

# Hipsburn Primary School

## Lettings Policy

September 2025



### Our School Vision

"The most valuable gift we can give a learner is to enable them to think for themselves, to care for others and thereby acquire a sense of self-worth and confidence which can be used to benefit both society and the individual."

## **Objective:**

The Governing Body regards the school buildings and grounds (which are owned by Northumberland County Council) as a community asset and will make every effort to enable them to be used as much as possible. The aim of the school is to encourage its facilities to be used by the local community and approved organisations in so far as is consistent with the security and good management of the school premises, the teaching of its pupils and the interest of its staff.

## **Roles and responsibilities:**

1. The Headteacher and the Governing Body will balance the desire to generate income against the desire to support "worthy" groups within the community. Issues of political balance will also be looked at when considering a letting.
2. The criteria to be used when deciding which groups are to be allowed to use the premises has been agreed and is stated below.
3. The Headteacher will consider requests for bookings against those criteria.
4. The Headteacher will consult the Governing Body on requests for bookings which do not meet these criteria or where there is a potential conflict of interest.
5. A central booking system records all booking details which is kept in the school office.

## **Monitoring and Evaluation:**

1. The Governing Body will receive information from the Headteacher in the form of Budget Reports each term, showing income received from lettings when appropriate to do so.
2. Issues that require intervention by the Headteacher will be noted, together with the action taken and the outcome. The Governing Body will consider whether the additional use of the school premises is achieving the purposes set out at the start of this policy.

## **Lettings which will be considered:**

1. Indoor and outdoor use by local non-profit making or charitable organisations, which:

(a) in the opinion of the Headteacher demonstrate that the use of the premises will be adequately supervised.

(b) in the opinion of the Headteacher are unlikely to cause damage or unreasonable security risks to the school premises or to any member of staff or to bring the school into disrepute.

(c) have at the discretion of the Headteacher their own insurance cover against accidental injury or damage to the premises or to any property being caused by their activities.

2. Indoor or outdoor use by commercial organisations is at the complete discretion of the Headteacher to whom authority is delegated through the Governing Body but not where such use may bring the school into disrepute and/or when as a result of such letting any risk of damage to the school premises, its security or the wellbeing of its staff or pupils was to be considered.

### **Lettings that would be encouraged:**

Educational activities open to school pupils and their families

Activities organised by local community groups for the benefit of the local community

Recreational activities open to pupils and their families

### **Lettings which will not be considered:**

Commercial activities with little potential to support the school

Events selling alcohol

Activities promoting gambling

### **Types of Lettings:**

The Governing Body has agreed to define lettings under the following categories:

School Lettings for activities for pupils or their parents and carers that provide educational benefit to pupils, which the school may wish to subsidise.

Community Lettings for other community groups which should be made on the basis of at least full cost recovery

Commercial Lettings will be charged on a cost plus an income margin for the school

**Security:**

The head teacher has delegated authority to determine the security risk for each letting and will be responsible for allocating a continuous security presence or other appropriate control measures.

**Management of Lettings:**

The governing body has delegated the day-to-day responsibility for lettings to the Headteacher in accordance with the Governing Body's policy. Where appropriate the Head teacher may delegate all or part of this responsibility such as security to other members of staff whilst still retaining overall responsibility for the lettings process. If the headteacher has concerns about a particular request he will consult with the Chair of Governors and the Local Authority.

**Considering Applications for Lettings:**

Organisations seeking to hire the school premises should approach the Head Teacher or the school administrator. Details of charges and conditions of use should be given or referred to.

An Initial Request Form, a copy of which is attached to this policy, should be completed at this stage. A record of all enquiries should be kept on file.

The Head Teacher or designated member of staff will decide on the application with consideration to:

1. The priorities for lettings agreed by Governors and set out in the school's lettings policy
2. The availability of facilities and staff
3. The school's equal opportunities, health and safety and child protection policies
4. The health and safety considerations such as the numbers of users, type of activity, qualifications of instructors, and the necessary public liability insurance cover.

## **Issuing a Lettings Contract:**

Once a letting has been approved, a letter of confirmation will be sent to the hirer, enclosing a copy of the Terms and Conditions and the Lettings Contract. The Lettings Contract should then be signed and returned to the school. The school shall be in receipt of these signed copies before a letting takes place. The person applying to hire the premises will be invoiced for the cost of the letting, in accordance with the Governing Body's current scale of charges. We will seek payment in advance in order to reduce any possible bad debts. An official receipt will be issued for all payments received. All lettings fees received will be paid into the school's individual bank account. The income and expenditure relating to lettings should be clearly recorded by the school and reported under the guidelines for Consistent Financial Reporting.

The Head Teacher on behalf of the Governing Body has the right to refuse an application, and no letting should be regarded as "booked" until approval has been given in writing and payment received in full. The reason for refusal should be recorded on the bottom of the application for lettings form and fully explained to the enquirer.

## **Safety and Security**

The hirer must have adequate insurance and ensure that safeguarding arrangements are in place, including DBS checks for staff and volunteers. It is the hirer's responsibility to provide a letter of confirmation of the DBS checks to the school manager.

The hirer should maintain and look after the fabric of the building and is responsible for the safety of the group within the building.

## **Letting Charges**

The Governors of Hipsburn Primary School have agreed the following charges for the letting of school premises.

Charges are made per session, and each day is divided into four sessions as follows:

- I) Before noon
- II) 12 noon to 6.00pm
- III) 6.00pm to 10.30pm
- IV) 10.30pm to midnight

Should any letting extend into an additional session, the amount to be charged will be for the two sessions:

## **Purpose of Use**

### **Category 1**

Within school hours (term time) various activities which could include - courses for teachers, other staff and student's governors' meetings, business meetings, fundraising events and any meetings where the school does not incur costs.

#### **Lettings charges (per session)**

Where there are no costs incurred to school, there will be no charge made. However, this is solely at the discretion of the Governors.

### **Category 2**

Outside school hours (term time) meetings

#### **Lettings charges per session:**

| <b>Monday - Friday</b> | <b>Saturday</b> | <b>Sunday</b>   |
|------------------------|-----------------|-----------------|
| £25 (1-5 rooms)        | £35 (1-5 rooms) | £50 (1-5 rooms) |

In addition to the charges listed above, there may be extra charges if the caretaker has to set up chairs and tables.

### **Category 3**

Social occasions and events where a charge is made to the public.

#### **Lettings charges per session:**

| <b>Monday - Friday</b> | <b>Saturday</b> | <b>Sunday</b>   |
|------------------------|-----------------|-----------------|
| £35 (1-5 rooms)        | £50 (1-5 rooms) | £75 (1-5 rooms) |

Prior agreement must be obtained if the letting is to continue after 10.30pm or midnight. If an event continues after midnight extra charges will be made to include the cost of the caretaker's wages at overtime rates.

## **The School Grounds**

Charges for the field to be used for fetes, carnivals and other events are to be negotiated (no cutting or marking out required). Where the letting requires the preparation of pitches extra charges to cover costs may be involved.

If any lettings cause damage to the school property or grounds then the person responsible for letting will be held responsible for repair costs.

**Please note: All applicants wishing to let school premises must apply in the first instance to the Headteacher, who will then discuss the let as appropriate with the Governing Body.**

**This policy was ratified by governors in .....**

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## HIRE OF SCHOOL ACCOMODATION BOOKING FORM

### Hirers Information:

Organisation:

Contact Name:

Address:

Contact email address:

Contact telephone number:

### Booking Information:

Dates of booking:

Times:

Rooms/Facilities required:

### Payment Information:

Net Charge:

VAT Charge:

Total due:

Deposit paid:

Bank Transfer to: Sort Code: 20-58-25

Account Number: 53023915

In the narrative box please put Hipsburn School as a reference.

### Booking Agreement:

Booking agreed by .....on behalf of Hipsburn Primary School.

I agree to pay the above amount and to abide by the terms and conditions of hire as stated in the terms and conditions within the lettings policy received.

Hirers signature..... Date .....

For School Use only:

Amount received: .....

Date: .....

Receipt no:.....

Signature:.....