

Lettings Policy

Date Reviewed:	March 2018
Next Review:	March 2020
Review Cycle:	2 years
Reviewing committee:	FGB
Lead Governor Responsible:	
Reviewers:	Chris Grant
Linked Policies:	Charging and Remissions
Policy is based upon:	
Ratification Date:	15/03/2018
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.

No charge will be made for the use of the school premises for educational purposes, school plays or performances, parent meetings, governors' meetings, staff meetings, extra-curricular activities of pupils supervised by school staff, Hook Schools Parent Association committee meetings, HSPA fundraising events and activities that, in the opinion of the Headteacher, are of direct benefit to children.

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 must 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.

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 Headteacher 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 hirers will receive a lettings induction pack that explains our expectations of use. The lettings pack will include the following documents:

- completed Risk Assessment for the activity taking place during the hire period(s)
- Childcare Disqualification Declaration form
- Conditions of Hire
- Fire Safety Induction
- First Aid policy
- Health and Safety policy
- Lettings policy
- Safeguarding Advice for Visitors leaflet
- Staff and Volunteer Code of Conduct

The issue and explanation of the lettings induction pack will be documented for each hirer with the Induction Checklist for Community Users.

Approval

Date Reviewed:	
Signed:	

Position	
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Appendices

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