



LETTINGS POLICY

Hiring

All lettings of the building or facilities are under the jurisdiction of the Governing Body of Wootton Primary School Academy Trust, which delegates this function on a day-to-day basis to the Headteacher.

In practice, all arrangements will be made through the Bursar. In the case of lettings to religious, political or marginal interest groups the decision to let must be referred to the full Governing Body. The Governors will take into account the effect that such lettings may have on the well-being or image of the school. The Governing Body reserves the right to refuse to accept a booking from any individual or organisation, and also to curtail any booking if it seems fit to do so.

All bookings will be made on an official booking form and will be approved by the Headteacher in advance of the commencement of the booking.

Hirers will also sign to acknowledge that they understand all terms and conditions, which may from time to time be applied to bookings, including responsibility for having their own public liability insurance cover.

All hiring agreements will be renewed in September of each year and also in the case of frequency of user changes – day, time or location, or if the original signatory is no longer a member of the user group.

The Finance Committee will review hiring charges on an annual basis in July, before the beginning of each financial year. An up to date scale of charges is attached to this document (Appendix 1).

The Governing Body reserves the right to alter or waive the charges applicable to any letting according to circumstances.

Staffing

Lettings are offered in the first instance to the Site Supervisor. If they do not wish, or are unable to take the letting, it may be offered to any other **approved keyholder** (see Appendix 2) at the discretion of the Headteacher who may wish to refer to the Governing Body. The responsibility for ensuring that lettings are appropriately staffed lies with the Bursar. The members of staff responsible for any letting will:

- Ensure that furniture is supplied according to the hirers requirements
- Ensure that the first aid equipment, fire extinguishers and telephone are in place and are serviceable (Appendix 3).
- Arrive on site at a time which gives the hirer reasonable 'setting up' time
- **Close and lock** all doors which give access to parts of the building not included in the hiring arrangements
- Ensure that the heating and lighting – as required – are operating effectively
- Return to the premises before the hirers are due to leave
- Check the cleanliness of the facilities are if necessary clean and tidy the room(s) used – including the toilets
- Switch off all heating and lighting, secure and alarm the building.

NB – There is no requirement for staff to remain on the premises during the period of the letting. If the hirers have requested a staff presence during the whole letting, then a greater hire charge, becomes due, and an enhanced letting fee is payable to staff. If no staff available then the letting would be cancelled.

Payments

All hirers will be invoiced by the Bursar on a monthly basis arranged at the time of booking.

Staff will be paid on a monthly basis as overtime. The H.R. Manager will identify the overtime payments due and the Headteacher will countersign these.

Payment for lettings is subject to satisfactory completion of the duties listed above.

Restrictions

Staff must not carry out activities that involve risk – eg carrying heavy furniture alone, using ladders unsupervised etc. The responsibility for ‘risk assessment’ lies with the management of the school but each individual must also consider any risks and act with care. Lettings will be subject to the schools risk assessment on premises.

Under normal circumstances, staff that are declared to be ill – either by Medical Certificate or by Self-Certificate may **not** carry out lettings as this may affect their cover under the LEA’s insurance of employees. In some circumstances, variations to the restriction may be negotiated with the Headteacher.

Staff may not hand school keys to any other persons, nor may they arrange for other persons other than approved keyholders to carry out their letting duties on their behalf. Again, to do so would be likely to cause difficulties with insurance in the event of an accident, injury or negligence.

All staff, Governors and members of the management team will be given a copy of this document.

This document will be reviewed and monitored by the Premises, Health and Safety Committee on a regular basis.

Date: November 2012

Person Responsible: Governors

Ratified by Governors:

Headteacher:

Chair of Governors:

Review Date: July 2014

Appendix 1

All lettings will be for a minimum of 2 hours duration. Additional part hours will be charged per half hour:

Facilities	Weekday		Weekend (inc Fri. eve)	
	Before 9 pm First 2 hrs per hr	Before 9 pm per hr	Before 9 pm First 2 hrs per hr	Before 9pm/After 9pm per hr
1-2 Classrooms and toilets	£16.5	£11	£22	£11 / £22
Hall, kitchen and toilets	£16.5	£11	£22	£11 / £22
Dance Studio and toilets	£16.5	£11	£22	£11 / £21
Playroom, kitchen & toilets	£16.5	£11	£22	£11 / £22
Grounds, kitchen & toilets	£22	£16.5	£27.5	£16.5 / £27.5
Regular block booking of 10+ hours in any 1 day	£11	£11	£11	£11

A deduction may be negotiated where a regular letting will take responsibility for the cleaning after use.

For block or regular bookings, a discount of up to 25% on the above rates can be applied at the discretion of the Governing Body:

25% discount	charity, external user directly related to school activities
20% discount	Local community user - educational, sport
10% discount	staff, school community

Appendix 2

List of Approved Keyholders

Full Keyholders

Headteacher
Deputy Head
Site Supervisor
Office Manager

Appendix 3

First Aid

All voluntary organisations should carry their own first aid box. The Staff Wash Room is available to be used in an emergency.

Telephone

The school office telephone is always accessible.

Fire Extinguishers

2 fire extinguishers are situated in the hall and outside the school the office.

Hall Floor & Dance Studio

Care and consideration must be given to the hall sports floor and dance studio floor, i.e. no stilettos or black marking shoes.