

St Johns CE Primary School

Love, respect, courage, compassion, friendship, trust

LETTINGS POLICY

The Governors recognise that the various facilities of the school could be used by groups from the local community. They are keen to allow the use of the facilities to the benefit of the local community, provided this usage does not conflict with the interests of the school. The principles upon which lettings will be conducted are: -

1. The group using the facility meets the conditions laid down by the school for lettings.
2. Full responsibility for insurance is with the hirer who must evidence adequate insurance cover.
3. The activity of the group using the facility does not conflict with the aims and ethos of the school.
4. The income from the lettings must cover all costs of making the facility available and may include an element of profit for the use of the school.
5. The scheme allows the school with agreement from the Governing Body (or delegated Committee) to subsidise lettings for community and voluntary use.
6. If the activities of the group give cause for concern the lettings may be withdrawn immediately.
7. The use of facilities does not affect the normal operation of the school.
8. The decision of the Governors or Committee on whether or not to hire a facility is final.

Procedures for Hire of Facilities

1. Initial enquiry is by letter and addressed to the Head Teacher.
2. Application made by an organisation.
This should be completed on the Letting Form and be accompanied by details of:
 - the name and nature of the organisation;
 - the officers of the organisation;
 - details of how the organisation intends to raise money to pay for the lettings.
3. Applications considered by Head Teacher in consultation with Governors to ascertain:
 - suitability of application;
 - availability of dates/time required;
 - impact on normal operation of the school.
4. Applications approved or rejected:
 - If approved – letter to group concerned giving conditions.
 - If rejected – letter to group concerned giving reasons. Group may appeal to the Governing Body.
5. Other requirements.
 - Premises are left in the condition they were found in;
 - Activities are restricted to specified area;
 - No smoking or dangerous substances to be used on premises.

Date approved by the full Governing body: June 2015

Date to be reviewed: June 2018 (3yrs)