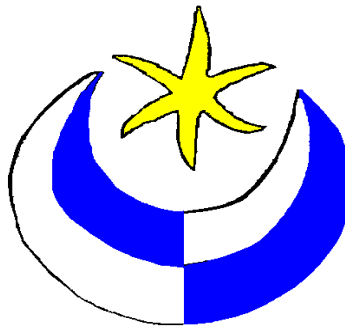


HUNGERFORD PRIMARY SCHOOL



LETTINGS POLICY

Date Policy reviewed: March 26

Date of next review: March 27

Reviewed by: Lisa Eldred

Lettings Policy

Policy Amendments

Policy presented to the resources committee at the Sept 2021 meeting with the addition of annual charges to Hungerford Town Juniors football club.

Policy presented to the Governors at the October 2022 meeting with no amendments

Policy presented to the governors at the September 2023 meeting with no amendments

Policy presented to the governors at the September 2024 meeting . The lettings charges to the .out of school care facility have been removed.

Policy reviewed and presented to the governors at the March 26 meeting. All ad hoc letting rates have been removed .

Hungerford Primary School

LETTINGS POLICY

1. Adoption

The Governing Body adopted the lettings policy set out below.

2. Introduction

The overriding aim of the Governing Body is to support the school in providing the best possible education for its pupils, the promotion of equality of opportunity and the community cohesion of the local area. Any lettings of the premises or grounds to outside organisations will be considered with this in mind.

3. Definition of a letting

A letting may be defined as:

“Any use of the school buildings and ground by parties other than the school and its partners.”

The following activities fall within the corporate life of the school. These activities are not considered to be lettings and costs arising from these uses are therefore a legitimate charge against the school's delegated budget.

- Governing body meetings
- Extra-curricular activities for pupils organised by the school
- School performances
- Family learning
- Parents' meetings
- Meetings of the PTA
- PTA organised events

4. Priority for lettings

The Governing Body is mindful of the needs of the school and the constraints of the school building in terms of security. Therefore the following lettings are allowed:

- Lettings to junior football and cricket clubs using our field. Providing they use their own access onto the school field and do not require use of our car park or unlocking of the main gates.
- The Governing body let the hall space and outside area for the provision of an out of school care facility and also a holiday club.

Additional lettings are not practical due to there not being a site controller to lock & unlock the building out of hours.

The following activities are not considered to be appropriate for lettings as they are either well provided for in the local area; are not deemed to be compatible with the ethos of the school or are not able to be accommodated within the schools facilities.

- Commercial activities with little potential to generate income or support for the

- school
- Events selling alcohol
- Activities promoting gambling

6. Charges

The Governing Body is responsible for setting charges for the letting of the school premises in relation to the allowable lettings (section 4). These are set out in the Schedule of Charges.

The scale of charges will be reviewed annually by the Resources Committee

The school is constrained by law to apply value added tax to all transactions where this is appropriate.

7. Letting times, available facilities and equipment

The following times for the field are deemed appropriate

Weekdays after 6pm

Weekends 8.00 am – 6pm

Out Of school care facility: Use of the school hall, outside areas and toilets.

Weekdays term time 7.45 am- 9.00 am and 2.45 pm – 6pm

Holiday club: Use of the school hall, outside areas and toilets.

Weekdays 8am – 6pm

8. Conduct of users

This is set out in the Terms and Conditions for use of school premises

.9. Management of lettings

The Governing Body has delegated day-to-day responsibility for lettings to the Head teacher in accordance with this policy. Where appropriate, the Head teacher may delegate all or part of this responsibility, such as security, child protection to other members of staff, whilst still retaining overall responsibility for the lettings process.

If the Head teacher has any concern about whether a particular request for a letting is appropriate or not, she will consult with the Chair of the Governors.

A report on lettings will be made to The Governing Body and will include information on users, finances, incidents and accidents, enquiries, and any lettings refused.

11. Considering applications for lettings

Organisations seeking to hire the school premises should approach the Head teacher. Details of charges and conditions of use should be given or referred to. An application in writing detailing potential use and times required should be submitted at this stage. A record of all enquiries should be kept on file.

The headteacher will decide on the application with consideration to:

- the priorities for lettings agreed by Governors and set out in the school's lettings policy

- the availability of the facilities
- the schools equal opportunities, health and safety, child protection policies
- the health and safety considerations such as numbers of users, type of activity, qualifications of instructors etc.

12. 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 and or a deposit to cover damage.

All lettings fees received will be paid directly into the school's 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 Headteacher 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 refusals should be recorded on the bottom of the application for lettings form and fully explained to the enquirer.

A completed risk assessment completed by both parties will be kept on file for each letting.

March 2026

Terms and Conditions of Hire for School Field

Hungerford Primary School

The Hirer must ensure that their time used complies with the time paid for.

The Hirer must ensure that there is no smoking or vaping anywhere on the premises at any time.

The Hirer must ensure that security is paramount and that access gates are securely locked and checked at the end of the hire period.

The Hirer must ensure that the field is litter free at the end of the hire period.

The Hirer must ensure that dogs are not brought on to the field. (With the exception of guide dogs). The Hirer is responsible for ensuring that any mess from these dogs is cleared away and disposed of responsibly.

The Hirer must ensure that the behaviour of all on the field is socially acceptable. i.e no bad language, anti-social behaviour towards neighbours etc

All people using the field do so at their own risk. People/children should not use the climbing trail or the tyres. Hungerford Primary school accepts no responsibility for accidents that occur as a result of disregarding this point

The Hirer should have liability insurance in line with that stated by West Berkshire Council

Disregard for any of the above could result in the hire period being terminated immediately

Headteacher

Chair of Resources
Committee

Hungerford Primary School

Schedule of Charges for Community Use as at 1st April 2026

Charges agreed for:-

**Out of School/holiday club
Facility**

No lettings fee charged

Hungerford Town Juniors Football Club

Annual lettings fee for use of School football pitches	£600
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