



Crown Wood Primary School

Lettings Policy

Crown Wood Primary School is part of the Greenshaw Learning Trust.
The Greenshaw Learning Trust is a charitable company limited by guarantee registered in England and Wales, company number 7633694, registered at Greenshaw Learning Trust, ORU Sutton, Throwley Way, Sutton, SM1 4AF.



Lettings Policy

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Article 31

Every child has the right to relax, play and take part in a wide range of cultural and artistic activities.

This Lettings Policy applies to Crown Wood Primary School and all governors and staff of the school must abide by this policy, which has been adopted in accordance with and pursuant to the Finance Policy of the Greenshaw Learning Trust.

It is the responsibility of the local governing body and Headteacher of the school to ensure that their school and its staff adhere to this policy. In implementing this policy school staff must take account of any advice given to them by the Executive Headteacher and/or Board of Trustees.

This policy is subject to the GLT Finance Policy and the Scheme of Delegation approved for the school. If there is any ambiguity or conflict, then the GLT Finance Policy and the Scheme of Delegation and any specific Scheme or alteration or restriction to the Scheme approved by the Board of Trustees takes precedence. If there is any question or doubt about the interpretation of this, the Executive Headteacher should be consulted.

Introduction

It is the aim of the Trust and Local Governing Body (LGB) that, subject to certain conditions and restrictions, the school grounds and premises are made available for hire, for the benefit of the community and others, for a range of educational, social, cultural and recreational activities.

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), a commercial organisation (such as the local branch of ‘Weight Watchers’ or an individual.”*

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. Costs relating to the statutory use of the premises by the LA for polling or civil emergencies will be recovered at cost.

Terms and Conditions

The main terms and conditions are set out in the Hire Agreement form (attached). In addition, the following conditions will apply:

- 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.
- The Trust reserves the right to refuse any letting without explanation or appeal.
- Access will be restricted to those areas specified in the Hire Agreement.
- A charge will be levied to meet the additional costs incurred by the school in respect of any lettings of the premises.
- Documentary evidence of insurance must be provided to secure a booking. All hirers must provide a copy of their Insurance Certificate to satisfy the Trust’s requirements as shown on the Hire Agreement. An additional premium will be charged if the hirer has insufficient insurance cover.
- Some hirers may be required to provide a copy of their Safeguarding Children Policy and / or evidence of DBS clearance for staff (see below). Failure to provide this information or to comply with our safeguarding procedures will result in the termination of the letting.
- All persons hiring the school premises must comply with the school and Trust’s Health and Safety policies and procedures. The relevant Section of the Trust’s Health and Safety Policy and school’s procedures. These are attached at Annex A.
- A non-smoking policy prohibits smoking or vaping in the building and within the school grounds.
- Any exceptions to this policy’s scale of charges will be at the discretion of the Headteacher and School Business Manager.

Letting Priorities

Consideration of a letting request will be in the following priority order:

- Statutory lettings;
- Long term community lettings (primarily Group B);
- Long term commercial lettings (primarily Group C);
- Group D lettings with priority being given to those with pupils at the School;
- Extraordinary lettings

Charges for a Letting

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

- services (heating and lighting);
- staffing (additional security, caretaking and cleaning) – including “on-costs”;
- administration;
- “wear and tear”; and
- use of school equipment (where 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 LGB will (a) review annually the charges made (see Annex B) and (b) set a date for when they come into effect. Regular hirers will be given a month’s notice of any changes to their rates. Lettings are based on four categories. These categories are for general guidance.

Payments are to be made to Greenshaw Learning Services Limited.

Group A

All school events (parent consultations, governors’ meetings, performances, fundraising etc.) and Parent School Association meetings and functions where there is no admission charge. There are no charges for these activities.

Group B

These lettings are for those who book a room/space on a regular basis; i.e. once a month/week and the person/group hiring is non-profit making. For example, community groups or Church based groups where no admission charge is made.

Group C

These lettings are for private and commercial groups hiring on a regular basis; i.e. once a month/week. The person/group hiring is profit making and may be charging an admission or membership fee.

Group D

These lettings are for private and commercial groups hiring on a casual basis. The person/group may be charging a fee to the public in order to make a profit. A deposit will be required. This fee will be negotiated with the Headteacher or SBM.

Extraordinary Lettings

School Holiday lettings, whole/large part of the school and or grounds. Special charges will be agreed with the Headteacher or School Business Manager.

Management and Administration of Lettings

The Headteacher is charged with the management of lettings with day-to-day administration delegated to School Operations Manager (SOM). If the Headteacher has any concern about a particular request for a letting, s/he will consult with the Trust Central Team.

The Administrative Process

Organisations seeking to hire the school premises should approach the School Business Manager (SBM) to identify their requirements and clarify the facilities available. A “Hiring Agreement” form

should be completed at this stage. Where the letting cannot be immediately approved, it should be referred to the Headteacher.

The Trust has the right to refuse an application and no letting should be regarded as “booked” until approval has been given in writing. No public announcement of any activity or function should be made by the organisation concerned until the booking has been formally confirmed. The hirer should be a named individual and the agreement should be in their name, giving their permanent private address.

Once the letting is agreed, a “Hiring Agreement” will be raised and issued to the Hirer. This will detail the charges that will apply.

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Security and Health & Safety

It is essential that the security of the school is not prejudiced. To achieve the necessary level of security:

- a named official of the School will open the premises and secure them at the end of a letting; or
- long term hirers such as the breakfast club / after school club / holiday club provider may be issued with keys; and
- keys will only in exceptional circumstances be issued to occasional hirers.

Any accident or near miss occurring during a letting must be reported to the Headteacher or the official securing the premises at the end of a letting.

Safeguarding

Organisations using school facilities that have youth sections or members under 18, must supply a copy of their Safeguarding Children Policy, satisfying Section 11 of the Children Act, 2014. The Trust reserves the right to refuse or cancel bookings if it deems child protection policies, procedures or practices to be insufficient.

Organisations which provide a service to the school and also let part of the building or grounds, e.g. a Breakfast / After School Club or an individual providing an after school activity may be asked to provide evidence of DBS clearance.

Public Liability and Accidental Damage Insurance

All organisations submitting applications for the 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 Trust is £2,000,000. A copy of the certificate of insurance must be produced when a letting is requested. Where the hiring organisation is unable to confirm that it has its own public liability insurance cover it is a requirement that the hirer should be covered by the Trust’s insurance. Where this is the case the hiring fee will be increased by 9.0% (subject to a minimum charge of £2.60). This facility is allowed at the discretion of the Trust.

Annex A

Health and Safety

Hirers, Contractors and Others

When the premises are used for purposes not under the direction of the Headteacher then the principal person in charge of the activities will ensure that measures are taken to ensure the health and safety of those taking part on the activity. These measures must be of an equal or better provision to those stated within this Health and Safety Policy. When the activity is a school sponsored event the organiser, even if an employee, will be treated as a hirer and will comply with the requirements of this Policy.

When the premises are hired to persons outside the employ of the Governing Body it is a condition that all such hirers, contractors, and others using the school facilities or premises, are familiar with the requirements of this Policy. They will comply with all safety directives of the Governing Body and will not, without the prior consent of the Governing Body:

- Introduce equipment for use on the school premises;
- Alter fixed installations;
- Remove fire and safety notices or equipment;
- Take any action that may create hazards for persons using the premises or the staff or pupils of the school.

Immediately prior to use the Site Manager should meet and greet the user, ensure welfare facilities and emergency procedures are understood and ask if they would like any alterations made. This would include any alterations to the environment (e.g. alterations to the heating, ventilation including opening/closing of windows etc.), manual handling tasks (e.g. rearranging classroom furniture etc.) and any other task that may pose a risk to the user. These alterations should be carried out by the Site Manager and it should be made clear to the user that if any further changes are required during the hire they must summon the Site Manager. As proof of due diligence the arrangements should be signed off by the user.

Lettings charges

Hourly rates:

	Studio/Hall	Classroom	Field
Group A	No Charge	No Charge	No Charge
Group B	£16 ³	£18 ³	£27.50 ³
Group C ²	£25	£25	£38
Group D ²			

Note 1 : Where the use is between 1515 and 1800 and is for the benefit of a significant number of Crown Wood Primary School pupils a charge of £15 per hour minimum will be levied.

Note 2: Charges will be negotiated separately by the SBM in conjunction with the hirer. They are subject to a minimum daily rate of £75.

Note 3: Charges will be uplifted by 9.0% where Public Liability Insurance is provided at the discretion of the School.

Note 4: Where the letting is in support of wrap around care, a charge will be negotiated directly with the SBM.

Where equipment is hired, the following additional charges will be made:

Equipment	Community	Commercial
OHP / IWB	£6.50	£12.50
TV and Video	£18.70	£37.00
Flip chart, paper, pens	£9.40	£18.65

When equipment detailed above is hired, VAT will be charged at the standard rate of 20% on each item.