

LETTINGS POLICY

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Committee Responsible:	Finance and Accommodation

Introduction

This document is a statement of the aims, principles and strategies used for dealing with lettings at St James C of E Primary School.

The Governing Body is aware of its responsibilities for safeguarding children and so, when letting out the school premises, has due regard to safeguarding policies and practices and the school's Prevent duty on anti-radicalisation. The school is committed to safeguarding and promoting the welfare of children and young people and expects hirers and their representatives to share this commitment. The Governors require all hirers and individuals working on school premises on behalf of the hirer to have a DBS disclosure at an appropriate level (as defined by the Disclosure and Barring Service).

The letting of the school premises by the community is welcomed, subject to the following conditions:

1. The needs of the school that is of the Headteacher, Staff and Pupils will take priority over lettings.
2. The Governing Body has the right to refuse any request for hiring.
3. The Governing Body will set charges for lettings guided by these principles and all lettings administration will comply with Section M (Community Use of Schools) of the Surrey County Council Finance Manual. This includes;
 - a) Lettings to the School PTA will be free of charge.
 - b) Lettings to bona fide community groups may be charged at cost, to cover caretaking, energy, wear & tear and administration.
 - c) Where the school is used as a polling station the relevant authority will be charged the actual additional costs incurred by the school.
 - d) Lettings to all other hirers will be charged at cost plus a profit margin as determined by the Governing Body.
 - e) A refundable deposit may be requested for certain lettings.
 - f) Hirers must apply on form ED110 and must sign to confirm that they have read and agreed the terms and conditions.

- g) A letting will only be confirmed on receipt of the completed booking form.
- h) Standard rate VAT may be payable.
- i) Charges for lettings will be reviewed annually.
- j) The school will retain income derived from lettings and costs to the school of lettings will be met from this income.
- k) The Governing Body is aware of its responsibilities for safeguarding children and so, when letting out the school premises, have due regard to [safeguarding policies](#) and practices and the school's Prevent duty on anti-radicalisation. School must hold acknowledgement that hirers will adhere to these school policies.
- l) Where hirers of school premises are undertaking activities involving children the responsibility for vetting checks lies with the hirer. Governors require that for all hirings involving groups working with children, appropriate levels of disclosure have been obtained from the DBS for the individuals working on the school premises. Where a DBS disclosure includes convictions, or other relevant information, the hirer is required to undertake an assessment of risk to determine whether that individual is suitable to work with children and young people.
- m) The school premises will not be let to individuals or organisations if there is reason to believe that the name of the school will be brought into disrepute.
- n) Decisions whether to permit lettings will be made by the Head teacher. If the Headteacher believes a letting should not be permitted he/she will report the reasons to the Governing Body.
- o) All persons hiring the school premises will be expected to conform to the relevant Health & Safety regulations. A copy of the users Risk Assessment must be provided and kept on file in the school. The school must also undertake a risk assessment.
- p) All hirers must carry sufficient Third Party Liability insurance to Surrey County Council requirements. A copy of the insurance policy must be provided and kept on file in the school. If the hirer is not in possession of their own policy the school may organise cover (for an additional fee) through the SCC recommended policy.
- q) All hirers of school facilities should have their own complaints procedure should anyone attending their activity/club have an issue they want to follow through formally.