




LETTINGS POLICY

(Non-Statutory)

Date of Policy Issue/Review	Reviewed February 2025 by School Business Manager
Policy approved/date	By FGB at their meeting on 24 th February 2025
Signature of Governing Body	Signed on behalf of FGB 
Next review	March 2026

The Governing Body of Newlands Primary School regards the school premises and grounds as a community asset and will make every reasonable effort to enable them to be used by the local community and other organisations when not in use by the school. However, the overriding aim of the Governing Body is to support the school in providing the best possible education for its pupils and any lettings of the premises to outside organisations will be considered with this in mind.

The Governing Body reserves the right to refuse an application for a letting to any user whose aims are counter to the values of Newlands Primary School. This will be reflected in the process. Prospective hirers are required to complete and submit an application for the hire of facilities. The application will be reviewed by the school before a decision is made by the Headteacher to accept or reject the application.

Definition of a letting

A letting is defined for the purposes of this policy as a “non-exclusive licensed use of the school premises (buildings and grounds) by the Local Authority, community groups or commercial organisations.”

A letting must not interfere with the primary activity of the school.

Charges for a letting

The school’s budget will not be used to subsidise any lettings by the Local Authority, community or commercial organisations. A charge will be levied to meet the additional costs incurred by the school in respect of any lettings of the premises and this will be reimbursed to the school’s budget.

The letting of the school premises to a local authority for elections under the Representation of the People Act, use by the Parish Council, use by the County Council or other Local Authority must be accommodated at a realistic rate to cover costs incurred.

Charges for use of the school premises will be based on an hourly charge which covers

- costs of services (heat and light)
- cost of staffing (e.g. caretaking, cleaning, security etc) plus “on-costs” associated with their employment for the hours worked
- cost of wear and tear
- cost of use of school equipment (if applicable)
- profit element (if appropriate)

Where multiple lettings take place at the same time, the costs for services and staffing will normally be shared between the organisations involved.

No charge will be made for the use of the school premises for educational purposes, school plays or performances, parent meetings, governors’ meetings, staff meetings, extra-curricular activities of pupils supervised by school staff, FONDS committee meetings, FONDS fundraising events and activities that, in the opinion of the Headteacher, are of direct benefit to children.

Administration

The Governing Body has delegated day-to-day responsibility for lettings to the Headteacher.

Where appropriate, the Headteacher may delegate all or part of this responsibility to other members of staff, whilst still retaining overall responsibility for the lettings process.

If the Headteacher has any concern about whether a particular request for a letting is appropriate or not, he/she will consult the Chair of the Governing Body.

Organisations seeking to hire school premises should approach the Headteacher initially.

An application for the hire of facilities will be completed by the hirer. The Governing Body has the right to refuse an application, and no letting should be regarded as booked and no event publicised, until the booking is confirmed in writing.

All hirers will be required to sign a School Premises Hire Agreement, which, together with the form of application to hire school premises, shall constitute the contract between the School and the Hirer.

Governors will review this policy annually.

