

Woodley Church of England Primary School



Our Vision:

At Woodley C of E Primary School, each person is unique and accepted as a child of God. Through strong Christian values, and our BRIGHT attitudes to learning we inspire hearts and minds to create life-long learners, who have the skills, knowledge and understanding to shine brightly in the world.

Lettings Policy

Responsibility of: Finance and Facilities Committee

Date of Policy: 1st May 2015

Date of Review: 1st July 2025

Date of Next Review: 1st July 2028

[Alternative formats available](#)

[email](#)
[enlarged print](#)
[audio](#)

Policy

Woodley CofE Primary School aims to maximise the use of the school for the benefit of the local community without detriment to the School or its site and buildings. Groups and individuals may hire certain areas of the school's facilities in accordance with the terms and conditions for hire as determined by the School Governors.

Smoking is not permitted on school site.

Hire charges must cover the cost to the School of the let.

PTA functions incur break even costs to cover costs, wear and tear of site and utilities. The PTA is expected to follow procedures and Terms and Conditions.

The type of user and proposed function will determine the level of charges.

The policy and charges will be reviewed regularly by the Finance and Facilities Committee.

The school has in place a risk assessment for hiring out the school site which is reviewed annually. .

Procedures

Lettings are arranged through with the School Business Manager. The School Business Manager co-ordinates letting terms charges and administration.

The Hirer must complete The Authority's Lettings Agreement Form prior to the let.

When booking, the school will agree arrangements with the hirer for access at the beginning of the letting and procedures at the end, specifying times in advance.

The use of tables and chairs must be agreed at the time of booking. The use of any other equipment is not permitted unless its use has been specifically agreed to when the booking is made. These additional requests may incur a VAT charge.

All areas must be left in a clean and tidy condition at the end of the letting and any rubbish/waste must be taken away and not left in the school. Any breakages must be reported to the school immediately and the cost of replacement or repair will be met by the hirer.

The fire evacuation muster area is the school car park. This may be agreed in a different location if the hirer is using a different area of the school. If the fire alarm sounds unexpectedly, the hirer must evacuate all individuals as a priority and call the Fire Brigade.

For wrap around care provision, the lettings policy must be followed and the school reserves the right to vary the procedures based on operational needs.

Any appeals concerning the approval of a proposed letting must be put in writing to the Head Teacher and will be taken to the next scheduled meeting of the Finance and Facilities Committee. Appeals concerning the rate to be charged must also be put in writing to the Head Teacher and will be taken to the Finance and Facilities Committee.

Conditions

The nature of the let must comply with the ethos of a Church of England School. The Governing Body reserve the right to refuse a request to hire any part of the school premises.

The Hirer must ensure that persons in attendance at the letting remain within the confines of the facilities hired. Use of any area not specifically hired as part of the letting is not permitted. Any children on site must stay with their adult during the let and are not permitted to run around the school site.

No alcohol will be consumed unless the consent of the Head Teacher acting on behalf of the Governors is granted in advance. The hirer must ensure that all relevant Licensing Laws are complied with. The relevant licenses should be displayed during event.

No school equipment must be moved during the letting, unless specified beforehand.

Any equipment being brought into school in connection with the letting must be specified at the time of booking and agreed to. Electrical goods must have an up to date PAT inspection and be in a safe condition and are liable to inspection by the person supervising the letting before they can be used on the date.

The school is committed to safeguarding and promoting the welfare of children and young people, and expects all hirers of school premises to share this commitment. All hirers and any adults working with children are required to have an enhanced DBS check and provide evidence to the school. Where a DBS disclosure includes convictions or other relevant information, the hirer is required to undertake assessment of risk to determine whether that individual is suitable to work with children and young people and share the risk assessment with the school preserving any Data Protection laws. The school reserves the right to refuse a request to hire the premises on the findings a DBS check.

The hirer must nominate their own fire safety representative and first aider and must provide their own first aid supplies. Access to the school's first aid supplies is not permitted.

The hirer must provide a current risk assessment for their activity and the school will require an updated copy on an annual basis.

Insurance: Unless the hirer can demonstrate that their own insurance cover satisfies the Council's specified conditions there will be a charge of 10.5%. Where this charge is levied, the hirer should note that there is a £100 excess in respect of accidental damage. All hirers will be asked for copies of their insurance documentation before the let can proceed

Charges

Community Charges as follows:

For use of Hall/Central Area/Field

One hour - £30.00

Two hours - £45.00

Three hours - £55.00

Saturdays - £130.00

For use of Classrooms

One hour - £15.00

Two hours - £30.00

Three hours - £45.00

Charges are made relative to the activity required and may differ from the above rates. Charges for individual events may be negotiated by the School Business Manager and agreed by the Head Teacher.

The school reserves the right to set the frequency and method of the payment of invoicing. Regular hirers are invoiced monthly by the school and must be paid in a timely manner as per the terms and conditions of the invoice. The school reserves the right to invoice in advance.

The cost of any casual letting must be paid in full at the time of booking.

The school reserves the right to review and increase the fee structure on an annual basis to ensure the school remains competitive.

Cancellation

The school reserves the right to charge the whole or part of the hall hire charge if the let is cancelled less than five working days before the booking is due to take place. If the cancellation is made more than five working days before the booking, the school reserves the right to retain £10.00 to cover administrative costs.

For regular lettings, a period of one month's notice will be given by the school should the lettings agreement cease. Hirers must give one month's notice if they wish to terminate their agreement.

The school reserves the right to cancel a let. Written notice will be given if time permits. A refund will be given if the cancellation is not due to the hirer breaking the terms and conditions of hire.

Refer to the school's website for the following related policies

Health and safety

Fire Safety and Evacuation

Safeguarding