



# LETTINGS POLICY

## PLEASE SEE 'LETTINGS INFORMATION LEAFLET' FOR AVAILABLE FACILITIES AND SCALE OF CHARGES

This policy has been written:

- in order to identify those groups to whom we are willing to let the premises and on what terms;
- as guidance for those arranging lettings of our school facilities;
- as guidance to Governors when annually determining the scale of charges.

Governors will always endeavour to ensure that the facilities made available under any individual letting are safe and appropriate for the proposed use.

Costs will be covered by the lettings charge, except for the following:

- **No** charge will be made to organisations requesting the use of the school facilities for extra-curricular activities exclusively for the children from Boyne Hill CE Infant & Nursery School within the normal school working day (8:45am – 3:30pm).
- **No** charge will be made for educational services to the community within the normal school working day, e.g., Life-Long Learning for Adults.

Lettings charges are to be reviewed annually and where necessary, the cost of hiring facilities other than those for which a charge has been set may be determined upon application to the Head Teacher.

### Lettings fall into three groups:

1. Commercial and community lettings
2. Lettings to the local authority
3. General

### 1. Commercial and community lettings

Charges made for a commercial or community letting will cover all costs. How much is charged above the break-even costs will be determined to some extent by market forces.

Governors or the Head Teacher will be able to require a deposit and full payment in advance if this is considered appropriate.

The scale of charges will be determined annually during the Spring Term.

With all lettings, the Site Controller will be offered additional hours or overtime in accordance with his/her Conditions of Service.

If the Site Controller has declined the letting, the Head Teacher may nominate a responsible named person to be key holder for that letting.

### 2. Lettings to the Local Authority

Lettings under this heading will be charged at the actual costs incurred.

*a) SCHOOL'S OWN USE*

The school's own use of its premises outside the normal working day should be considered here; whilst there is no income, there is a cost which will need to be taken into account when calculating the school's budget.

*b) LETTINGS FOR ELECTIONS*

The school will provide the facilities required by the Returning Officer who is empowered to pay only for additional costs incurred by the School as a result of its use as a polling station.

*c) OTHER LOCAL AUTHORITY REQUESTS*

The local authority will be able to use the school's premises if they are not otherwise being used and will be requested to pay for costs incurred.

### **3. General**

The Governors are keen to encourage educational and community use of the school facilities, subject to availability, which operate within the ethos of the school.

**Ethos Statement:** "Boyne Hill C of E Infant & Nursery School recognises its historic foundation and will preserve and develop its religious character in accordance with the principles of the Church of England. We aim to nourish our community by providing an education of the highest quality within the context of Christian belief and practice. We encourage an understanding of the meaning and significance of Christian values and promote them through the experience we offer to all."

The school reserves the right to refuse a letting for purposes that are not in line with our Christian ethos. No lettings will be granted for political parties or any activities that the Governing Board feels may put children at risk of radicalisation or extremism.

The Governors and the Head Teacher will consult the Local Education Authority Management Unit if further advice is needed on any new letting.

The terms of agreement for the letting and any relevant additional information concerning Health and Safety issues or practical arrangements will be made available to any group or persons using or hiring school facilities via the Lettings Pack.

It is the hirer's(s') responsibility to ensure that the terms are read and understood before the letting commences.

**This policy will be reviewed annually**

Last reviewed: November 2025