a letting has been approved, a letter of confirmation will be sent to the hirer, enclosing a copy of the terms and conditions and the Lettings Contract.

The Lettings Contract should then be signed and returned to the school. The school shall be in receipt of these signed copies before a letting takes place.

The person applying to hire the premises will be invoiced for the cost of the letting, in accordance with Federated Governing Body's current scale of charges. We will seek payment in advance in order to reduce any possible bad debts and or a deposit to cover damage.

An official receipt will be issued for all payments received. All lettings fees received will be paid into the school's individual bank account. The income and expenditure relating to lettings should be clearly recorded by the school and reported under the guidelines for Consistent Financial Reporting.

The Head teacher on behalf of the Federated Governing Body has the right to refuse an application, and no letting should be regarded as "booked" until approval has been given in writing and payment received in full. The reason for refusals should be recorded on the bottom of the application for lettings form and fully explained to the enquirer.