



# Lettings Policy

Signed by headteacher: *A Hughes*

Signed by Chair of Governors: *David Bradley*

Date of Approval: 13th May 2026

Date for review: May 2027



# Lettings Policy

This policy is applicable to casual lettings only. It does not apply to full-time permanent lettings (i.e. those over 8 hours each week).

## Scope of Policy

This policy applies to casual lettings only. It does not apply to full-time or permanent lettings (i.e. those exceeding 8 hours per week).

### Principles

The governing body supports the use of school premises by the community, provided that such use:

- Does not interfere with the school's primary purpose of education
- Is consistent with the school's values and safeguarding responsibilities
- Does not result in a financial loss to the school

## Charges

Standard charges (per room/space for each session of 60 minutes)

- Hall £15.00
- Playground/Field £15
- Classroom £13.00

Caretaking charges (per 30 minute block)

- Term time after 5 p.m. £10.00
- Out of term time £15.00 (including travel time)
- Special (lettings later than 6pm) double one of the above, depending on whether the letting is during or out of term-time

These charges will be reviewed annually by governors.

## General Principles

Letting charges for non-community use will be determined by the school and must cover, as a minimum, any additional costs incurred.

Where a letting ends at or before 5.00 p.m. during term time, the charge will normally be for the room only

## Out of Hours Charges

Where a letting runs outside normal school hours, charges will include all associated costs, including:

- Heating and lighting
- Caretaking (including opening and securing the premises)
- Cleaning where required
- Use of additional facilities or equipment

## Caretaking

For all lettings running after 5.00 p.m.:

- A minimum additional caretaking charge of 30 minutes will apply
- Caretaking time will be charged in minimum 30-minute blocks

This applies in all circumstances, including where hirers remain on site due to late collection of children.

## Cleaning

Any additional cleaning required as a result of a letting will be charged in 30-minute blocks until completed.

## Charging Structure

- Charges are agreed by the governing body
- A standard charge applies to individual rooms
- Combined use of rooms will incur a charge for each space
- Charges will be reviewed annually
- Any surplus income will be used at the school's discretion

## Booking and Administration

- All hirers must receive, sign, and return a Conditions of Hire document approved by the headteacher
- A signed agreement constitutes acceptance of all terms and conditions
- The school will maintain a diary of all lettings

## Cancellation Policy

A minimum of 4 weeks (28 days) notice is required for cancellation.

Cancellations must be made in writing. The date of receipt will determine any charges payable.

The following charges apply:

- 4 weeks or more: 0% of full charge
- More than 2 weeks but less than 4 weeks: 25%
- More than 24 hours but less than 2 weeks: 50%
- Less than 24 hours: 100%

Any unavoidable costs already incurred remain the liability of the hirer.

## Use of Premises

### General Requirements

- All lettings must finish by 9:00 p.m.
- Hirers must minimise costs to the school (e.g. energy use, wear and tear)
- Hirers must adhere to all safety guidance in the Conditions of Hire

### Health and Safety

Hirers must:

- Comply with all school health and safety requirements
- Familiarise themselves with fire evacuation procedures
- Ensure all exits remain clear
- Complete risk assessments where appropriate

### Safeguarding

All providers must comply with the school's Safeguarding and Child Protection Policy.

Hirers must:

- Have clear procedures for responding to safeguarding concerns
- Provide evidence of appropriate DBS checks where activities involve children or vulnerable individuals
- Ensure appropriate supervision at all times

The school's Designated Safeguarding Lead (DSL) must be informed of any safeguarding concerns arising during the letting.

The hirer retains full responsibility for children on site at all times, including until they are collected by a parent/carer.

### Insurance

The hirer must hold valid public liability insurance with an appropriate level of cover. Evidence must be provided prior to the commencement of the letting.

## Equipment

School equipment may only be used with prior written permission from the governing body or delegated representative.

Any damage caused to equipment or facilities during the letting will be the responsibility of the hirer. The school will determine whether repair or replacement is required and recover costs accordingly.

## Damage and Deposits

Where applicable:

- A refundable deposit may be required in advance
- The school reserves the right to retain all or part of the deposit to cover damage, additional cleaning, or unpaid charges
- Any additional costs will be invoiced to the hirer

## Invoicing and Payments

- Invoices will be raised promptly
- Payment terms will be agreed between the school and the hirer
- Single or low-value hires must be paid in advance

## Lettings Categories and Charges

Charges for community use will follow the guidance set out in the Manual of Financial Practice and Procedures (Appendix 23D):

- School activities (approved by headteacher, supervised by LEA-employed staff): No charge
- Council use: Standard charge
- Adult education, youth groups, clubs, and organisations: Standard charge
- Community groups (under 18s, elderly, disabilities, non-profit youth groups): Charge agreed with Headteacher
- Adult community and non-profit organisations: Charge agreed with Headteacher
- INSET and other LEA meetings: Standard charge

The headteacher may waive charges where internal staff training costs exceed the standard charge.

Conduct and Restrictions

- Smoking and vaping are not permitted on school premises
- Alcohol is not permitted unless agreed in writing in advance
- All activities must comply with relevant LEA guidance, including Section 6.8 of the Lettings Schedule

## Data Protection

All personal data relating to hirers will be processed in accordance with applicable data protection legislation, including UK GDPR.

## Catering Facilities

Catering facilities, including the servery, are under the control of the school and catering provider.

Use of the servery is not permitted; however, limited provision for teas, coffees, and similar refreshments may be allowed.

## Monitoring and Compliance

Failure to comply with this policy or the Conditions of Hire may result in termination of the letting agreement.

## Review

This policy was approved by the governing body in March

Next review date: March

Charges will be reviewed annually.

Signed ..... Chair of Governors

Signed Headteacher

## Appendix to Lettings Policy: Conditions of Hire Document

### Hire Agreement

The school will process the data collected in this agreement in accordance with the UK GDPR and the Data Protection Act 2018. For further information about how the school will process your data, please see our Privacy Notice for Third Parties, which can be accessed on the school website.

Name of school	
Name of the hirer	
Hirer's address	Line 1:
	Line 2:
	Town:
	County:
	Postcode:
Hirer's Telephone	Landline:
	Mobile:
Areas of the school to be used	
Specific nature of use	
Maximum attendance	
Details of any school equipment used	
Date(s) of hire	Date 1:
	Date 2:
	Date 3:
Period(s) of hire	Period 1:
	Period 2:
	Period 3:
Fee (specify per hour or per session)	£ _____ per hour/per session

The governing board agrees to hire the premises to the hirer on the date(s) and for the period(s) mentioned above, upon payment of the fee specified.

The hirer accepts all the conditions of hire as set out in the attached terms and conditions document.

The hirer's attention is specifically drawn to the indemnities contained in the hire conditions, and the need to ensure that suitable insurance cover is in place for any loss, damage or injury.

Hirer's signature	
Date	

Chair of the governing board's signature	
Date	

## AFTER SCHOOL PROCEDURES – BITTERNE MANOR PRIMARY SCHOOL

- Clubs start at 3.20 p.m., and finish promptly at 4.20 p.m.
- Pupils should be encouraged to use the toilet before the club starts
- The register should be completed at the beginning of the club and retained in case of fire

Key:

/ = Present

A = Absent

### During the club:

- If using school PE equipment please obtain a key from the office to access the PE cupboard. All equipment should be returned at the end of the club and the cupboard left in a tidy state and locked. Please remember to return the key to the office
- No pupils should return to their class
- Pupils should be encouraged to bring a water bottle to the club
- Any behaviour issues should be logged with the school office who will discuss this with senior management
- Clubs should stop at least 5 minutes prior to the end to put equipment away and collect their belongings and when necessary change.
- Check to see if anything has been left unattended.

### Releasing children:

- Pupils should be reminded not to get up and walk over to the door.
- Any pupil walking home on their own can be released at this point (see register).
- Pupils CAN NOT return to their classes, if they have forgotten something (Pupils should always be supervised).

Any children not collected should be taken to the office and to inform the office that the child has not been collected.

### Injuries/concerns:

- Please send injured child and a friend to the school office
- If child cannot/will not move, send 2 pupils to the office to ask for support
- Any other accidents e.g. wetting or behaviour: send 2 pupils to the office to ask for support
- If any injuries or concerns arise they should be reported to the school office

### Fire/Alarms:

- In the case of fire or alarms, please leave the building via the nearest fire exit
- Proceed to the playground and bring register and check
- Wait to be dismissed by another member of staff.

Anyone who wishes to leave the club permanently, needs to speak to the after school provider/office.

Many Thanks

I have read and understood the above information

I have an up to date DBS certificate

Signed.....

Printed.....

Date.....