

## LETTINGS POLICY

Issue 18

September 2024

Approved by:



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Head Teacher  
Bailey's Court Primary School

Date: September 2024

Authorised by:



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Chair of Full Governing Body  
Bailey's Court Primary School

Date: September 2024

Review Date: September 2025

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## CHANGE RECORDS SHEET

| Issue No. | Date           | Summary of Change   | Amended by               |
|-----------|----------------|---|--------------------------|
| 1         | May 1999       | Original policy document.   | W Davey                  |
| 2         | May 2000       | Document reviewed and updated.  | M Telfer                 |
| 3         | May 2001       | Document reviewed and updated.  | M Telfer                 |
| 4         | May 2002       | Document reviewed and updated.  | M Telfer                 |
| 5         | May 2003       | Document reviewed and updated.  | M Telfer                 |
| 6         | May 2004       | Document reviewed and updated.  | M Telfer                 |
| 7         | May 2005       | Document reviewed and updated.  | M Telfer                 |
| 8         | May 2006       | Document reviewed and updated.  | M Telfer                 |
| 9         | May 2007       | Document reviewed and updated.  | M Telfer                 |
| 10        | December 2009  | Document reviewed and updated.  | D Hickson                |
| 11        | April 2010     | New lettings charges agreed by Governors.                               | D Hickson                |
| 12        | October 2012   | Document reviewed and updated; changes highlighted in left hand margin. | D Hickson                |
| 13        | May 2014       | Document reviewed; changes are highlighted in the left hand margin.     | D Hickson                |
| 14        | June 2016      | Document reviewed and updated.  | A Lynham<br>S-J Cannings |
| 15        | October 2017   | Document reviewed   | A Lynham                 |
| 16        | October 2020   | Document reviewed and updated.  | S-J Cannings             |
| 17        | October 2023   | Document reviewed   | S-J Morris               |
| 18        | September 2024 | Document reviewed   | A Lynham                 |

## SUMMARY

This policy should be read in conjunction with all other school policies. If you require further details of this policy then please refer to the Head Teacher or Deputy Head Teacher.

## REFERENCE DOCUMENTS

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[1] F013 - Lettings - Application Form.

[2] F018 – Lettings - Regulations.

## MAIN DOCUMENT

### 1 VISION STATEMENT

This policy encourages the use of the schools physical resources to enhance the quality of life for the community and to benefit the education of the children who attend Bailey's Court Primary School.

### 2 RATIONALE

Community education is provided by the community for the community and responds to known needs. For Bailey's Court Primary School the prime aim is to meet the needs in the area served by the school, not as a sole provider but as a venue, which is known and welcoming.

### 3 PURPOSE

3.1 To maximise the effective use of the schools physical resources to the benefit of both the school and its community.

3.2 To operate a scheme of letting fees that avoid the necessity for a subsidy from the school delegated budget.

3.3 To use any profit to benefit the education provided for the children who attend the school.

3.4 To adhere to the Local Education Framework where applicable.

3.5 To acknowledge and support community groups/opportunities for the children of the school.

### 4 APPLICATION PROCEDURE

4.1 All applications to be agreed by the School Business Leader who will report back to the Resource Committee in the finance monthly report.

4.2 The School Business Leader will issue a Lettings Application Form (Appendix A) on request to the applicant. When the application form is completed, it will be processed and the applicant will receive confirmation that the school is happy to proceed with the letting. An invoice will be issued at this time.

4.3 All hirers are responsible for their own insurance provision.

4.4 Any resources or equipment can only be used by prior agreement with the Head Teacher and/or the School Business Leader, i.e. piano, photocopier, PE equipment. There may be an additional nominal charge for the use of this equipment.

4.5 Cars parked in the vicinity/personal property is the responsibility of the owner, the school cannot accept liability.

4.6 The charges include heating, lighting and wear and tear only, not the use of the general school facilities.

4.7 In the event of hiring the school for a whole day, caretaking fees will apply in terms of opening up and closing the school and/or cleaning the toilets after the letting.

4.8 The school has two kitchens. One is managed and operated by an external catering provider producing school meals and is situated adjacent to the school hall. The catering provider does not facilitate letting this kitchen to external applicants. The school has a separate teaching kitchen (situated in the green area). This kitchen is available for letting through the school but restrictions on numbers may apply.

4.9 All club organisers, for clubs immediately after school, are to sign the Safeguarding Agreement Form (Appendix B) on application.

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4.10 All hirers will be given access to the Lettings Policy through the school's web-site, or a paper copy will be issued on request.

## 5 GUIDELINES

5.1 The school will arrange caretaker/key holding fees when appropriate, as directed by the Local Education Authority.

5.2 The recommended letting fees are as follows:

| Resource   | Session Rate Per Hour (Monday-Friday) | Session Rate Per Hour (Weekends and During Holidays) |
|--|---------------------------------------|--|
| Clubs (after school clubs)   |                                       |  |
| Hall, Field, Classrooms and Kitchen*   | £5.00                                 | £15.00   |
| External Clubs/Holiday Clubs (for children and parents of our school; evening session) |                                       |  |
| Hall, Field, Classrooms and Kitchen*   | £15.00                                | £15.00 (£100.00 full day)                            |
| Private Functions **   |                                       |  |
| Hall, Field, Classrooms and Kitchen*   | £25.00                                | £25.00 (£100.00 full day)                            |
| Caretaking Costs*** (prices are negotiable for clubs for children of our school)       |                                       |  |
| Hall, Field, Classrooms and Kitchen***   | £8.00                                 | £8.00 per day  |

\*\* A standard fee of £25.00 per session (length of session and number of people negotiable - but typically 1-2 hours). If the application is for all day, a fee of £100.00 will be charged.

\*\*\* Caretaking costs are normally incurred by private functions; however for full day bookings a charge will normally be required to account for the cleaning of toilets etc.

5.3 Weekend and holiday lettings will only be considered subject to the availability of the caretaker. No overnight lettings will be available.

5.4 Letting fees are charged to the nearest hour or half hour.

5.5 If an organisation requests the use of multiple facilities, a discount may be awarded at the discretion of the School Business Leader.

5.6 Premises will not be let to any organisation whose aims or terms of reference involve any form of discrimination.

5.7 All lettings will be subject to the South Gloucestershire Council Education Department Regulations that appear on the reverse side of the Lettings Application Form [Appendix A and Reference 1]. (Copies can be obtained from the school office.)

5.8 Lettings fees and policy will reviewed every two years by the Resource Committee, referring to the Local Education Authority standard charges.

5.9 The school reserves the right to change bookings, giving seven (7) days notice, or shorter where circumstances are outside of the schools control.

5.10 The hirer will be charged for the let if less than 24 hours notice is given of cancellation.

5.11 All hirers must provide written confirmation to the school that they have appropriate insurance cover to run their activities including public liability insurance.

5.12 Those waiting to pick up any club members must do so outside of the school.

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- 5.13 Club members must wait outside of the school until the club starts.
- 5.14 Members should access the school via the main entrance, and not through the fire doors. THESE MUST REMAIN CLOSED AT ALL TIMES.
- 5.15 Club leaders will regulate the people entering the school to club members only and take responsibility for them at all times.
- 5.16 Toilets must be checked by club members before leaving the premises.
- 5.17 Official school key holders only will be responsible for the opening and securing of the premises following a let. They must ensure all lights are switched off, all doors and windows are secure and that the alarm is activated upon leaving the premises.
- 5.18 Staff room facilities are not available to any organisation obtaining a letting.
- 5.19 All organisations must acknowledge that Bailey's Court Primary School is a non-smoking site. Failure to comply will result in no further lets.
- 5.20 Hirers should provide their own method of contacting parents etc in the case of an emergency.
- 5.21 Hirers should provide their own first aid kit and accident book, for recording any accidents that occur during the letting.

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## APPENDIX A LETTINGS – APPLICATION FORM

|                                    |
|------------------------------------|
| <b>LETTINGS – APPLICATION FORM</b> |
|------------------------------------|

|                          |                               |                    |  |
|--------------------------|-------------------------------|--------------------|--|
| <b>Name of Premises:</b> | Bailey's Court Primary School | <b>Letting No:</b> |  |
|--------------------------|-------------------------------|--------------------|--|

| Facilities required: | Purpose of hire: | Day of week: | Dates required: |    | Times required: |    |
|----------------------|------------------|--------------|-----------------|----|-----------------|----|
|                      |                  |              | From            | To | From            | To |
|                      |                  |              |                 |    |                 |    |

|  |  |
|--|--|
| <b>Name of applicant:</b>  |  |
| <b>Address:</b>  |  |
| <b>Tel:</b>  |  |
| <b>Name of organisation:</b>   |  |
| I personally agree to be responsible for the fees charged in respect of this letting and I will observe the regulations which I have read. |  |
| <b>Signature of applicant:</b>   |  |
| <b>Date:</b>   |  |

| Safeguarding Information  |          |
|---|----------|
| <b>Please note that if the letting is to be a child led activity there must be at least two adults in attendance.</b>   |          |
| Please indicate if this letting is a child led activity?  | Yes / No |
| How many of your "staff" will be attending the event?   |          |
| If you are unable to provide an extra adult to supervise the event would you be willing to pay £10.00 per hour to pay for a member of school staff to attend the event?<br><b>Note:</b> We cannot guarantee that a staff member will be available to attend the event and this option is subject to availability. | Yes / No |

|                                       |  |                         |  |
|---------------------------------------|--|-------------------------|--|
| I recommend that this application is: |  | Approved / Not Approved |  |
| <b>Signed:</b>                        |  | <b>Designation:</b>     |  |

| Basis of Charge |           |             |       |
|-----------------|-----------|-------------|-------|
| Accommodation   | Equipment | Hourly Rate | Total |
|                 |           |             |       |

**PLEASE READ CAREFULLY THE APPROPRIATE REGULATIONS ON THE REVERSE OF THIS FORM.**

*For office use only:*

|  |          |
|--|----------|
| <b>Caretaker informed:</b>                                       | Yes / No |
| <b>Caretaker on active duty for the duration of the letting:</b> | Yes / No |
| <b>Kitchen staff informed:</b>                                   | Yes / No |

|                             |  |                   |  |
|-----------------------------|--|-------------------|--|
| <b>Total amount to pay:</b> |  | <b>Date paid:</b> |  |
|-----------------------------|--|-------------------|--|

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## Guidelines

1. Applicants to complete Lettings Application Form.
2. All hirers should have valid public liability insurance.
3. For lettings where children are in attendance a Safeguarding Agreement Form must be completed.
4. Any resources or equipment should only be used in agreement with the Head Teacher and/or Governing Body, eg the piano, photocopier. There may be an additional charge.
5. Cars parked in the vicinity/personal property are the responsibility of the owner and the school cannot take liability.
6. These charges include caretaking fees, heating, lighting, wear and tear.
7. The first aid box is situated on the wall of the hall, to the right of the main doors.

## Competencies Statement

I consider I am competent to run the above club because:

*Information that can indicate competency includes formal coaching qualifications for an activity, general coaching qualifications, experience gained from being a club leader previously, experience from actively participating in the activity over a number of years, evidence of a good understanding of the activity, the ability to teach the activity to the children and the ability to exercise control.*

## Relevant Insurance Cover

Please confirm that relevant insurance cover is in place and will remain in place whilst using school premises. Please give details

## Basic Outline

I am proposing to run an after school club which will:

*Need to include details on what the activity is, the day and time it will run, the age range it is open to, the minimum number to make it viable, the maximum number that can be accommodated, what school facilities will be required, what equipment will be needed.*



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## APPENDIX B SAFEGUARDING AGREEMENT FORM

### Safeguarding Agreement Form When Working with an Outside Agency

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This is confirmation for Bailey's Court Primary School that all personnel deployed from:

\_\_\_\_\_ [enter organisation's name]

to work within the

\_\_\_\_\_ [enter programme name]

Following checks made and have produced evidence to support these recruitment requirements.

Check list:

- Personal details and up to date references relating to the suitability of the ASL for the role and to him/her working with children.
- Enhanced DBS/registered with independent Safeguarding Authority (ISA).
- NGB qualification (preferably Level 2).
- Relevant experience and training that is age related and relevant to working with young people (e.g. a recognised child protection basic awareness course).
- Specific expertise, if required (e.g. working with people with special needs, particular age groups).
- Agreement to abide by NGB/scUK Code of Practice.
- An up-to-date first aid qualification.
- Appropriate insurance cover (up to £5m).
- Appropriate safeguarding policies.

**Name (printed):** \_\_\_\_\_

**Role:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

If you have any queries, please contact the School Business Leader, Sarah-Jane Morris.