



Lettings Policy

Agreed: May 2023

Review frequency: Annually

Next scheduled review date: May 2024

1. Introduction

This policy sets out the procedures and guidelines for the hire of the school facilities at Stoughton Infant and Nursery School by individuals, external groups, and organisations. The aim of this policy is to ensure that the school facilities are used appropriately and safely, and that the interests of the school community are protected and take priority over lettings. The school premises will not be let to individuals, external groups or organisations if there is reason to believe that the name of the school will be brought into disrepute.

2. Scope

This policy applies to all external groups, and organisations who wish to hire the school facilities for non-school purposes, such as sports activities and community events. The school facilities available for hire may include classrooms, assembly hall, playing fields, and other areas designated by the school.

3. Booking Procedures

All bookings for the school facilities must be made through the school office. The person or organisation making the booking must complete the school's booking form and provide full details of the event, including the date, time, duration, and purpose of the event, and any special requirements needed. The school reserves the right to refuse or cancel any booking at its discretion.

4. Charges

The school may charge a fee for the hire of its facilities, which will be determined by the school's governing body. The fee will be based on the type and duration of the event, the facilities required, and any additional services or equipment provided. The school reserves the right to revise the charges at any time, but any changes will be communicated in advance to the hirer.

Type of Hirer	Hourly rate
External organisations	Hall rate - £17.00 Playing field rate - £17.00 Classroom rate - £6.68
School PTA (Friends of Stoughton)	Free of charge
Bona fide community groups	Hall rate - £10.61
Polling station	Rate agreed between the school and GBC

If the hire of the school facilities takes place outside the normal hours of the school caretaker, additional caretaking fees will be charged at a rate of £25.53 per hire session. A higher rate will be charged for longer hiring periods.

5. Health and Safety

The hirer must comply with the school's health and safety policies and procedures, which will be provided upon booking. The hirer must ensure that all attendees of the event are aware of the safety regulations and behave in a responsible manner. The hirer is responsible for ensuring that any equipment brought onto the premises is safe, properly maintained, and used correctly.

6. Safeguarding

The Hirer will ensure that all persons instructing or participating in events, where young people under the age of 18 are present, will have an Enhanced Disclosure with Child Barring List check. The school will postpone or cancel a booking, without prejudice and at no cost to the school, if an adult in charge of the booking cannot produce the appropriate documentation. The school will accept Disclosure and Barring Service checks made through other organisations.

The school is committed to safeguarding and promoting the welfare of children and young people and expects hirers, and their representatives, to share this commitment.

Our lettings policy will seek to ensure the suitability of adults working with children on the school site at any time and ensure that any groups who use the school premises have child protection policies and procedures in place. All hirers are required to familiarise themselves with Learning Partners Academy Trust's Safeguarding and Child Protection Policy -

<https://learningpartnershub.sharepoint.com/Shared%20Documents/Forms/AllItems.aspx?id=%2FShared%20Documents%2FPolicies%2F2%2E%20Trust%20Policies%2DPublished%2FPastoral%2FTrust%20Safeguarding%20Policy%20Statement%202022%201%2E2%5FAPPROVED%2Epdf&viewid=60cbbc15%2D1ad4%2D4bf1%2D8642%2Dbde0ffb44362&parent=%2FShared%20Documents%2FPolicies%2F2%2E%20Trust%20Policies%2DPublished%2FPastoral>

7. Security

The hirer must take all necessary measures to ensure the security of the school facilities and prevent unauthorised access. The hirer must ensure that all doors, windows, and gates are securely locked after use and that any equipment is stored safely. The hirer must report any damage or theft of school property to the school office immediately.

8. Insurance

The hirer must have adequate public liability insurance and provide proof of insurance to the school office upon booking. The hirer is responsible for any damage or injury caused by their activities on the school premises and must indemnify the school against any claims arising from their use of the facilities.

9. Termination of Booking

The school reserves the right to terminate any booking without notice if the hirer breaches any of the terms and conditions of this policy or engages in activities that are deemed to be inappropriate or harmful to the school or its community. The school has a 'No Smoking' policy, there will be no smoking on the school site. Which includes the driveway and school entrances.

10. Review

This policy will be reviewed annually by the school's governing body to ensure that it remains relevant and effective. Any changes to the policy will be communicated to the hirers in advance.

11. Contact Information

For all enquiries regarding the hire of the school facilities, please contact the school office on 01483 504 172.