



St Mark's C of E Junior School

Growing together, becoming all we are created to be

Lettings Policy

Aim

- To maximise the use of the school's premises generating income.
- To provide the school with the greatest possible resources with which to further the education of the children at the school.

Purpose

- To regulate those occasions when the school premises are to be hired out.
- Any lettings must be consistent with the aims and ethos of the school as published in the school's prospectus.

TYPES OF LETTING

Use by the Governors/School –

- Connected directly with the school, to include fund raising events, social evenings, parents/teacher meetings, governor meetings, PTA meetings etc.
- The school budget will cover all costs incurred.

Use by the Local Authority

- The LA may use the school on weekdays for up to 3 days a week for education or other activities promoting the welfare of the young if no other suitable alternative is available.
- Lettings for other LA and County Services. For these lettings the Governors reserve the right to charge according to **SCALE B**.

Use by bodies connected with the church, local charities and community groups –

- St. Mark Church has always had close links with the school. The Governors are keen that this special relationship is preserved and developed. The Governors are also pleased to support the local community, especially organisations working with children and young people.
- For these lettings the Governors will charge according to **SCALE C**. Where this would place an undue strain on the hirer's financial resources, a lower charge may be appropriate and will be individually negotiated. Lettings for grounds use only will have **SCALE D** applied.

Commercial use –

- Sales of goods, entertainments, exhibitions etc.
- For these lettings the Governors will charge according to **SCALE A**.

Parliamentary and Local Elections –

- Fees are set by County and Borough Councils.

Charges

- All charges will be reviewed annually by the Staffing & Finance Committee in the Summer Term and fixed for the following academic year. Any change in charges will be notified at least one month in advance.
- For current charges refer to the attached **SCALE OF CHARGES**.

Insurance

- External damage is covered by the school's insurance.
- Internal damage to the buildings and/or equipment will be recovered from the Hirer. (See Terms & Conditions of Hiring.)
- The Governors Public Liability insurance indemnifies the Governing Body in respect of any liability to a third party or accidental damage to the property of a third person, arising out of hiring of the school premises.
- Prospective hirers will be required to provide evidence that they have arranged their own Public Liability Insurance in respect of their own indemnity to a minimum of £5,000,000 and shown on an annual basis.

Health & Safety

- It is the hirer's responsibility to ensure that the procedure for the safe evacuation of the building is made known to all who will attend their activity.

Safeguarding

- The school is dedicated to ensuring the safeguarding of its pupils at all times. It is a requirement of hire that hirers abide by the schools' requirements in respect of safeguarding. Any failure from the hirer in this respect will result in the hire being terminated.
- It is the responsibility of the hirers to ensure that safeguarding measures are in place while hiring out the space.
- If there is a chance that those hiring the premises will come into contact with pupils, for example if the hire occurs during school hours, or when pupils may be present in the school (during after-school clubs or extra-curricular activities), we will ask for confirmation that the hirers have had the appropriate level of DBS check.
- The hirer will be required to have appropriate safeguarding policies in place, including safeguarding and child protection, and shall provide copies of these policies on request to the school.
- The hirer confirms that, should any safeguarding concerns present themselves during the hire of the school premises, they shall contact as soon as reasonably practicable.
- The hirer understands that if our school receives an allegation relating to an incident where an individual or organisation is using our school premises for running an activity for children, we will follow our usual safeguarding procedures and inform our local authority designated officer (LADO).

Approved by:

SLT & Finance &
Premises

Date: Spring Term 2025

Next review due by:

Spring Term 2027