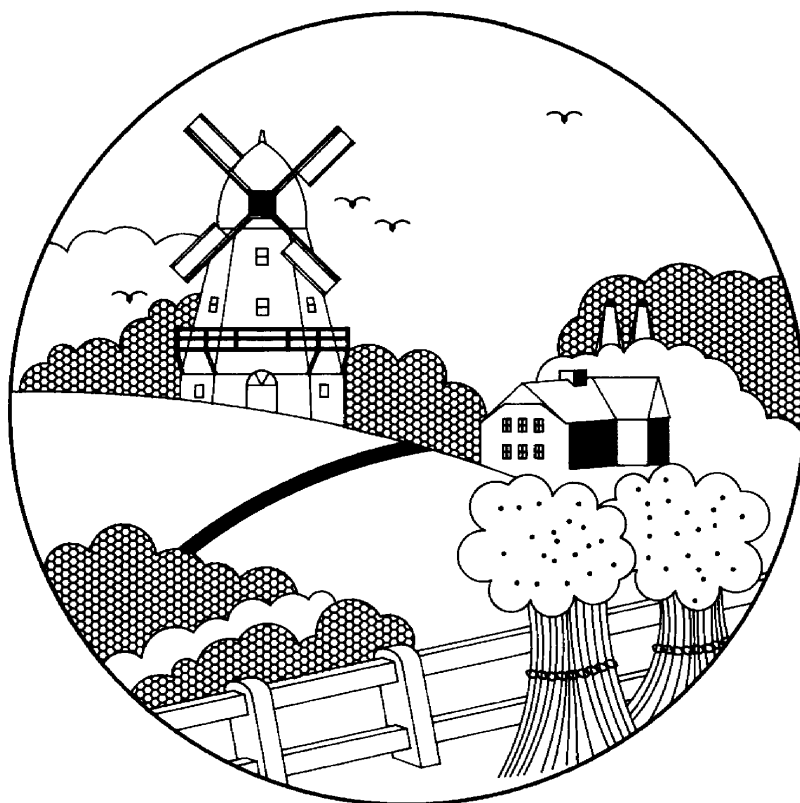


Headcorn Primary School

Lettings Policy



This policy will be reviewed as appropriate, and at minimum every 3 years. Any amendments will require the approval of the Buildings Committee.

Approval Body	Buildings Committee
Date of Approval	17/07/14
Signature of Chair of Buildings Committee	
Date Due for review	July 2017 (3 years)

Headcorn Primary School Lettings Policy

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:

The Buildings Committee, in conjunction with the Headteacher will decide on the process for agreeing if and what school facilities will be let to a 3rd party and on what terms.

All lettings (even those where no charge is made) must be subject to a letting agreement, this will detail the terms of the letting and must be signed by both the school and the hirer. A letting should only be confirmed as accepted when a signed letting agreement is in place. Any amendments to an agreement will require a new agreement form to be signed.

Bookings are made through the representative of the school, as authorised by the Buildings Committee, 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 Buildings Committee 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 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

Hirer's must sign an agreement that covers:

- Type of and length of use
- Conditions of use
-
- Proof of Insurance
- Charges

Roles and Responsibilities:

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

- 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 hirer. The hirer is also responsible for the security of the area of the school being used
- When a risk assessment is completed by the hirer or the school, in relation to the premises or activity or equipment involved, the hirer 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

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.