

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 Resources and Personnel committee.

Approval Body	Resources and Personnel committee
Date of Approval	12.01.2021
Signature of Resources & Personnel Committee	Jack Keeler
Date Due for Review	12.01.2024

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 (School Business Manager), as authorised by the Resources and Personnel 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 Resources and Personnel 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 the School Business Manager and 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 premises staff 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 premises staff 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 premises staff's payments.

Annex 1: Letting Agreement Form

Headcorn Primary School
Kings Road, Headcorn, Kent TN27 9QT

LETTING AGREEMENT FORM

Named Individual:		Address:	
Name of Organisation:			
Purpose of Hire:		Telephone Number:	
Email:		Mobile No (if different):	

Day(s) of event:		Dates of booking for next academic year (specifying weeks per term) – if applicable	
Start time:		End time:	

(These times must include preparation and clearing up time)

No. of people attending event:	Adults:		Children (under 18)	
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Uses to made of the premises (please specify as appropriate):	
Accommodation	
Furniture/Equipment	
Kitchen (must be booked separately)	
Caretaking requirements (opening, closing etc)	

Charge	
Proof of Insurance attached	To be provided
Risk Assessment completed	To be completed
First Aid Arrangements	Details to be provided

I have read and agreed to abide by the Conditions of Use and Fire Evacuation and Emergency Plan (as attached) and confirm that effective training and vetting procedures (including DBS disclosures), first aid cover and contingency arrangements for emergencies are in place for this letting.

Approved by Resources and Personnel Committee:	Date:
Hirer's Signature:	Date:
Head Teacher's Signature:	Date: