



Swanmore C.E. (Aided) Primary School

LETTINGS POLICY

Vision Statement

Swanmore Church of England Primary School's Christian values of Honesty, Charity and Respect strive to develop children in to caring, reflective and proactive individuals; aspiring for the greatest achievement in all they do, seeking to improve themselves and the world around them.

Purpose

The purpose of this policy is to ensure that the most effective use is made of the school premises. We believe that our school should be a centre for lifelong learning and a resource for parents/carers and the wider community. We recognise that the facilities could generate resources for the school. This policy sets out the criteria for making decisions on requests for use by external organisations.

Relationship to other policies

This policy should be read in conjunction with the following documents:

- Accessibility Plan,
- Equalities Scheme,
- Health and Safety Policy
- Curriculum Policy
- Chapter 23 – Lettings and Services to the Community – Education Finance Services Finance Manual

Roles and responsibilities of Headteacher, other staff and Governors

The Headteacher will:

- Establish a central booking system
- Apply the criteria agreed by the Governing Body and consult the Finance & Buildings Committee on requests for bookings which do not meet them or where there is a potential conflict of interest

The Governing Body, with advice from the Headteacher, will:

- Balance the desire to generate income against the desire to support “worthy” groups within the community
- Agree the criteria to be used when deciding which groups are to be allowed to use the premises and consider requests for bookings against those criteria:
 - Educational focus
 - Charitable causes
 - Benefit to the community

- Take a positive approach to enhancing learning opportunities for the whole school community through promoting community use of the school
- Ensure that use by external organisations does not degrade the standards of the facilities to the extent that they are no longer suitable for use by pupils
- Consider issues of political balance
- Consider the implications of all requests received for the health, safety and security of pupils and staff
- Consider the implications for workload of all staff of any decisions it makes
- Take advice from the LA on the charges to be levied

Arrangements for monitoring and evaluation

The Finance & Buildings Committee of the Governing Body will receive reports from the Headteacher on a termly basis of the schedule of use of the school outside of the school day, the number of groups involved and the net profit from such activities.

Issues that required intervention by the Headteacher will be noted, together with the action taken and the outcome. The Committee will consider whether the additional use of the school premises is achieving the purposes set out at the start of this policy.

Where extended services are provided feedback will be sought from parents and pupils on the quality of provision.

Lettings Charges Academic Year 2024/2025
Hourly Rate

Monday – Friday

8:00am – 8:45am and 3:30pm to 5:00pm

(During school office opening times)

| | |
|----------------------|--------|
| Main Hall | £10.00 |
| Playground and Field | £10.00 |
| Classroom | £7.00 |

Monday – Friday

Evening 6.00 pm – 11.00 pm

(When school office is closed)

| | |
|----------------------|--------|
| Main Hall | £15.00 |
| Classroom | £15.00 |
| Playground and Field | £15.00 |

School Holidays

Saturday – Sunday

| | |
|----------------------|--------|
| Main Hall | £20.00 |
| Classroom | £20.00 |
| Playground and Field | £20.00 |

If the hiring organisation is a voluntary/non-profit making group, hire charges may be levied sympathetically.

If there is a cost to ensure that school staff are on site during the hire of the school an additional charge will be incurred.

| | |
|---|----------------------------|
| Date of Policy Issue/Review: | June/July 2024 |
| Reviewed and Approved by Finance & Buildings Committee: | 2 nd July 2024 |
| Approved by Full Governing Body: | 18 th July 2024 |
| Review date: | June/July 2025 |