



LAWRENCE VIEW PRIMARY SCHOOL

LETTINGS POLICY

1. Introduction

This policy has been agreed by the Governing Body and sets out the arrangements concerning the use of school premises, accommodation and facilities outside the normal school day. The Governing Body recognises that it should exercise control over the use of the school premises outside school hours, and set letting fees, subject to directions by the LA and having regard to the desirability of use by the local community.

2. School Use of Premises

2.1 School use is defined as any activity initiated by the school - educational activity, fund-raising, Governors' Meetings, Parent School Association events/meetings, parents' meetings and staff meetings.

2.2 School activities will be charged no, or a minimal, letting fee. The costs of site manager fees and energy will be met from the school budget if required.

3. Free and Subsidised Lettings

3.1 Schools are not allowed to subsidise non-school activities and, therefore, overall, the Governing Body expects school lettings to be self-financing.

3.2 Letting will be charged according to this policy unless exceptional circumstances suggest that a subsidy should be applied as agreed by the Head Teacher and Chair of Governors.

4. Conditions of Hire

4.1 The Governing Body issue the Standard Conditions of Hire with every Letting Form.

4.2 The completion of a Letting Form with the signature of the Head Teacher and the Site Manager is a pre-requisite for letting the school premises.

5. Letting Administration

5.1 The Governing Body reserves the right to:

- refuse a letting to any applicant who owes payment from a previous letting until the

outstanding payment is made

- require payment in advance
- require 24 hours notice of cancellation and to charge the Site Manager's fee to the hirer in case of default
- charge for the actual time needed by the hirer including time for setting up and clearing up
- make the same charge throughout the year regardless of whether or not heating is required. Energy costs will therefore be equated across the whole year and all non-subsidized lettings
- support the PSA by making no charge for Committee Meetings and events
- vary these guidelines in particular circumstances and by agreement with FGP&P Committee
- review Letting Charges annually with implementation from 1st September.

5.2 The administration of lettings is completed by the Office Manager and authorized by the Head Teacher. The Site Manager's Return of Lettings is submitted to the Head Teacher termly for regular lettings.

5.3 The lettings procedures include:

- processing an application to check availability of the premises and the site manager
- paying the Site Manager's opening and closing fee
- invoicing the hirer
- issuing receipts
- accounting for income

"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 views or materials."

6. Letting Charges

6.1 The basic hourly Letting Charge will be made up as follows:

- The Site Manager's Fee (based on current national rates)
- an hourly energy charge (based on the annual energy budget divided by 1500).
- a contribution to wear and tear and administrative costs

6.2 No payment will be made to the site manager for any letting that takes place before 6.00pm on a school day as this is within normal contractual duties.

6.3 An annual inflation review is implemented in September each year. The figure to be based on the published inflation figure for the previous year.

6.4 the charging structure recognises the following categories of users:

School - governors, PSA, staff members - no or minimum fee

Private - for adult or children's parties, etc - full fee

Community (run by volunteers) - youth work & uniformed organizations - subsidized fee
- adult community group - full fee

Organizations offering after-school opportunities -

If the money is managed by the organization, the school charges a fee to cover wear and tear and administrative costs. - block fee

School initiated extra-curricular activity -sports coaching; adult classes

In these cases, the school sets the pupil/adult charge (if any) to parents and retains any excess or covers any loss - the charge, to be set by the school, will reflect any provider fees and administration costs or any agreed subsidy.

6.5 Lettings charges from **April 2015** will be made up of:

Date issued: 10th January 2018

Reviewed October 2024

Date of next review: November 2027

- Weekday basic hourly rate of £17.99 per hour for a room in the building; £11.90 an hour for the pitch for community users.
- Weekday basic hourly rate of £19.50 per hour for a room in the building; £14.65 an hour for profit making concerns.
- A charge for additional rooms or spaces of £4 per hour, subject to a maximum of £65 total charge for any four-hour block
- A block administration fee of £16 levied on external providers offering sports/arts training per half term (6-8 weeks).

Radicalisation and extremism/ child protection

The above policies are to be adhered to when letting the school premise.

E McGrenaghan -Head Teacher

Policy dated: November 2023

Calculation of Charges

The letting charge is made up of an energy element, site manager fee and school costs.

Energy costs	approx. £11 per hour (£17,985/1500)
Site Manager Letting Fee	approx. £4 - £16 per four hour block)
School costs	approx. £1 per hour (6.5%)