



Wooden Hill Primary and Nursery School

Lettings Policy

Reviewed by	Resources Committee
Approved by Governing Body	Spring 2017
Responsibility for implementation and review	Headteacher
Date of next review	Autumn 2019
Related Documentation	Health and Safety Policy
To be read by	Site Controller
	Headteacher
	Administration Staff
	Current Lettees
	Future users of the school facilities
Outcome	Improved Community use of school facilities for all

Abbreviations:

WHHSA – Wooden Hill Home School Association
LA – Local Authority

LETTINGS POLICY

1. Governors

The Governing body has approved this Policy and members of the Resources Committee or their representatives have been empowered to make the final decision on the suitability of any Let. The Lettings Policy and Costings will be reviewed annually by the Resources Committee. This will be done before the start of each financial year for adoption by the Governing body.

The Governing body is responsible for ensuring the security of the premises and can entrust the security of the school to a Wooden Hill Home School Association (WHHSA) member, staff member or other responsible person as a named keyholder for a particular Let.

2. Aim

By offering its Hall and astroturf to the local public, Wooden Hill will provide a service to the community without making a loss. The school will be available for letting at all times, subject to the availability of the school site controller, as long as it does not interfere with the normal running of the school.

3. Lettees

Wooden Hill School is prepared to let the above facilities to meet the needs of the local community. This is at the discretion of the Headteacher.

4. The Categories of Let

i. Internal Lettings

- WHHSA: The Governing body has agreed and minuted that the WHHSA will not be charged for the use of the school premises. There will be no restriction on the area of the school used.
- Governing Body/WHHSA meetings. In the interests of energy conservation and budgeting all evening meetings should, if at all possible be held on nights when the school is already being let.
- Aftercare/Breakfast club may use the facilities of the school as necessary.

ii. External Lets

The site controller will remain on site for these lets. With any children and adult birthday parties and discos, full advance payment and 50% of the lettings charge as a returnable deposit against breakages, damages and cleaning will be required. If the premises are not cleaned and left in good order as found then the site controlling costs, at the site controller hourly rate will be deducted from the deposit. The site controller should identify problems eg football, inappropriate footwear etc. Should any function overrun its letting time then a penalty for the overrun will also be deducted from the deposit. The cost of breakages will be deducted from the deposit.

iii. *Extra-Curricular clubs for Wooden Hill pupils.*

There will be specific organisations either invited in by the school, or requested by these organisations to provide extra-curricular clubs for the sole benefit of pupils attending Wooden Hill Primary and Nursery School. These organisations will not be charged a letting fee provided that the club is run during the core school hours of 8am – 6pm. The Headteacher will approve these providers.

iv. *LA Lettings*

These include:

Other schools

LA courses

Adult Education Centres

Elections

Bracknell Council

Police and Neighbourhood Watch

5. Energy Costs

A nominal charge is included to cover energy costs.

6. Insurance

A percentage stipulated by Bracknell Forest Borough Council is included to the letting cost to cover insurance where no such cover is held by the lettee. This includes -

- Third party liability cover in line with the Bracknell Forest Borough Council insurance cover
- Damage by fire, lightning and explosion in line with the Bracknell Forest Borough Council insurance cover
- Accidental damage to the buildings or contents in circumstances where the hirer was negligent in line with the Bracknell Forest Borough Council insurance cover

7. Wear and Tear Costs

An amount per session is included for wear and tear costs (subject to periodic review).

8. Site Controller

The site controller is responsible for doing a premises check with the Lettees prior to and after the Let.

The site controller is responsible for informing the Lettee of Health and safety rules and fire exit procedures for the Let.

9. VAT

If equipment, other than tables, chairs, and sports items are used and hired as part of the letting then the letting becomes liable for VAT.

10. Artificial Pitch

The artificial pitch will be available to let between 5-8pm on weekdays and on school holiday weekdays between 8:30am and 8pm. It will also be available on Saturdays between 10am and 4pm.

11. Payment Terms

Payment for all lets will be monthly and in arrears, subject to review by the Governors' Resources Committee.

12. Health and Safety, First Aid and Accident reporting

The Lettee must be aware of and follow the school's health and safety policy. All accidents must be reported using the Bracknell Forest accident form. All Lettees should have their own designated first aider on site at all times.