



## Lettings Policy

<b>Date</b>	<b>Reviewed by</b>	<b>Agreed by governors</b>	<b>Next due for review</b>
<b>Mar 2016</b>	<b>L Hilliard</b>	<b>Mar 2016</b>	<b>Mar 2019</b>
<b>Sept 2019</b>	<b>K Davis</b>	<b>Nov 2019</b>	<b>Nov 2022</b>
<b>May 2024</b>	<b>H Wallace</b>	<b>July 2024</b>	<b>May 2027</b>

**BEDS-created**

**3-year review cycle**

## **Believe to achieve! “Roots will grow down into God’s love and keep us strong.” Eph 3:17**

### **Values: Friendship, Respect, Trust, Courage, Perseverance, Thankfulness**

Brinkworth Earl Danby’s is committed to providing a secure, happy and stimulating learning environment in which EVERYONE is valued, spiritual growth is nurtured and potential maximised. We believe as a community that each child can reach their vocational potential. We believe each child is of unique worth made in the image of God. We believe in each child being the best that they can be and finding their place in the world. We believe in: a child’s potential; being part of a community; being the best you can be.

In partnership with parents/carers, we aim to:

- create a happy, caring atmosphere in which each child feels secure and valued within an environment which is stimulating and attractive
- meet each child’s needs physically, creatively, intellectually, emotionally and socially
- educate children about a diverse society and world in order to promote understanding and positive attitudes
- help the child acquire a set of moral and spiritual values that reflect our designation as a Church of England Voluntary Controlled Primary School
- inspire each child to be an enthusiastic learner and develop capabilities and attributes that ‘build learning power’
- enable pupils to become confident and responsible citizens

Our ethos underpins our unique culture and behaviour in our Church of England School. Our children are at the centre of every decision made. We always ask ‘of what benefit will this be to our children? Will this help support them to be the best they can be?’ We go the extra mile. Whether it is staff, parents, children, governors or community members, we choose to make that extra effort for a better outcome for individuals and for our school community.

This policy is written with our vision, values, ethos and aims at its heart.

## 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, Multi-Use-Games-Area (MUGA) and Playground)

All lettings include use of the car park at the front of both school sites (out of school hours). Grounds (Field, MUGA and Playground) are exterior lettings 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 (unless specifically agreed with a hirer). 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 Site) 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, People & Premises Committee whose decision 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 Lettings Terms and Conditions, Booking Form