



St Augustine of Canterbury Catholic Primary School

DATE: March 2023

Version History	Date	Reason for Amendment
1.0	16.01.2020	Format Revision
2.0	04.03.2020	Policy Review
3.0	08.03.2023	Policy Review plus amendment (Fee Update)

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Document Information

Author	Head Teacher <i>M Hilliam</i>	Review Frequency	Every 2 years Subject to local education authority and/or national policy change
Date of Ratification	22 nd March 2023	Related Policies	
Review Group	Finance, Staffing and Resources Committee	Ratified at Full Governing Body 22 nd March 2023	
Review Date	March 2025	Chair of Governors Signature <i>Stephen Wells</i>	

Lettings Policy 2022

1. Introduction

The purpose of the school Lettings Policy is to set the terms and conditions for letting the school premises.

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2 Aims and Objectives

- 2.1 The school buildings and grounds are a community asset and every reasonable effort should be made to enable them to be used as much as possible.
- 2.2 Lettings for any purpose other than that of the school itself should be within the authority of the school, should not cause undue difficulty in the delivery of education and should meet the general guidance laid out below.
- 2.3 The rate charged has to cover the additional costs of Letting.
- 2.4 Some users may be charged more than others. (i.e. some users subsidise other users) so long as there is no net cost to the school.

3. Category of users

- 3.1 There are three distinct categories of letting.
 1. **Self-managed** – activities that support the school or its children directly or are of benefit to the school or the LA. Examples would include peripatetic music lessons, parents’ clubs, school nurse and dentist, staff training and LA meetings
 2. **Community** – activities that are for the benefit of the wider community. Such activities may include children from the school and are organised by non-commercial or charitable bodies. Examples would include before and after school clubs, crèches and other childcare, evening classes, play schemes and holiday projects, youth theatres and music groups, local authority youth services, uniformed organisations such as Scouts and Guides, and senior citizens’ clubs.
 3. **Commercial** – hiring by appropriate organisations of a commercial nature. Examples would include training companies, publishers’ book sales and slimming clubs.

4. Charges for lettings

- 4.1 The charges for lettings will be reviewed annually. The next review will take place in March 2024.
- 4.2 **Self-managed** – there will be no charge for these activities, which will be regarded as ‘internal’ usage. The school will meet any modest costs for services such as heat or light.
- 4.3 **Community** – A charge will be levied that contributes towards the additional costs incurred by the school. This will include services (heat and light), staffing and a contribution to wear and tear. There will not normally be an additional charge where school equipment is used. Where there are multiple lettings at the same time, the costs

incurred will normally be shared between them. Community hirers will be responsible for making good any damage, other than fair wear and tear, to school premises or equipment they have used.

4.4 **Commercial** - the charge for such lettings will be based on the community charge, together with a profit element. There will be an additional charge where school equipment is used. Where there are multiple lettings at the same time, the costs incurred will not normally be shared between them. Commercial hirers will be responsible for making good any damage, other than fair wear and tear, to school premises or equipment they have used, and a refundable deposit may be levied to ensure that any damage can be made good.

4.5 PTFA and Parish event charges will be waived.

4.6 In exceptional circumstances the charge for letting may be adjusted or waived by authorisation of the Chair of Finance and Staffing Committee or the Chair of Governors.

4.7 All charges must be paid by the method required by the Governing Body (cheque, made payable to "South Gloucestershire Council" or BACS). Any late payments may incur additional charges.

5 Management

5.1 The Head Teacher is responsible for the management of lettings and will, through the office staff, take bookings, ensure that booking forms are fully completed, fix charges, arrange staffing and equipment, and collect charges.

5.2 The Head Teacher will determine whether lettings are appropriate and, where the head has concerns or wishes to decline a booking, he or she will consult with the chair of the Finance and Staffing Committee, who is empowered to determine the issue on behalf of the Governing Body.

5.3 Some regular users may be provided with their own keys to the building, through a nominated individual, providing certain conditions can be met. These include the signing of an indemnity and the keyholders' register, and the undertaking of security training.

5.4 All hirers must be made aware of the school's policy on health and safety and, for all events where the public are to be admitted, appropriately qualified first-aiders must be provided by the hirer and be present at the event.

5.5 All hirers must complete a fire and risk assessment.

5.6 All hirers should ensure that they have an appropriate Safeguarding Policy and ensure that the hire form is signed to this effect.

5.7 The premises and grounds are a non-smoking environment. Smoking is not permitted at any time in any part of the school grounds or premises.

6 Access of this policy

6.1 A copy of the policy will always be available from the school office for staff, Governors and parents to refer to as and when necessary.

7 Monitoring and Review

7.1 THE GOVERNORS WILL REVIEW THE LETTINGS CHARGES ANNUALLY BY THEIR FINANCE, STAFFING & RESOURCES COMMITTEE.

Appendix 1

Equality Impact Assessment -Groups that may be affected:

Are there concerns that the policy could have a different impact on any of the following groups? (please tick the relevant boxes)	Existing or potential adverse impact	Existing or potential for a positive impact x or n/a.
Age (young people, the elderly; issues surrounding protection and welfare, recruitment, training, pay, promotion)		X
Disability (physical and mental disability, learning difficulties; issues surrounding access to buildings, curriculum and communication)		X
Gender reassignment (transsexual)		x
Marriage and civil partnership		x
Pregnancy and maternity		x
Racial groups (consider: language, culture, ethnicity including gypsy/traveller groups and asylum seekers)		x
Religion or belief (practices of worship, religious or cultural observance, including non-belief)		x
Gender (male, female)		x
Sexual orientation (gay, lesbian, bisexual; actual or perceived)		x