



**WOODTHORPE INFANT SCHOOL**  
**Lettings Policy**

**Updated September 2025**

**Signed: E Bowler (Head Teacher)**

**Signed: C Shepherd (Chair of F&P Committee)**

## **Introduction**

- Woodthorpe Infant School is happy to undertake lettings with a variety of organisations in keeping with the ethos of the school.
- No letting fee will be charged for school use activities. These will be met from the school budget.
- The school is not permitted to subsidise non-school activities. School lettings must be self-financing, although individual lettings may be subsidised by other lettings.
- Lettings of the school premises are at the discretion of the Head Teacher and decisions may relate to overall safety of pupils or issues relating to health and safety or premises. They may be during, before/after the school day or at weekends.
- Lettings may be refused by the school. The hirer must not use, permit or allow rooms/site to be used for any extremist or terrorist activities or for the dissemination of extremist materials.
- Lettings are subject to the availability of the caretaker to fulfil this commitment and will be charged at the caretaker's weekend rate for a Saturday and Sunday.

## **Use of the Premises**

The order of priority for the use of school premises outside normal school hours is:

1. The school has first option on premises for specific school purposes.
2. Meetings convened by the LA where reasonable notice has been given.
3. Lettings.

When the playground only is used, the energy charge is still to be made as the toilets will still be available (hot water, lighting etc)

## **Conditions of Hire**

1. Bookings are taken subject to the premises not being required for parliamentary or Local Government elections. Bookings must be requested on the appropriate booking form, available from the school office.
2. The hirer must ensure that activities are conducted in a manner unlikely to cause inconvenience to neighbouring property or to the public.
3. For lettings where the public are admitted it is the responsibility of the organisers to appoint responsible persons to maintain order.
4. Reasonable steps should be taken to ensure safety (e.g. first aid qualification) and safeguarding (safeguarding training) of children attending events. These may include contact details, first aid support and safeguarding cover. At times these may be agreed formally with the school. Under GDPR all hirers who process data must notify the school that they are GDPR compliant and that they will use and ensure that they keep data securely. They will be required to take their records off site although the school will still need registers to pupils attending to support their safeguarding duty.
5. Under its safeguarding duty the school will provide a contact to the hirer for Safeguarding purposes. Organisations would be expected to have their own 'Designated Person' for safeguarding who should liaise with the school designated person over any concerns. Hirers who are not part of a wider organisation should make contact through the details given around any concerns that they have.

6. The hirer shall make good all damages caused to premises or other property and shall indemnify the Council from and against all costs and claims. Hirers should take out insurance to cover the period of the letting. That at the time of the letting the school is shown proof of adequate insurance liability and this cover must be maintained.
7. The hirer should have a complaints policy in place.
8. The hirers must not remove or stand on school furniture and equipment or remove other fixtures and fittings and must stay within the areas agreed in the letting. If school equipment is used it must be with prior agreement with the school and the hirer must know how to use it safely.
9. The hirer must not use or explore private resources or look at children's work whilst using the building.
10. Smoking is not permitted on the school premises.
11. Notices may not be displayed on the school site without the approval of the Head Teacher.
12. The Governing Body do not accept liability in respect of parked vehicles at the school site.
13. It is the responsibility of the hirer to obtain and pay for all necessary licences required for the letting.
14. It is essential that all electrical equipment being used in the premises be connected to the mains electricity supply via an adaptor fitted with a residual current device.
15. In the event of a cancellation the Head Teacher must be informed at least 24 hours before the letting commences.
16. The hirer may not sublet the letting of the school or premises.
17. Any letting which could lead to a breach of public order should be referred for advice to the Director of Children and Young People's Services
18. No special preparation may be applied to floors: footwear likely to cause damage to floors is not permitted.
19. 10pm is the latest finishing time of a letting, which means that the caretaker needs to have locked up the school and gates by this time: any extension is subject to the Governors' approval and will be charged at the appropriate rate.
20. The agreed sum for the letting is paid promptly in the agreed fashion.

### **The School will:**

- Ensure that the building is opened and closed at the agreed time
- Provide toilet facilities
- Provide heating and lighting for the area being let
- Give sufficient notice of changes (at least 24 hours) in the normal letting pattern ie; school functions being held / Parental Consultation Evenings
- Provide Safeguarding contact details

### **Remissions**

No hiring charge for the following, but the caretaker must still be paid:

- School Activities (fairs/curriculum meetings/parental consultations)
- Governor meetings
- PTA meetings (non-fundraising)

## Scale of charges

The governing body is responsible for setting charges for the letting of the school premises. A charge will be levied which covers the following:

- Cost of services (heating, lighting and catering)
  - Cost of staffing (additional security, caretaking and cleaning) including on-costs.
  - Cost of administration
  - Cost of wear and tear
  - Cost of the discretionary use of school equipment if agreed in advance
  - Fee in lieu of use of premises, i.e. a rental value
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- Charges should be paid before the commencement of the letting or within 28 days of receiving the invoice from the school.
  - Any damages will be paid for by the hirer.

## Pricing

### a) After school clubs

<b>Monday to Friday (bet. 7.30am &amp; 5.30pm)</b>	<b>Monday to Friday (bet. 5.30pm &amp; 10.00pm, 2 hrs min)</b>	<b>Monday to Friday block booking (up to 8 hours in 1 day)</b>
£15 per hour £7.50 per half hour	£20 per hour	£100 or £6.50 per hour for clubs exclusively for WIS & AVJS

### b) PTA lettings

Governors agreed a specific amount be charged for PTA lettings. The amount would need to cover the Caretaker salary:

- £20 up to 4 hours – Monday to Friday
- £30 over 4 hours (maximum 8 hours)

## Procedure to be Undertaken via the School Office

- Letting form to be completed
- Sales ledger invoice to be sent to the hirer
- Income received by the school to be banked and recorded in the school budget
- Ensure that all new lettings have a copy of this policy and update this to regular letting organisations when it is updated.
- Ensure that insurance documents have been copied to the school.
- Ensure that a complaints policy is in place.
- Provide safeguarding contact details.

Should there be any issues related to the undertakings above, please discuss these with the Head Teacher.

The school reserves the right to terminate the agreement, within a reasonable period of time, if there are problems with health and safety at the site, damage occurs, or no personnel are available to undertake the management of the letting.