

# Lamphey Primary School



## Ysgol Gynradd Llandyfai **CHARGING AND LETTINGS POLICY**

Revised September 2023

Approved and Adopted by Governors on

Signed

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# **Lamphey Primary School – Charging and Lettings Policy**

## **Introduction**

The Governing Body of Lamphey Primary School regards the school buildings and grounds as a community asset and will make every reasonable effort to enable them to be used as much as possible. However, the overriding aim of the Governing Body is to support the school in providing the best possible education for its pupils, and any lettings of the premises to outside organisations will be considered with this in mind.

The school's delegated budget (which is provided for the education of its pupils) will not be used to subsidise any lettings by community or commercial organisations. A charge will be levied to meet the additional costs incurred by the school in respect of any lettings of the premises. As a minimum, the actual cost to the school of any use of the premises by an outside organisation must be reimbursed to the school's budget.

## **Definition of a Letting**

A letting may be defined as “any use of the school premises (buildings and grounds) by either a community group (such as a local music group or football team), or a commercial organisation (such as the local branch of ‘Weight Watchers’)”. A letting must not interfere with the primary activity of the school, which is to provide a high standard of education for all its pupils.

Use of the premises for activities such as staff meetings, parents' meetings, Governing Body meetings and extra-curricular activities of pupils supervised by school staff, fall within the corporate life of the school. Costs arising from these uses are therefore a legitimate charge against the school's delegated budget.

## **Charges for a Letting**

The Governing Body is responsible for setting charges for the letting of the school premises. A charge will be levied which covers the following:

- Cost of services (heating and lighting);
- Cost of staffing (additional security, caretaking and cleaning) – including “on-costs”;
- Cost of administration;
- Cost of “wear and tear”;
- Cost of use of school equipment (if applicable);

Where there are multiple lettings taking place at the same time, the costs for services and staffing will normally be shared between the organisations involved.

The specific charge levied will be reviewed annually, during the spring term, by the Finance, Staffing & Curriculum Committee, for implementation from the beginning of the next financial year, with effect from 1st April of that year. Current charges will be provided in advance of any letting being agreed.

Current Charges for the School Hall are as follows

1hour	1hr 30	2hrs	2hrs 30	Thereafter
£10	£15	£20	£25	£5 per 30mins

### **Management and Administration of Lettings**

The Headteacher is responsible for the management of lettings. Where appropriate, the Headteacher may delegate all or part of this responsibility to other members of staff, whilst retaining overall responsibility for the lettings process. If the Headteacher has any concern about whether a particular request for a letting is appropriate or not, he will consult with the Chair of Governors, who is empowered to determine the issue on behalf of the Governing Body. In addition, the Headteacher may consult with the Director of Education regarding any individual letting, and as a result the letting application may be refused.

### **The Administrative Process**

Organisations seeking to hire the school premises should approach the Headteacher (or other designated member of staff), who will identify their requirements and clarify the facilities available. A form LET 1 should be completed at this stage. The Governing Body has the right to refuse an application (form LET 3), and no letting should be regarded as “booked” until approval has been given in writing. No public announcement of any activity or function taking place should be made by the organisation concerned until the booking has been formally confirmed. Once a letting has been approved, a form LET 2 will be sent to the hirer, setting out full details of the letting and enclosing a copy of the terms and conditions and the hire agreement. The person applying to hire the premises will be invoiced for the cost of the letting, in accordance with the Governing Body’s current scale of charges. (Schools may wish to seek payment in advance in order to reduce any possible bad debts.) The hirer should be a named individual and the agreement should be in their name, giving their permanent private address. This avoids any slight risk that the letting might be held to be a business tenancy, which would give the hirer security of tenure.

All lettings fees which are received by the school will be paid into the school’s delegated budget, in order to offset the costs of services, staffing etc (which are funded from the school's delegated budget). Income and expenditure associated with lettings will be regularly monitored to ensure that at least a “break even” situation is being achieved.

## **Public Liability and Accidental Damage Insurance**

All organisations submitting applications for letting of school premises must certify that they possess an appropriate level of cover for the activity being undertaken. The minimum level of cover required by the governing body is £5,000,000

Further information on this matter may be obtained by contacting Paul Eades, Risk Manager, on 01437 776291.

## Appendix 1

### Letting Application Form

<b>Name of organisation:</b>		<i>School check</i>
<b>Date/ Dates required:</b>		
<b>Time and length of stay:</b>		
<b>Premises location:</b>		
<b>Distribution of Fire regulations:</b>		
<b>Access Requirements:</b>		
<b>Method of Payment: full/deposit: total</b>		
<b>Health and Safety Awareness: Risk Assessment.</b>		
<b>Contact numbers in case of emergency</b>		
<b>School based personnel with responsibility and contact details.</b>		

The Governing Body of Lamphey Primary School reserve the right to refuse and application for out of hours use at any time.



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Date

Dear Sir / Madam,

Re: Letting of School Premises

I am pleased to confirm that your application to hire an area of the school has been successful.

You will be required to make a deposit of £\_\_\_\_\_ .

Full payment will need to be made to the school office 24 hours before use.

You will be required to sign that you have read and understood:

The Health and Safety

The Fire Regulations

And have completed a Risk Assessment on behalf of your organisation.

Yours faithfully

Mr S Thomas

Headteacher