



Lettings Policy

Date approved: April 2017
Date of Next Review: April 2018



Article 31

Every child has the right to relax, play and take part in a wide range of cultural and artistic activities.

It is the aim of the Governing Body that, subject to certain conditions and restrictions, the school grounds and premises are made available for hire, for the benefit of the community and others, for a range of educational, social, cultural and recreational activities.

Lettings are occasions or events when the buildings and facilities are used by those who are not employed within the school.

The purpose of this document is to set out the procedures for hiring the school premises whilst ensuring the best interests of both the hirers and the school is maintained.

Facilities available for hire / use:

- School field and / or Main playground
- Hall
- Staff room
- Curriculum kitchen
- “Adult” toilets by the office + “external” toilets
- Car park

NB. Access to the school’s wireless network and the use of audio-visual equipment (e.g. Interactive Whiteboard) may also be available.

Terms and Conditions:

The main terms and conditions are set out in the Hire Agreement form (attached). In addition the following conditions will apply:

- School use will always take priority.
- Normally, approval for the hire will be given by the Headteacher.
- The Governors reserve the right to refuse any letting without explanation or appeal.
- Access will be restricted to those areas specified in the Hire Agreement.

- Documentary evidence of insurance must be provided to secure a booking. All hirers must provide a copy of their Insurance Certificate to satisfy Bracknell Forest Borough Council requirements as shown on the Hire Agreement. An additional premium will be charged if the hirer has insufficient insurance cover. Some hirers may be required to provide a copy of their Safeguarding Children Policy (see below)
- All persons hiring the school premises must comply with the relevant Health and Safety procedures.
- A non-smoking policy prohibits smoking in the building and within the school grounds, including the car park.
- Any exceptions to this policy's scale of charges will be at the discretion of the Headteacher and School Business Manager.

Safeguarding:

- Organisations using school facilities which have youth sections or members under 18, must supply a copy of their Safeguarding Children Policy, satisfying Section 11 of the Children Act, 2014.
- The school reserves the right to refuse or cancel bookings if it deems child protection policies, procedures or practices to be insufficient.

Application for Hire:

Application to hire is usually made in the first instance to the school office or the Headteacher. A Hire Agreement will be completed. The hirer is deemed to be the person or persons named on the hire agreement. This person must remain on the premises during the period of the letting. The Insurance certificate must be produced on application and a photocopy made to be kept in school.

Scale of Charges:

The Governing Body has agreed a differential tariff as follows:

Commercial Lettings *	1 hour hire	Up to £20 per hour
	Morning Session (9am – 12 noon)	Up to £50
	Afternoon Session (1 – 4pm)	Up to £50
	Evening Session (6.15pm – 9.15pm)	Up to £55
	Unsociable Hours Charge before 9am or after 9.15pm	Charge determined as part of fee discussion
	Day Hire (9am – 4pm)	£90
Community Lettings **	Up to £35 per session	

- There can be no letting on a weekday before 6.15pm.
- Block Bookings of 6 weeks / dates or more, will receive an additional discount of 10% off the total hire charge.
- Lettings on a Bank Holiday will be charged at twice the costs shown above.

**Commercial Lettings are businesses who charge for their services for profitable return.*

***Community Lettings are for “not for profit” organisations such as Scouts, Brownies, local sports clubs or amateur dramatics / choirs.*

Invoicing:

- We will invoice termly in advance and require payment at least 7 days prior to the start of the booking.
- Payments must be made by cash or cheque (made payable to Wildmoor Heath School) in advance.
- We are unable to accept bank transfers or standing orders at this time.

Cancellation:

For one-off or short term hires (less than 12 weeks), a notice period of 1 week is required to cancel a booking. For bookings for periods equal to or greater than 12 weeks, there is a 6 week notice period. If due notice is given in writing there will be no cancellation fee. However, a fee of 50% of the invoice value will be payable in lieu of notice.

Provision of Holiday and Wrap around Care:

The governors believe that it is essential that holiday and wrap around care are provided on site for the children of Wildmoor Heath School. Consequently, a separate agreement with an external organisation or company providing these services may be entered into by the Headteacher and School Business Manager with the approval of the governing body. The agreement shall detail the charges for hiring school facilities, the notice period, cancellation charges and any other conditions as necessary. The provider will supply a copy of their Safeguarding Children Policy and agree to reasonable monitoring of their procedures or practices by the school.