



BRINKWORTH EARL DANBY'S CE PRIMARY SCHOOL

Serving the communities of Brinkworth and Dauntsey

Headteacher: Mrs L Hilliard

Believe to Achieve! "Roots will grow down into God's love and keep us strong" EPH 3:17

Lettings Policy

Objectives

The Governing Body recognises that the school premises offer a valuable resource to the local community and are committed to fostering links with local organisations and the local population by making available, subject to conditions of this policy, parts of the school premises for a range of activities. They also recognise the importance of generating additional income for the school by offering such lettings.

Availability of Premises for Hire

Subject to availability and the overriding requirement that the education and welfare and protection of the pupils should take precedence, the following parts of the school premises are available for hire:

- Halls
- Grounds (Field and Playground)

All lettings include use of the car park at the front of both school sites (out of school hours). Grounds (Field and Playground) is an exterior letting only and will not include access to the interior of any school buildings.

Interior lettings will include use of toilets, electricity and water but no access can be given to the staffroom, kitchen, offices, classrooms, ICT or other teaching equipment. Tables and chairs will be available for use within the hall. Staging may also be available within the hall, but must be requested in advance.

Please see Fire & Safety Precautions in the Terms and Conditions for details of permitted numbers.

Classes of hirers

The Governors have defined two classes of potential hirers: local community hirers and external/private hirers.

The Governing Body must give their approval for an organisation to be considered as a local community hirer.

The Governing Body will set charges for lettings guided by these principles:-

- Lettings to the Brinkworth Earl Danby's School Association (BEDSA) will be free of charge;
- Lettings to bona fide community groups will be charged at a rate to cover caretaking, energy, administration and wear & tear;
- Where the school is used as a polling station the relevant authority will be charged any additional costs incurred by the school;
- Lettings to all other hirers will be charged at a rate to cover caretaking, energy, administration and wear and tear plus a profit margin determined by the Governing Body.

Charging Policy

In recognition of the objectives of this policy, and the school's aims and ethos, the Governing Body has agreed that there will be a lower scale of charges for local community hirers. In fixing charges for external/private hirers, the Governing Body has had regard to the minimum advisory rates supplied by the Local Authority.

Charges will be reviewed annually by the Finance & Staffing Committee who will publish an annual scale of charges in line with the rolling financial year. The Governing Body recognises that no letting may be subsidised from delegated funds.

Income derived from lettings will be retained by the school and costs to the school of lettings will be met from this income.

Conditions of Hire

The Conditions of Hire as set out in the Terms and Conditions form an integral part of this policy. Whilst no letting may be agreed in excess of one year, lettings may be arranged on an annual basis, subject to review in advance of the termination of the hire period.

The school premises will not be let to individuals or organisations if there is reason to believe that the name of the school will be brought into disrepute by such a letting.

All persons hiring the school premises will be expected to conform to the relevant Health & Safety regulations and take due regard of Brinkworth Earl Danby's Health and Safety policy.

Safeguarding

The Governing Body is responsible for ensuring that the school has effective policies and procedures for safeguarding children (s.175 Education Act 2002). Where school premises are let to other organisations, the Governing Body will seek assurance that the hirer has appropriate policies and procedures in place in regard to safeguarding children and child protection, and that there are arrangements for the hirer to liaise with the school on these matters where appropriate.

Administration Procedures

- All requests for hire must be made to the Administration Officer (Lower School) who will issue the Booking Form and Terms and Conditions of Hire.
- Returned applications will be considered firstly by the Headteacher, who may approve the booking without reference to the Governing Body if it falls within the normal conditions of hire.

- If the booking falls outside the normal conditions of hire, the Headteacher will make a recommendation to the Chair of the Finance & Staffing Committee.
- The decision of the Chair of the Finance & Staffing Committee will be final.
- Approved applications will be passed back to the Administration Officer who will confirm the booking with the hirer.
- The Administration Officer will then ensure that payment is received in accordance with the Terms and Conditions of Hire, together with confirmation that any required statutory licences and insurances are in place.
- All hirers must carry sufficient Third Party Liability insurance to satisfy Wiltshire Council requirements.

Appendices

Health and Safety Policy

School Security Policy

School Lettings Terms and Conditions

Booking Form

Document Issue Control

DOCUMENT TITLE:		Brinkworth Earl Danby's C of E Primary School	Lettings Policy	
Revision	Date	Changes	Purpose of Issue	Originator
Issue 1	2007	First Issue	FGB approval	
Issue 2	Mar 2014	Updated	FGB approval	LH
Issue 3	Mar 2016	Updated	FGB approval	
Issue 4	Sept 2019	Updated	FGB approval	KD