

HOLYMEAD PRIMARY SCHOOL

School Policy for Lettings 2016

Rationale

The Governing Body regards the school buildings and grounds as a community asset and will make every reasonable effort to enable them to be used as much as possible. 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.

Purposes

- To share with the local community the school's accommodation and resources for the mutual benefit of all parties.
- To use income generated for the enhancement and improvement of school facilities.

Guidelines

- Safeguarding and the use of the premises for school functions will take priority over lettings. All applications for lettings shall be made on the *Standard Letting Application Form*, a copy of which is attached to and comprises part of this Lettings Policy.
- All lettings are subject to the "*Terms and Conditions for the Letting of the above premises*", a copy of which is attached hereto.
- New lettings will be considered by the Head teacher in consultation with the Health, Safety and Premises Committee.
- The Finance and Staffing Committee and the Head teacher will set charges based on current costings and category of user.
- The school premises will not be let to individuals or organisations if there is reason to believe that the school name will be brought to disrepute.
- All persons will be expected to conform to the current Health and Safety and Welfare regulations including holding DBS certificates where working with children.
- All hirers must carry sufficient Third Party liability insurance to conform to Bristol City Council requirements.
- The Head teacher will decide into which category a letting falls, consulting with the premises committee if necessary, and then arrange that they should be involved by the school secretary.
- The caretakers of Holymead Primary School will be given first option to prepare and clean the premises ready for a letting and secure the building after the letting.

Category of users

There are two distinct categories of letting:

- Self-managed – activities that support the school or children directly or are a benefit to the school (Friends of Holymead events, after school clubs directly run by the school, staff training, and LA meetings).
- Community and commercial – activities that are a benefit to the wider community (after school clubs etc)

Charges for Lettings

The charges will be reviewed annually. The charging groups are as follows:

- Self-managed – there are no charges for these activities. The school will meet any modest costs for services such as light and heat.
- Community and commercial – The school is not able to subsidise such activities and a charge will be levied that meets the additional costs incurred by the school. This will include services (heat and light), staffing (caretaking and cleaning) and a contribution to wear and tear.