

# School Lettings Policy



## Deal Parochial C.E.P School

**Amended May 2018 – Resources team  
Review date: May 2019**

**Mr Peter Gibson Chair of Resources Team.**

**Signed: Mrs Mary Heard –**

**Chair of FGB.....**

**DATE ...../...../.....**

### **Values Statement**

At Deal Parochial Primary School the curriculum is firmly rooted in its Christian foundation: enabling every child to grow spiritually and emotionally; fostering imagination and a deep sense of personal identity and self worth; providing guidance through the loving example of Jesus Christ.

### **Mission Statement**

Our hope is that each child at Deal Parochial Primary School will develop an appetite for learning that will endure throughout their lives. To achieve this, the curriculum will need to motivate and excite children so that they engage fully in learning, cultivate positive attitudes and relationships, make good progress and fulfill their true potential – being ***the best that I can be.***

### Philosophy:

Provided there is no interruption to school use of the premises, part of the school buildings and grounds may be let to outside bodies after the end of the school day, at weekends and during the holidays, in order to:

- Raise income for the school
- Better integrate the school into the local community
- Familiarise individuals with the school, who may become pupils or their parents
- Satisfy some of the needs of local individuals, groups and organisations
- Increase the use of facilities that are under used by the school

### Implementation:

Bookings are made through the representative of the school, as authorised by the Governing Body, and confirmed in writing.

- School and PTFA activities have priority
- No bookings are confirmed more than 4 months in advance although provisional bookings may be made at any time
- Outline charges are set by the Headteacher/Governors and reviewed annually
- Specific charges are set at the time of the agreement
- The VAT liability of the letting is determined at the time of the agreement
- Payment is in advance for single lettings
- Payment is in instalments for a series of sports facilities lettings that comply with VAT exemption regulations
- The agreement should be updated and reviewed at least annually
- A diary is kept covering all school, PTFA and outside use of the premises and grounds after school, in evenings, at weekends and in holidays

Users sign an agreement that covers:

- Terms and conditions relating to type of and length of use
- Cancellation
- Damage
- Insurance
- Charging
- Restrictions on use
- Licensing for the sale of alcohol, or public performances
- Parking

### Roles and Responsibilities:

The school authorised representative is responsible for the construction and regular update of the lettings diary.

- The PTFA secretary and individual teachers are responsible for informing the authorised school representative a term in advance, of events outside teaching hours, which will use the school premises
- Opening and closing the school is undertaken by the caretaker, or a casual caretaker, or by prior agreement with an authorised member of the staff
- Supervision during the letting is the responsibility of the user. The user is also responsible for the security of the area of the school being used
- When a risk assessment is completed by the user or the school, in relation to the premises or activity or equipment involved, the user must ensure any controls are complied with
- Post-letting checks are made by the caretaker and reported to the school authorised representative
- The authorised representative will ensure that excess wear and tear on the buildings and equipment is avoided and will follow up unsatisfactory lettings to resolve issues

### Outline Charges

The following facilities are available for hire:

#### Expressive Arts Centre

First hour of hire charged at	£20.00
Subsequent hours	£10.00 per hour

#### Main School Hall

First hour of hire charged at	£20.00
Subsequent hours	£10.00 per hour

#### Main School Hall plus the use of the kitchen

First hour of hire charged at	£20.00
Subsequent hours	£15.00 per hour
Returnable deposit to cover any additional costs such as cleaning of the kitchen or equipment or the cost of any damage	£50.00

#### Playing Field

First hour of hire charged at	£20.00
Subsequent hours	£10.00 per hour

### **Charges for Sundays and lettings that finish after 10pm**

First hour of hire charged at	£40.00
Subsequent hours	£10.00 per hour

**The pricing structure for special events such as a wedding reception will be negotiated between the school and the hirer.**

### **Monitoring & Evaluation:**

Lettings should be evaluated to assess the additional income raised for the school, less the cost of any reasonable wear and tear to the furniture and fabric of the school, made during lets and costs of additional heating and caretaker's payments.

Ms J Brown, Headteacher