



# St Thomas of Canterbury

## Catholic Primary School

Where every child is special



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### Lettings Policy (next review, Summer 2025)



#### OUR MISSION STATEMENT

*God's love is at the heart of our Catholic School family.*

*We show this in our respect, kindness and love for others and by treating other people as we wish to be treated ourselves.*

*We will encourage everyone to be the best that we can be.*

#### OUR SCHOOL AIMS

To guide our children to grow in the love of God and build relationships that will enable them to make a positive contribution to the school and society.

To develop an exciting, challenging and creative curriculum that produces confident and successful learners who are the best that they can be.

To develop high quality learning that enables every child to flourish, to discover their talents and be lifelong learners.

To establish a teaching and learning environment that encourages everyone to enjoy, to achieve, to be inclusive, to be healthy, and to stay safe.

To nurture a strong partnership between home and school.

To have respect and understanding for our school, our community and our world, helping our children to become responsible citizens and good role models.

#### OUR SHARED VISION

*Every child at St Thomas of Canterbury is special and will achieve their full potential academically, socially, spiritually and emotionally through the provision of a loving community and rich and varied learning opportunities and the highest quality teaching and learning.*

*Every staff member at St Thomas of Canterbury will feel valued and enabled to provide the opportunities that we want for our children and to do so as part of a loving community which has the highest expectations of and for all.*

*Every Governor at St Thomas of Canterbury will feel valued and enabled to act as a critical friend to the School and to be accountable for the School's strategy. They will play a visible role supporting all children, their parents and staff at School and in the wider community, to provide the best environment possible for learning and spiritual growth.*



## **OUR GOLDEN RULE**

**We treat others as we would like to be treated**

### **1. Policy Aims**

The LGC seeks to promote the usage of school premises outside of normal school hours in line with Local Authority (LA) and Government recommendations. Priority of usage is:

1. Use for school functions, formal business meetings of the School, PTA, Governing Body or fund raising events for the benefit of the school
2. Extended Services offered by the school
3. Other uses approved by the Headteacher.

Other uses are those that are consistent with the aims of the school. Priority will be given to activities that benefit the children of the school, and the school community.

### **2. Implementation and monitoring**

1. New lettings will be approved by the Office Manager or Headteacher
2. The letting of classrooms and the ICT suite will be permitted only on an exceptional basis.
3. The policy will be administered by the School's Office Manager and will follow the necessary LA guideline procedures as specified in the LMS Guidance Manual for Finance. In particular records need to be kept for audit purposes:
  - a. A Lettings Memorandum Account for financial and risk management purposes (Public Liability Hirers insurance)
  - b. Lettings Applications Forms
  - c. Confirmation and Approval of Lettings Form
  - d. Confirmation Fire procedure has been received and reviewed
  - e. Caretaker's record of Hirings
4. Regular checks will be made by the Office Manager to ensure that hirers meet their contractual obligations, for example, appropriate use, damage, facilities left in a clean and tidy state.
5. The Office Manager will ensure that all hirers confirm they have read, understood and will comply with the school's policy on the safeguarding of children and the Prevent obligations.
6. All hirers/ contractors working with children will be required to provide evidence that their staff have obtained a DBS clearance.
7. No lettings will be made without a contract and insurance indemnity, and the hirer will be reminded of their contractual obligations including fire management.
8. The termination notice period will be 14 days for a single event, and half a term for a regular booking. In the event of breach of contract, termination can be immediate.
9. The LGC will review and amend charges annually in line with the school's budget year.
10. The LGC will review the policy at least every three years and lettings of the school annually, each summer term.





## 3. Rental and other requirements

1. The LGC will set charges for lettings guided by these principles and all lettings administration will comply with Section M (Community Use of Schools) of the Surrey County Council Finance Manual. This includes;
  - a) Lettings to the School PTA will be free of charge.
  - b) Lettings to bona fide community groups may be charged at cost, to cover caretaking, energy, wear and tear and administration.
  - c) Where the school is used as a polling station the relevant authority will be charged the actual additional costs incurred by the school.
  - d) Lettings to all other hirers will be charged at cost plus a profit margin determined by the LGC.
  - e) A refundable deposit may be requested for certain lettings.
  - f) Hirers must apply on form ED110 and must sign to confirm that they have read and agreed the terms and conditions.
  - g) A letting will only be confirmed on receipt of the completed booking form.
  - h) Standard rate VAT may be payable (see section M of the Finance Manual for details).
  - i) Charges for lettings will be reviewed annually.
  - j) The school will retain income derived from lettings and costs to the school of lettings will be met from this income.
  - k) The LGC is aware of its responsibilities for safeguarding children and so, when letting out the school premises, have due regard to safeguarding policies and practices and the school's Prevent duty on anti-radicalisation.
  - l) Where hirers of school premises are undertaking activities involving children the responsibility for vetting checks lies with the hirer. Governors require that for all hirings involving groups working with children, appropriate levels of disclosure have been obtained from the DBS for the individuals working on the school premises. Where a DBS/CRB disclosure includes convictions, or other relevant information, the hirer is required to undertake an assessment of risk to determine whether that individual is suitable to work with children and young people.
  - m) The 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.
  - n) Decisions whether to permit lettings will be made by the Head teacher. If the Headteacher believes a letting should not be permitted he/she will report the reasons to the LGC.
  - o) All persons hiring the school premises will be expected to conform to the relevant Health and Safety regulations. A copy of the users Risk Assessment must be provided and kept on file in the school.
  - p) All hirers must carry sufficient Third Party Liability insurance to Surrey County Council requirements. A copy of the insurance policy must be provided and kept on file in the school. If the hirer is not in possession of their own policy the school may organise cover (for an additional fee) through the SCC recommended policy.

Supplementary information: LEA LMS Guidance Manual – Finance





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*This policy of St Thomas of Canterbury School upholds the school's ethos and Mission Statement. It must be read in conjunction with and implemented in accordance to the school's policies for Health & Safety Equal Opportunities, Inclusion and Safeguarding. Copies of these policies are available from the school website.*



Making **S=P+A+C+E** for learning

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