

BRAMPTON ABBOTTS C of E PRIMARY SCHOOL

LETTINGS POLICY

RATIONALE:

The Governing Body seeks to promote the usage of school premises outside of normal school hours. Priority of usage is:

- Use for school functions, formal business meetings of the PTFA, Governing Body or fund raising events for the benefit of the school
- Use by registered organisations offering opportunities to local children and their families
- Other uses approved by the Governing Body

Other uses are those that are consistent with the aims of the school. Priority will be given to activities that benefit the children of the school, and the school community. Use of the premises for school functions will take priority over lettings.

CONDITIONS OF HIRE:

Please see reverse of booking form for terms and conditions.

RESTRICTIONS ON A LETTING:

A letting must not give full-time exclusive use of all or parts of the premises or grounds. Any equipment provided by the hirer must be removed from the site or stored as agreed by the school, and must not restrict the use of the facilities by the school or other approved organisations. A letting must not interfere with the primary activities of the school.

SECURITY:

The governors will not normally insist upon continuous caretaking presence. However, they reserve the right and delegate power to the Headteacher to insist on caretaking presence where in his view the nature of the hiring may leave the school vulnerable to theft or damage.

There is no legal requirement to provide first aid facilities for hirers. It is the hirer's responsibility to make their own arrangements i.e. trained personnel and provision of first aid kit, particularly in the case of sports lettings. Use of the school's resources is not available.

The governing body, the Headteacher and his representatives reserve the right of access to the premises during the letting. The Headteacher or his representative will monitor activities from time to time.

SCHOOL EQUIPMENT:

This can only be used by prior arrangement and approval of the Headteacher. Adults must supervise equipment being issued and its safe return. The hirer is liable for damage, loss or theft of school equipment they are using. The hirer is responsible for the equipment's safe and appropriate use.

POLICY IMPLEMENTATION AND MONITORING:

- New lettings will be approved by the Headteacher
- The letting of classrooms will not be permitted.

POLICY IMPLEMENTATION AND MONITORING: (cont.)

- The policy will be administered by the HT supported by the cleaner in charge (lettings) and will follow the necessary LA guideline procedures as specified in the LMS Guidance Manual for Finance. In particular records need to be kept for audit purposes:
 - A Lettings Memorandum Account for financial and risk management purposes (Public Liability Hirers insurance)
 - Lettings Applications Forms
 - Caretaker's record of hirings.
- Regular checks will be made by the school staff to ensure that hirers meet their contractual obligations, for example, appropriate use, damage, facilities left in a clean and tidy state.
- No lettings will be made without a contract and insurance indemnity, and the hirer will be reminded of their contractual obligations.
- The termination notice period will be 14 days for a single event, and half a term for a regular booking. In the event of breach of contract, termination can be immediate.
- The Finance Committee will review and amend charges annually. From 1st January 2014 lettings will be charged at £15 per hour subject to a minimum charge, but the Headteacher has the right to negotiate different rates in special circumstances.
- The Premises committee will review the policy and lettings of the school on a three-year cycle, or earlier if necessary

Policy approved by Governing Body on 28-06-17

Signed Paul Mason, GB Chair

Policy due for review: July 2020