



## **LEYBOURNE SS PETER & PAUL CE PRIMARY SCHOOL LETTINGS POLICY**

**The Leybourne Ss Peter & Paul CE Primary School Lettings Policy has been adopted by the Governing Body and will refer directly to the Lettings Advice & Guidance as supplied by Kent County Council.**

**December 2016  
Review date: December 2017**



## LEYBOURNE SS PETER & PAUL CE 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:

- 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
- Raise income for the school

### Implementation:

Bookings are made through the representative of the school, as authorised by the Governing Body, and confirmed in writing.

- School and PTFA activities have priority
- No bookings are confirmed more than 12 months in advance although provisional bookings may be made at any time
- Outline charges are set by the Headteacher/Governing Body 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, PTFA 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
- 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 secretary and individual teachers are responsible for informing the authorised school representative a term in advance of events outside teaching hours, which will use the school premises
- Opening and closing the school hall, corridor and gates is undertaken by the named hirer as agreed with the school authorised representative and receipt of the keys and acceptance of this condition is recorded through the signed key holders' register
- Supervision during the letting is the responsibility of the user. The user is also responsible for the security of the area of the school being used
- When a risk assessment is completed by the user or the school in relation to the premises or activity or equipment involved, the user must ensure any controls are complied with and the hirer's attention should be drawn to the school's Health and Safety Policy
- Whilst provision for the clearance of playgrounds, paths and pavements may have taken place during the school day, the school cannot guarantee this outside of the school day. The hirer and users are responsible for assessing the safety of their groups when entering and exiting the site when the weather is inclement.
- Users of the school must report any incidents or accidents to the school authorised representative as soon as is practical. In the case of emergencies, the school must be informed immediately by following the instructions on the laminated sheet given at the time of the booking
- Users of the school are responsible for the safety and security during the let. On leaving the premises, the site must be made secure by insuring that all windows, doors and perimeter gates are locked.
- Post-letting checks are made by the Head Teacher and Site Manager and reported to the school authorised representative
- The school authorised representative and Site Manager will ensure that excess wear and tear on the buildings and equipment is avoided and the school authorised representative and/or Headteacher 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, as well as the costs of additional heating and caretaker's payments (if applicable).