



OAKTHORPE PRIMARY SCHOOL
LETTINGS POLICY
AND
SCALE OF CHARGES

Reviewed: May 2021

Adopted by the Governing Body

Date:

Signed

Chair:

Head Teacher:

The Governing Body of Oakthorpe Primary School believes that schools are a valuable community resource. It is, therefore, committed to making every reasonable effort to ensure that the school premises (buildings and grounds) are available for the benefit of the local community.

In keeping with the extended schools services agenda we will give priority to the use of premises for educational objectives.

This hiring of school premises at all times outside normal school hours is under the control of the Governing Body. This policy sets out the facilities available and the charges. The responsibilities of the Governors and the users when the school premises are let are included.

LETTINGS POLICY

A letting is defined as the use of school premises during school hours, evenings, weekends, and school holidays by parties other than the school. Our lettings policy aims to:

- Ensure that the use of school premises and facilities is effectively coordinated and managed
- Promote the use of school premises by the wider community
- Give priority for established community providers of services for children and young people
- Provide a clear statement of charges
- Ensure a range of activities for children and young people

CONDITIONS FOR THE LETTING OF SCHOOL PREMISES TO EXTERNAL ORGANISATIONS

Under the Education Act 2002 and the Children Act 2004 local authorities and all bodies working with children have a duty to safeguard and promote the welfare of children.

The following 'Conditions' for the letting of school premises (buildings and grounds) to third parties have been produced for the benefit of governing bodies, local authority employees, and external organisations. The purpose of these 'Conditions' is to make all parties aware of:-

- the arrangements in place for hiring school premises and the responsibilities that are binding on all parties and consequences if these are not observed
- the important issues that need to be considered when making school premises available for hire
- the arrangements to ensure that school premises are used beneficially for all the community with as little risk to health and safety as possible

The school's Letting Policy and Scale of Charges should specify the premises and facilities available to let, the particular times available for letting, and the charges applicable.

Activities that fall within the corporate life of the school and take place on school premises are not considered lettings. These include governing body meetings and PTA meetings and activities.

These 'Conditions' have been developed to ensure best practice in the arrangements for the letting of school premises and are applicable to both one-off and regular lettings. Schools may adopt these 'Conditions' in their entirety or adapt them to suit their own circumstances. The governing body has the right to vary these 'Conditions' at any time with consultation with School Hire & Functions Ltd.

Any complaints about a letting should, in the first instance, be raised with the Lettings Agency who

will be able to provide appropriate advice on the procedures to be followed by the complainant.

APPLICATION PROCESS

An organisation wishing to hire school premises should, in the first instance, contact SCHOOL HIRE & FUNCTIONS LTD school.hire@yahoo.co.uk The School Hire and Functions Ltd will issue an application form which needs to be completed before the date of hire.

Where a hirer has any particular complaints about the service or hire they should, in the first instance approach SCHOOL HIRE & FUNCTIONS LTD school.hire@yahoo.co.uk which will advise them on the procedure to be followed.

THE HIRE AGREEMENT

The approval of a hire will be confirmed by the SCHOOL HIRE & FUNCTIONS LTD school.hire@yahoo.co.uk who will specify the premises being hired, the nature of the activity or activities taking place, the time and duration of the hire and the cost of the hire.

Permission for the letting to take place in the case of a one off hire will be subject to the payment of the invoice before the actual hire takes place. The payment will be made to the SCHOOL HIRE & FUNCTIONS LTD. In the case of on going lets, SCHOOL HIRE & FUNCTIONS LTD will invoice the hirer once a month.

The Headteacher or the Chair of Governors has the power to terminate any hire agreement relating to the hire of the school premises.

Scale of Charges -

Facilities available for hire	Days and times	Charges
Classrooms	Monday to Friday 4 – 6 pm Saturday	1 – 2 classrooms £18.00 per hour 3 – 4 classrooms £15.00 per hour 5 – 6 classrooms £13.00 per hour 7 + classrooms £12.00 per hour
Classrooms	Sunday	1 – 2 classrooms £25.00 per hour 3 – 4 classrooms £21.00 per hour 5 – 6 classrooms £18.00 per hour 7 + classrooms £16.00 per hour
Storage	Monday to Sunday	£10.00 per week
Field	Monday to Friday 6 – 10 pm	£25.00 per hour
School hall	Monday to Friday 6 – 10 pm Saturday	£45.00 for the first two hours £22.00 per hour for any additional hours
School hall	Sunday	£60.00 for the first two hours £30.00 per hour for any additional hours

Community Rates for parents/carers of Oakthorpe pupils

School hall	Monday to Friday 6 – 10 pm Saturday	£30.00 for the first two hours £15.00 for any additional hours
School hall	Sunday	£40.00 for the first two hours £20.00 for any additional hours

For one off lettings a deposit of £500 must be paid in addition to the cost of the hire.

