

Ightham Primary School



Lettings and Charges Policy

Review details:

Next Review Date	January 2025
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Version	Ratified by	Date	Signed
2.1	Full Governing Body	25 th January 2024	

Philosophy

Provided there is no interruption to, or curtailment of, school use of the premises, part of the school buildings and grounds may be let to outside bodies after the end of the school day, at weekends and during the holidays, in order to:

- Raise income for the school
- Better integrate the school into the community
- Meet the needs of local individuals, groups and organisations
- Increase the use of facilities which are, of necessity, under-used by the school.

Implementation

Bookings are made through the Office Manager as authorised by the Governing Body and confirmed in writing.

- School and PSA activities have priority.
- No bookings are confirmed more than 4 months in advance, although provisional bookings can be made at any time.
- Users sign a contract that covers
 - Terms and conditions relating to type and length of use
 - Cancellation
 - Damage
 - Insurance
 - Charging
 - Restrictions on Use
 - Licensing for public performances and the sale of alcohol
 - Parking

The contract may be updated annually or termly. Payment is made in advance for single lettings. For regular lettings invoices will be submitted at the end of the month for payment within 7 working days. Outline charges are set by the Head Teacher/Governing Body and reviewed annually in April. Specific charges are set at the time of the contract.

A diary is kept covering all school, PSA and outside use of the premises and grounds after school, at weekends and in the holidays.

Roles and responsibilities

- The School Secretary is responsible for the construction and regular update of the lettings diary.
- The Secretary of the PSA and individual teachers are responsible for informing the School Secretary in advance of events outside teaching hours, which will make use of the school premises.
- Opening and closing the school is undertaken by a designated member of staff.
- Supervision during the lettings is the responsibility of the user. The user is also responsible for the security of the area of the school being used.
- Post-letting checks are made by the School Secretary or Head teacher and recorded.
- Follow-up of unsatisfactory lettings is made. Due attention is to be paid to avoid undue wear and tear on buildings and equipment.

Charges

Classrooms	£10.00 per hour (summer) £12.50 per hour (winter)
School hall	£20.00 per hour (summer) £25.00 per hour (winter)
Kitchen	£5.00 per hour, in addition to above fees (reheating only, not cooking)
Grounds	£5.00 per hour

These charges may be reduced by 50% for youth organisations, council officials and charitable groups at the discretion of the Head Teacher.

All charges will be reviewed by the Governors' Premises and Finance committees in March at the end of each financial year.

Monitoring and Evaluation

The success of lettings can be equated to the additional income raised for the school, less the cost of any reasonable wear and tear made during the lets to the furniture and fabric of the school, cost of additional heating and premises staff salaries.

Radicalisation

Ightham Primary School recognises that exposure of children (and adults) to extremist ideology can hinder their social development and educational attainment alongside posing a very real risk that they could support or partake in an act of violence. Radicalisation of young people can be compared to grooming for sexual exploitation. Due diligence will be carried out by the school prior to acceptance of lettings and hiring out of school premises will be refused to any organization or individual where the school isn't satisfied that radicalisation isn't a possibility.