



LETTING POLICY

This Policy should also be read in conjunction with any relevant Jefferys Education Trust documentation/policies. Please ask if you need further information

The **Aim** of our letting policy is to support our safe and purposeful, extended provision for young people and community activities of an educational, recreational, social or cultural nature. The Head teacher has overall responsibility for the consistent implementation of this policy and its requirements.

The Purpose of our Policy is:

- to share the School's premises for the benefit of the local community and,
- to ensure that the school is not adversely affected by lettings

The letting of Hollybrook Infant School by local community groups is welcomed by the Governing Body, subject to the following conditions:

- Use of the premises for School functions will take priority over lettings;
- 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.
- Charges will be made that at least cover premises management, energy, wear and tear and security.

Current charges for the hall or community room are:

No concurrent user	Site Manager costs	Energy costs	Wear & tear	Adjustment	Hourly charge
1. Classroom	8.93	9.37	0.26	3.50	22.00
2. Hall	8.93	9.37	0.26	7.70	26.00
Concurrent user	Site Manager costs	Energy costs	Wear & tear	Adjustment	Hourly charge
1. Classroom	4.46	4.68	0.26	3.19	12.50
2. Hall	4.46	4.68	0.26	17.89	17.00

Community Groups

A community subsidy of up to 60% will be awarded to groups, businesses or individuals offering an extended school provision at this school, where it is attended solely by children of the Hollybrook schools. This discount may also be available to non-profit making groups attended by:

- Under 18's
 - Members of a registered youth group
 - OAP's
- Income derived from lettings will be retained by the school
- The person responsible for the group must ensure that they understand and comply fully with School's policies including those identified below and confirm this by completing Appendix A
 - All corporate hirers must carry sufficient Third Party Liability insurance cover to the amount of £5 million pounds.
 - Any group who wishes to hire School premises must present all documentation to the school office for inspection. Documentation must include insurance details, enhanced CRB disclosures of staff working with children, staff qualifications and references where appropriate, and risk assessments;

Governing Body Responsibilities

- The Governing Body will set and periodically revise the charges for lettings.
- The finance committee will review hire charges at least once a year and report to the governing Body.
- Decisions on whether or not to permit a particular letting may be referred to the Governing Body. If the Headteacher believes a letting should not be permitted, she will advise the Governing body accordingly
- The H&S committee will review with the office that all paperwork is in date and policies been adhered to.

Head teacher Responsibilities

- Lettings to new clubs or groups is at the discretion of the Head teacher
- The Headteacher, will vet all enquiries against this policy and refuse permission as necessary;
- The Headteacher will ensure the goodwill of the immediate community is maintained by appropriate communication and management of lettings;

Procedure once letting approval is confirmed.

The Head teacher will if needed delegate the detailed arrangements for individual lettings once approved by the Headteacher. This will include:

- Approval of lettings of a general or historical nature;
- Ensuring that users recognise and adhere to all the relevant related policies and procedures, especially Health and safety procedures and sign to acknowledge their reading on the format in Appendix A. Copies of the H&S policy are available at the office and on the website.
- To inform and advise staff of the school regarding forthcoming events and the use of areas, rooms and equipment as appropriate.
- Promoting the availability of School facilities on the basis of the pricing strategy agreed by Governors.

This policy should be read in conjunction with Hollybrook Infant School's Health and Safety Policy, Fire Evacuation Policy, First Aid Policy, Child Protection Policy and Safeguarding Policy. Copies of the documents are available at the office.

This Lettings Policy was adopted by the Governing Body in February 2012

Review Date February 2015