



Sussex Road CP School **Lettings Policy**

Aim

Provided there is no interruption to school use of the premises, part of the school buildings and grounds may be let to outside bodies after the end of the school day, at weekends and during the holidays, to:

- Generate income for the school.
- Better integrate the school into the local community.
- Familiarise families, who may join our school community, with the school.
- Satisfy some of the needs of local individuals, groups, and organisations.
- Increase the use of facilities that are under used by the school.

Any hire agreement entered in to does not constitute a Landlord/Tenant agreement.

Implementation

Bookings are made through the representative of the school, normally the School Business Manager or a member of the Administration Team, as authorised by the Governing Board, and confirmed in writing.

- School activities have priority, followed by Polkadots Out of Hours Provision and PTA
- Outline charges are set by the School Business Manager and the Headteacher and reviewed each September.
- Specific charges are set at the time of the agreement.
- Any VAT liability of the letting is determined at the time of the agreement.
- Payment will be in advance for Ad Hoc hire agreements. Regular booking will be invoiced termly in advance by the school.
- All long-term agreements. will be reviewed annually
- Ad Hoc bookings will not be confirmed more than 4 months in advance, although provisional bookings may be made at any time.
- All Ad Hoc lets are recorded in the School Office Outlook diary.

All Users will sign an agreement that covering:

- Terms and conditions relating to type of and length of use.
- Cancellation.
- Damage.
- Insurance.
- Charging.
- Restrictions on use.
- Licensing for the sale of alcohol, or public performances.
- Parking .

Roles and Responsibilities

Hirer

The hirer must: -

- Complete a formal hire application.
- Complete an appropriate risk assessment when required in relation to the premises or activity or equipment involved, and ensure any controls are complied with.
- Lodge a copy of current Public Liability Insurance Certificate with the school for the duration of their letting period or for ad hoc agreements pay a % of the hire fee to gain cover from the School's Public liability Insurance.
- Ensure they are aware of emergency exits rooms hired and ensure this is shared with other attendees.
- Take responsibility for supervision and all First Aid during any let.
- Take responsibility for the security of the area of the school being used.

PTA – Sussex Road School Association

In addition to the above the SRSA must: -

- Ensure that the school is given at least once term notice of proposed fundraising events planned for the school site.

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November 2023	SBM	Annually

- Be aware of the safeguarding implications of hosting events for pupils where their families are not present. The committee must ensure that sufficient DBS cleared adults are available to run an event safely. Unchecked adults must be always chaperoned.
- Be mindful that the school remains a working environment after 3.15pm and children remaining on site as part of any set up process are expected to remain with their family member and follow all normal school rules.
- Return all furniture borrowed from other rooms so that lessons may begin as normal on the next school day.
- Nominate a competent key holder from within the committee where the Site Manager is unavailable.
- Ensure all events end in a timely manner and the impact in the school's neighbours considered at all times.

Site Manager

The Site Manager will: -

- Undertake opening and closing the school or brief the nominated Key holder to ensure the school is left secure at the end of each let.
- Complete post-letting checks and reported to the school authorised representative any areas of concern.
- The authorised representative will monitor lets to ensure that excess wear and tear on the buildings and equipment is kept to a minimum and will follow up unsatisfactory lettings to resolve issues.

School Staff

Staff will: -

- Advise the Administration Team of any events, including clubs they plan, which are to take place on the school site, outside of the school day, so that rooms may be booked.

Responsible Person

The responsible Person will: -

- Maintain an effective booking system to minimise the possibility of double booking.
- Offer alternative accommodation or advise the hirer to cancel their session where this is not appropriate, where a school event such as a parents evening is planned.

Insurance

KCC insurance through the school's Public liability Policy is made available to Ad Hoc hirers through the rental payment made to the School.

The PTA are required to maintain their own Public Liability Insurance

All paid commercial lets are required to hold Public Liability insurance and to lodge a copy of their current certificate with the school.

Monitoring & Evaluation

Lettings will be evaluated to assess the additional income raised for the school, less the cost of any reasonable wear and tear to the furniture and fabric of the school, made during lets and costs of additional heating and Site Manager's payments to ensure Value for Money is achieved from each let. All hire rates are reviewed annually for implementation at the beginning of the academic year.

Fuel Costs

The school reserves the right to review rental fees especially where out of hours heating and electricity usage costs become disproportionate to income gained from any let. This clause will be added to all regular agreements and remain in place subject to annual review.

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Appendix One - Letting Policy Current Charges Appendix

Updates November 2023

Charges for regular lets and community links with Sussex Road School.

Company and ad hoc lets.

£15 per hour with a minimum let of 2 hours to include KCC insurance cover and Key holder fee for locking and unlocking.

Paid Clubs providing Pupil enrichment.

The first hour of any school week will not attract rental charges. Any subsequent hours booked by the same hirer during the same week will be charged at £15 per hour, however, no 2-hour minimum let will be required.

Specific Charges re Polkadots Out of Hours.

These rates reflect the service provided by Polkadots to enable Sussex Road School to offer Extended School's Care in line with Government requirement. (These charges are suspended until April 2022.)

[Breakfast Club](#)

£5 per morning session for one hour.

This rate is subject to annual reviews and will be increased as and when the club becomes economically viable.

[After School Club](#)

£15 per hour with a minimum let of 2 hours.

The school will allow the final hour as contingency for uncollected children, subject to their agreement to mop the New Hall at end then of each evening. This agreement is based on the understanding that the Club do not actively seek to extend regular provision to 6.30pm.

[Holiday Club](#)

£80 per day

Reduced charges for part days will be considered for regular users and charged on a percentage of a full day rate.

The school will review fees charged annually for implementation at the beginning of each academic year.

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