



# Whitstable Junior School

# Letting Policy

# 2023/2024

**Governors' Committee Responsible: Resources Committee**

**Policy Originator: School Business Manager**

**Status: Statutory**

**Review Period: Annual**

**Date approved: September 2023**

**Next review date: September 2024**

**Signed: \_\_\_\_\_ Chair of Governors**

## **WHITSTABLE JUNIOR SCHOOL LETTINGS POLICY**

### **Philosophy:**

Provided that there is no interruption to, or curtailment of, 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, in order to:

- Raise income for the school.
- Better integrate the school into the local community.
- Satisfy some of the needs of local individuals, groups and organisations.

Increase the use of facilities which are of necessity under used by the school.

### **Implementation:**

Bookings are made through the School Business Manager as authorised by the Governing Body and confirmed in writing.

- School and PTA activities have priority.
- No bookings are confirmed more than 4 months in advance although provisional bookings may be made at any time.
- Users sign a contract that covers:
  - 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.
- The contract may be updated annually or termly.
- Payment is in advance for single lettings; termly or monthly in arrears for regular lettings.
- Outline charges are set by the Headteacher/Governors and reviewed annually.
- Specific charges are set at the time of the contract.
- A diary is kept covering all school, PTA and outside use of the premises and grounds after school, in evenings, at weekends and in holidays.

### **Roles & Responsibilities:**

The School Business Manager is responsible for the construction and regular update of the lettings diary.

- The PTA and individual teachers are responsible for informing the School Business Manager a term in advance, of events outside teaching hours, which will use the school premises.
- Opening and closing the school is undertaken by the caretaker or by prior agreement with an authorised member of the organisation letting the premises.
- Supervision during the letting is the responsibility of the user. The user is also responsible for the security of the area of the school being used.
- The user is also responsible for ensuring that the area of the school being used (including toilets) are left in a clean and orderly state.
- Post-letting checks are made by the caretaker and reported to the School Business Manager.
- Follow-up of unsatisfactory lettings is made. Due attention is to be paid to avoid undue wear and tear on the buildings and equipment.

### **Monitoring & Evaluation:**

The success of lettings can be equated to the additional income raised for the school, less the cost of any reasonable wear and tear made during lets to the furniture and fabric of the school, costs of additional heating and caretaker's wages.

Any employee of WJS may hire school facilities for educational activities in accordance with our Lettings policy at no extra charge. The event must only be open to WJS pupils and the activity must be entirely consistent with our school values.

All requests are subject to the discretion of the Headteacher and Governing Body.

### **Hire Charges**

<b>Facility being hired</b>	<b>Cost</b>	<b>Additional notes</b>
School Hall	£40.00 per session	Karate
School Hall	£40.00 per session	Samba
Sports pitch	£20.00 per hour	Inclusive Sport
Sports pitch & classroom for HAF scheme	£100.00 per day	Inclusive Sport
Studio hire Am2PM	£30.00 per day	Kindergarten Kids
Oyster Room holiday club	£60.00 per day	Kindergarten Kids
Hall	£40.00 per hire	One-off hire