

St Swithun's CE Primary School

Letting Policy

Purpose

The purpose of this policy is to ensure that the most effective use is made of the school premises. We believe that our school should be a centre for lifelong learning. We recognise that the facilities could generate resources for the school. This policy sets out the criteria for making decisions on requests for use by external organisations.

Relationship to other policies

This policy should be read in conjunction with the Health & Safety Policy, Safeguarding and Child Protection Policy, Tackling Extremism and Radicalisation Policy and other related safeguarding policies and procedures.

Roles and responsibilities

The **governing body**, with advice from the head teacher, will:

- balance the desire to generate income against the desire to support appropriate groups within the community, and agree the criteria to be used when deciding which groups are to be allowed to use the premises and consider requests for booking against those criteria. (These could include educational focus, charitable causes, benefit to the community, etc.). Approval of bookings must fall in line with the school's Safeguarding and Child Protection Policy, Tackling Extremism and Radicalisation Policy and other related policies.
- ensure that the standards of the school's facilities does not degrade by permitting use by external organisations
- consider issues of political balance and appropriateness of booking.
- consider the implications of all requests received for the health, safety and security of pupils and staff
- consider the implications for workload of all staff of any decision it makes
- take advice from the LA on the charges to be levied and increasing as appropriate, in line with inflation, while ensuring rental letting fees remain competitive within the community.
- maintain a fair and equitable letting system for the minibus

The **Headteacher/Business Manager** will:

- establish a central booking system. Users will be invoiced on termly basis; in most cases invoices will be issued at the beginning of the term. However, the Business Manager will review this on an individual basis.
- apply the criteria agreed by the governing body and consult the Strategy & Resources Committee in respect of requests for bookings which do not meet them or where there is a potential conflict of interest.
- ensure all users have adequate liability insurance in place.

- ensure all users sign and agree to the 'Use in Transferring Control of School Premises Agreement'. This agreement supports the implementation of safeguarding and health and safety requirements for external users of the school premises.

Arrangements for monitoring and evaluation

The Strategy and Resources Committee will receive information annually regarding use of the school outside of the school day, the number of groups involved and the net profit from such activities (budget meeting).

The Strategy and Resources will review letting fees when reviewing the Letting Policy, bi-annually; charges made must remain competitive with other local community venues. Users will be charged the standard hourly rate, unless special arrangements are made with the school (ie: regular/high users)

Issues that require intervention by the head teacher will be noted, together with the action taken and the outcome. The committee will consider whether the additional use of the school premises is achieving the purposes set out at the start of this policy.

Current Tariff

Hourly rate £12.50