

Lettings Policy

Date Reviewed:	June 2025
Next Review:	June 2027
Review Cycle:	2 years
Reviewing committee:	FGB
Lead Governor Responsible:	
Reviewers:	Chris Grant
Linked Policies:	Charging and Remissions
Policy is based upon:	
Ratification Date:	14 May 2025
Signed by Headteacher:	
Signed by Chair of Governors:	

The Governing Body of Hook Junior School recognises the role of the school within the community and regards the school premises and grounds as a community asset. We will make every reasonable effort to enable them to be used by the local community and other organisations when not in use by the school. However, the overriding aim of the Governing Body is to support the school in providing the best possible education for its pupils and any lettings of the premises to outside organisations will be considered with this in mind.

The Governing Body reserves the right to refuse an application for a letting to any user whose aims are counter to the values of Hook Junior School. This will be reflected in the process. Prospective hirers are required to complete and submit an application for the hire of facilities. The application will be reviewed by the school before a decision is made by the Headteacher to accept or reject the application.

Definition of a letting

A letting is defined for the purposes of this policy as a “non-exclusive licensed use of the school premises (buildings and grounds) by the Local Authority, community groups or commercial organisations.”

A letting must not interfere with the primary activity of the school.

Charges for a letting

The school’s budget will not be used to subsidise any lettings by the Local Authority, community or commercial organisations. A charge will be levied to meet the additional costs incurred by the school in respect of any lettings of the premises and this will be reimbursed to the school’s budget.

The letting of the school premises to a local authority for elections under the Representation of the People Act, use by the Parish Council, use by the County Council or other Local Authority will be accommodated at a realistic rate to cover costs incurred.

Charges for use of the school premises will be based on a charge which covers

- costs of services (heat and light)
- cost of staffing (e.g. caretaking, cleaning, security etc.) plus “on-costs” associated with their employment for the hours worked
- cost of wear and tear
- cost of use of school equipment (if applicable)
- profit element (if appropriate)

Where multiple lettings take place at the same time, the costs for services and staffing will normally be shared between the organisations involved.

Charges will apply to all hirers and using our facilities at any time of day where:

- They are charging customers a fee for teaching, instruction or participation
- They are charging guests an entry fee

With effect from September 2025, charging rates per hour are as follows:

- Classroom: £10.00
- Practise / 1-2-1 Room: £5.00
- Hall: £20.00
- Playground or Field: £20.00

Charges are made for the whole hour only a no smaller part thereof.

Charges will be made for total occupancy time, including any setup and clear-down before or after an activity.

These charges have been agreed by the Governing Body on 14 May 2025.

Administration

The Governing Body has delegated day-to-day responsibility for lettings to the Headteacher.

Where appropriate, the Headteacher may delegate all or part of this responsibility to other members of staff, whilst still retaining overall responsibility for the lettings process.

If the Headteacher has any concern about whether a particular request for a letting is appropriate or not, she will consult the Chair of the Governing Body.

Organisations seeking to hire school premises should approach the Business Manager initially.

A booking form including detailed terms and conditions of hire will be completed by the hirer. The Governing Body has the right to refuse an application and no letting should be regarded as booked and no event publicised until the booking is confirmed in writing.

Hirer Induction

All prospective hirers will be expected to complete or provide the following documents. These documents must be completed before a let is offered and failure to complete them and provide required information will result in the application being declined.

- hire application form (which includes safeguarding specific detail)
- the Hirers Child Protection and Safeguarding Policy *¹
- Statement confirming compliance with the Prevent Duty
- Statement confirming staff DBS and suitability to work with children *²
- Statement confirming staff safeguarding training

- Statement confirming staff training for their role and relevant qualifications
- First aid policy / procedure and evidence of qualification *³
- Health and Safety Policy *⁴
- Risk Assessment for Activity
- Public Liability Insurance (and any other insurances relevant to the activity)
- Named list of staff attending
- Supervision ratio (or total number of staff / participants)
- a childcare disqualification declaration form (for those instances where children will be in the hirers duty of care)

*¹ Where the hirer does not have their own safeguarding policy (e.g., in the case of a sole trader), they must declare their adoption of the School Child Protection Policy and Safeguarding Policy.

*² The school will conduct DBS checks for all sole traders where they are not part of an organisation completing safeguarding checks on their behalf.

*³ Where the hirer does not have a first aid policy, they must adopt the school First Aid Policy and make suitable arrangements with the school for first aid provision

*⁴ Where the hirer does not have a health and safety policy, they must adopt the school Health and Safety policy

All hirers will be presented with documentation that explains their responsibilities during the hire:

- Child Protection and Safeguarding
- Conditions of Hire
- Lettings policy (this document)
- Safeguarding Advice for Visitors leaflet
- Staff and Volunteer Code of Conduct
- Contact Information, including emergency contact numbers
- Building Unlock / Lock routine (for hirers to facilitate their own access)
- Emergency evacuation plan
- Safeguarding Policy
- Child Protection Policy
- Prevent Duty
- Health and Safety Policy
- First Aid Policy

The issue and return of the hire documents will be documented for each hirer with the Hirer Induction Checklist.

Appendices

- HCC Conditions of hire
- HCC Application for hire of facilities