



CHARLWOOD VILLAGE PRIMARY SCHOOL

Lettings Policy

Policy Name	Lettings Policy 2023-2024
Policy Owner	Headteacher
Governing Body or Working Group Approval	Full Governing Body (R)
Last Reviewed	Summer 2024
Next Review Date	Summer 2025
Status and Review	Recommended and annually

THIS **DOCUMENT IS** a statement of the aims, principles and strategies used for dealing with lettings at Charlwood Village Primary School.

The letting of the school premises by the community is welcomed, subject to the following conditions:

1. The needs of the school that is of the Headteacher, Staff and Pupils, as well as the preservation of school property will take priority over lettings.
2. The Governing Body has the right to refuse any request for hiring.
3. The Governing Body is aware of its responsibilities for safeguarding children and so, when letting out the school premises, has due regard to safeguarding policies and practices and the school's Prevent duty on anti-radicalisation. The school is committed to safeguarding and promoting the welfare of children and young people and expects hirers and their representatives to share this commitment. Governors require that for all hirings involving groups working with children, appropriate levels of disclosure have been obtained from the DBS for the individuals working on the school premises. Where a DBS disclosure includes convictions, or other relevant information, the hirer is required to undertake an assessment of risk to determine whether that individual is suitable to work with children and young people.
- 4 The Governing Body will set charges for lettings guided by these principles and all lettings administration will comply with Section M (Community Use of Schools) of the Surrey County Council Finance Manual. This includes;
 - a) Lettings to the School PTA, Governors will be free of charge as a legitimate charge to the school's delegated budget.
 - b) Lettings to bona fide community groups may be charged at cost, to cover caretaking, energy, wear & tear and administration.
 - c) Where the school is used as a polling station the relevant authority will be charged the actual additional costs incurred by the school.
 - d) Lettings to all other hirers will be charged at cost plus a profit margin determined by the Governing Body.
 - e) A deposit will be requested for certain lettings, which will be refunded after the event, unless school property is damaged or costs are incurred in restoring the premises to their pre-event condition.
 - f) Hirers must apply on form ED110 and must sign to confirm that they have read and agreed the terms and conditions.
 - g) A letting will only be confirmed on receipt of the completed booking form. A copy of the Lettings Policy will be issued prior to confirmation.
 - h) Standard rate VAT may be payable (see section M of the Finance Manual for details).
 - i) Charges for lettings will be reviewed annually by the **Governing Body**. Further information regarding fees and lettings procedures can be obtained from the School Business Manager.

- j) The school will retain income derived from lettings and costs to the school of lettings will be met from this income.
- k) The school premises will not be let to individuals or organisations if there is reason to believe that the name of the school will be brought into disrepute.
- l) One-off lettings, e.g. playground for car parking, Brownie/Guide activity days, etc. will be processed by the School Business Manager in consultation with the Headteacher. Lettings which require use of the school for more than one occasion will be delegated to the Head and Chair of Governors.
- m) All persons hiring the school premises will be expected to conform to the relevant Health & Safety regulations. A copy of the users Risk Assessment must be provided and kept on file in the School Office. The school will also undertake a risk assessment for each let.
- n) All non-Education users must be covered by insurance. The SCC requirement is that an insurance charge as a percentage of the letting fee will be made if the hirer is not in possession of his/her own insurance policy with current SCC recommended public liability cover.
- o) All hirers of school facilities should have their own complaints procedure should anyone attending their activity/club have an issue they want to follow through formally.
- p) *Surrey County Council operates a No Smoking policy on all its premises.*