



The  
**Coombes**  
CE Primary School

# Lettings Policy



**Date: April 2019**  
**Review Date: April 2020**

*A love of learning grows here*

## **1.0 Outline and 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 and we actively encourage community use of the school facilities provided there is no interruption to, or curtailment of, school use. 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.

## **2.0 Consultation**

The letting of school premises is governed by section 27 of the Education Act 2002 which allows governing bodies to use their school's facilities for charitable community use by pupils, their families and for people living or working in the area. When using this power schools may pay regard to advice from the Department for Children, Schools and Families (DCSF), see chapter 17 of the guide to the law for governing bodies available on Teachernet. Schools cannot use this power to do something that is prohibited by law or is not in keeping with the school's Instrument of Government. The school should not be let at a financial loss and advice from the DCSF says schools should not use their delegated budgets to subsidise non-school activities. Schools should comply with the Sex Discrimination Act, Race Relations Act 1976, Race Relation (Amendment) Act 2000, The Disability Discrimination Act 1995 and Code of Practice and the Education (School Premises) Regulations 1999 – see school's Accessibility Plan.

## **3.0 Roles and Responsibilities**

**3.1 The Governing Body**, with advice from the Headteacher, will balance the desire to generate income against the desire to support "worthy" groups within the community, agree the criteria to be used when deciding which groups are to be allowed to use the premises and consider requests for bookings against those criteria.

- Take a positive approach to enhancing learning opportunities for the whole school community through promoting community use of the school
- Ensure that use by external organisations does not degrade the standards of the facilities to the extent that they are no longer suitable for use by pupils
- Consider issues of political balance
- 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 decisions made

*A love of learning grows here*

### 3.2 The Headteacher will

- Establish a central booking system
- Apply the criteria agreed by the governing body and consult with them on requests for bookings which do not meet this criteria, or where there is a potential conflict of interest
- Make arrangements for monitoring and evaluation
- Report back to the Governing Body at each FGB through the Finance Committee
- Decide on whether to accept or decline all bookings
- Give priority to all school and PTA events
- Arrange a site tour with a map to show safety in the grounds
- Make the Hirer aware of our relevant school policies including Safeguarding.

The Headteacher and School Operations Manager, will put together a list of charges to include security and caretaking, heating and lighting and also extra cleaning when necessary. These will be reviewed annually and agreed by the Governing Body.

### 4.0 Charges

- All formal hiring of the schools premises, including those for which no charge is made, shall be properly documented. All hirers, **must** complete a booking form and sign their agreement to the conditions of hire.
- The Governing Body may cross-subsidise by charging different amounts for different purposes.
- The Governing Body reserves the right to waive any charges at its discretion, but in doing so not relinquish the right to enforce the terms of any lettings agreement.
- A refundable deposit will be taken on booking to cover any damage or breakages occurring during the period of hire.

### 5.0 General

#### 5.1 Policy Awareness

This policy should be read in conjunction with the hire agreement and booking form, as well as our policies on Equal Opportunities, Safeguarding, Health & Safety and The Coombes School Code of Conduct.

*A love of learning grows here*

## 5.2 Additional Documentation Required

- Enhanced DBS
- Insurance documentation
- A risk assessment completed by the hirer and given to the school.

*A love of learning grows here*