

# THE WINCHCOMBE SCHOOL - POLICY DOCUMENT

TITLE: LETTINGS	STATUS: Discretionary
<p><b>PURPOSE:</b> Elements of the school site may be let out to other organisations, outside normal lesson times. Charges may be levied for the use of the site. This policy determines the guidelines for these lettings.</p> <p>Funding from lettings will be used to enhance the teaching and learning of the pupils at the school.</p>	
<p><b>GUIDELINES:</b> It is the policy of the Governing Body to allow the use of the school's facilities for the benefit of the local community and to increase income without detriment to the school. Notwithstanding this, the Headteacher and the Governors reserve the right to refuse a letting at their absolute discretion.</p> <p>Lettings will only be authorised once confirmation of adequate public liability insurance, either from the Local Authority or the hirer, is in place.</p> <p>The Governors have delegated the day-to-day decision-making in respect of lettings to the Headteacher. The Headteacher and staff will implement the necessary contractual, accounting and administrative procedures in accordance with Local Authority regulations and will apply the procedures stated in the school's Financial Management Policy as applicable.</p> <p>The scale and method of charging shall be determined and reviewed at least annually by the Headteacher. Any increases will be notified in writing a month prior to their effect to regular Hirers.</p> <p>All hirers will be required to sign the school's lettings agreement (the current version of the WBC lettings template should be used), which sets out the responsibilities and duties of the hirer in respect of the letting. All lettings will include a "right to terminate" clause.</p> <p>All hirers should also review and sign the school's Health and Safety Policy, which describes the procedures applicable to safeguard the welfare of all users of the school site. Hirers should also sign the timesheet of anyone employed on associated caretaking or key holder duties.</p> <p>Prevent Duty: the school should assess the risk of any activity taking place on site regardless of whether or not pupils are involved. The school should always know what the premises are being used for, and whether these activities pose any direct or indirect threat to pupils, if this is the case hirers must undertake a short introductory training session on Prevent duty in order to understand radicalisation of vulnerable people. This training can be accessed via the following link: <a href="http://www.elearning.prevent.homeoffice.gov.uk">http://www.elearning.prevent.homeoffice.gov.uk</a> A certificate must be printed out and accompany the Hirer's agreement before the premises can be hired.</p> <p>Income from lettings, which is earned through the use of public facility, must be banked as income into the school's public fund budget/imprest account, not into the School Fund.</p> <p>All lettings are at the discretion of the Headteacher. Before being confirmed, the Headteacher will consider lettings that may significantly affect the local community; for</p>	

example, related to noise, traffic and visual impact on the surrounding residents, particularly for evening or weekend lettings.

Those responsible for the school premises for the duration of the Letting are to follow the current security measures. Hirers must undertake their own risk assessment and have their own emergency evacuation procedures in place.

The current letting rates are shown in Appendix A. The Headteacher may impose a surcharge if there is to be a heavy demand on services e.g. water, electricity, fuel oil or the disposal of refuse. Additional cleaning charges or repairs directly arising from the letting may be charged to the hirer.

Requests for hiring of the school grounds will be charged at the appropriate rate, or at the discretion of the Headteacher.

No charges are to be levied for any school-fund-raising activities e.g. PTA events.

LINKED POLICIES:  
Financial Management  
Health & Safety

DATE: October 2025

REVIEW DATE: October 2028

SIGNED: Liam Anderson

Chair of Governors

Date: 20.10.2025

## Appendix A: Scale of Charges

A charge will be levied which covers the following:

- Cost of services (heating & lighting);
- Cost of staffing (additional security, cleaning, unlocking and locking);
- Cost of administration;
- Cost of wear and tear;
- Profit element if appropriate.

There will be three types of hirer:

- **Statutory user**, defined as the following:
  - Polling station;
  - Official meeting of the parish or parochial council;
  - Any other statutory propose which may arise.
  
- **Community user**, defined as the following:
  - Adult learning;
  - Sports teams;
  - Charitable groups;
  - Any other community purpose acceptable to the Headteacher.
  
- **Private user**, defined as the following:
  - Individual users who wish to hire the school premises.

Charges for the three types, for the 2019-20 school academic year, and afterwards until this policy is updated, will be:

<b>Statutory user</b>	To cover the cost of the overheads; non profit-making
<b>Community user</b>	£40.00 per hour or at Head teacher's discretion
<b>Private user</b>	£60.00 per hour or at Head teacher's discretion