



St Thomas of Canterbury Catholic Primary School

Where every child is special

LETTINGS POLICY

Policy compiled by:

Head teacher

Responsible committee:

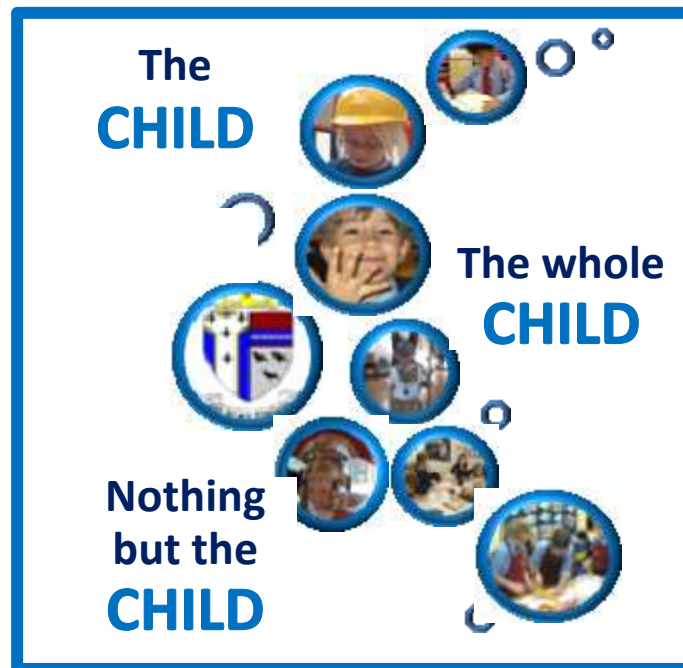
Resources

Last approved by Governing Body:

February 2017

Review Date:

June 2020



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 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 GOLDEN RULE

We treat others as we would like to be treated



1. Policy Aims

The Governing Body 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 Business 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 Business 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 Business Manager to ensure that hirers meet their contractual obligations, for example, appropriate use, damage, facilities left in a clean and tidy state.
5. The Business Manager will ensure that all hirers confirm they have read, understood and will comply with the school's policy on the safeguarding of children.
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 Governors' Finance Committee will review and amend charges annually in line with the school's budget year.
10. The School Resources Committee 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 Governing Body 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 Governing Body.
- 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 Governing Body 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 Governing Body.
- 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

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.