

# 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 Premises, Health and Safety committee.

Approval Body	Finance & Personnel Committee
Date of Approval	05.10.2017
Signature of Finance & Personnel Committee	Jack Keeler
Date Due for Review	05.10.2020

## **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 Premises, Health & Safety Committee, in conjunction with the Head Teacher, and confirmed in writing.

- School and PTA activities have priority
- No bookings are confirmed more than 4 months in advance although provisional bookings may be made at any time Premises, Health & Safety 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 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, PTA 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 (*in accordance with the schools lettings policy*)

All lettings (even where there 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.

Where no charge is made the school still complies with KCC requirements regarding Lettings.

- 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 are responsible for informing the authorised school representative in advance, of events outside teaching hours, which will use the school premises
- Opening and closing the school is undertaken by the 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.