



LETTINGS POLICY

May 2020
Review: May 2022

The Croft Primary School

Lettings policy

GUIDING PRINCIPLES

The school is committed to the provision of extended services for our pupils and their families. The school buildings and grounds are a community asset and every reasonable effort is made to enable them to be used as much as possible.

Lettings for any purpose other than that of the school itself are within the authority of the school. Any activities permitted should not cause difficulty in the delivery of education and should meet the general guidance laid out below.

CATEGORY OF USERS

There are three distinct categories of letting:

1. **Activities run for the benefit of pupils** – activities that support the school or its children directly or are to the benefit of the school. Examples would include the Fun Club, uniformed organisations and extra-curricular activities for which a charge is made (eg. recorder lessons, holiday playschemes).
2. **Community activities** – activities that are for the benefit of the wider community, possibly including children from the school, and are organised by non-commercial or charitable bodies. Examples would include drama rehearsals for community productions and the Local History Society
3. **Commercial** lettings– hirings by appropriate organisations of a commercial nature. Examples might include training companies and slimming clubs.

All other requests will be reviewed on a case by case basis.

CHARGES FOR LETTINGS

The school is not empowered to subsidise activities from its own resources and charges will be levied for all lettings. The charges for will be reviewed every year as part of the annual budget review in March, in preparation for implementation in September. There will be no use of the school photocopier by organisations or persons letting school facilities.

1. **Activities run for the benefit of pupils** – for voluntary organisations, charges will be made to cover costs of heating, lighting, water and consumables (e.g. paper towels and toilet rolls) only.

2. **Community** – community groups will be charged a subsidised rate, fixed at a rate to cover all the costs incurred by the school (heating, lighting, water, cleaning, wear and tear). There will not normally be an additional charge where school equipment is used. Where there are multiple lettings at the same time, the costs incurred will normally be shared between them.
3. **Commercial** – the charge for such lettings will be based on the community charge, together with a profit element. There will be an additional charge where school equipment is used.

MANAGEMENT

The Head is responsible for the management of lettings. The school office administers bookings and sends invoices for booking charges. The Head will determine whether lettings are appropriate and, where the Head has concerns or wishes to decline a booking, they will consult with the chair of the Resources committee, who is empowered to determine the issue on behalf of the governing body.

Some regular users are provided with their own keys to the building, through a nominated individual, providing certain conditions can be met. These include signing the keyholders' register and the undertaking of security training.

All hirers will read and sign the Conditions of hire document (appendix I) and provide evidence of their public liability indemnity. Copies of appropriate risk assessments for activities to be undertaken would be requested from the hirers where deemed necessary by the Head.

The Croft Primary School, Painswick

Charges for hire of the Gyde Building

With effect from 1st September 2020

Guitar and recorder groups

£13.00 per after school session