

“Together we can achieve more”

Highfield Primary School



Lettings Policy

November 2023

1. Introduction

The Governing Body regards the school buildings and grounds as a community asset and will make every effort to enable them to be available for the delivery of extended services.

The Governing Body welcomes the opportunity to work with partner organisations in extending the range of opportunities to help children and young people achieve their full potential by engaging with services meeting the wider needs of children, young people, families and the local community. The Governing Body acknowledges that extended services, including community services, support and compliment the main teaching and learning activity within the school and contribute towards raising standards. However, we would ask that partners note that schools, by their very nature, may be more constrained than many other organisations in responding to lettings requests.

2. Definition of a Letting

A letting may be defined as “any use of the school premises (buildings and grounds) by either a community group, or a commercial organisation.

A letting must not interfere with the primary activity of the school, which is to provide a high standard teaching and learning environment for all its pupils.

3. Making an application for a Letting

An organisation wishing to hire school premises should contact Ms. Moens by email: office@highfield-pri.enfield.sch.uk.

The school requires evidence of the hirer’s DBS certification, proving that the hirer is compliant with the Safeguarding Children and Safer Recruitment in Education Act 2007.

The school requires evidence of the hirer’s Public Liability Insurance policy to cover all losses and/or personal injury that may arise as a direct result of events or activities they arrange and run in Highfields Primary School premises.

Hirers will be responsible for following their own Children Protection Procedures as appropriate.

4. Charges for a Letting

The Governing Body is responsible for setting charges for the letting of the school premises. A charge may be levied in order to cover the following:

- a) Cost of services (heating and lighting);
- b) Cost of staffing (additional security, caretaking and cleaning) - including “on-costs”;
- c) Cost of administration;
- d) Cost of “wear and tear”;
- e) Cost of insurance
- f) Cost of use of school equipment (if applicable);
- g) Profit element (if appropriate).

The specific charge levied for each letting will be reviewed no less than annually by the Governing Body. This review will take place during the Autumn term, for implementation with effect from 1st November of that year, with a view to a minimum increase of 2.5%. Current charges will be provided in advance of any letting being agreed.

5. Management and Administration of Lettings

The School is responsible for the management of lettings, in accordance with the Governing Body's policy.

6. Complaints

All complaints about administration of the letting should be directed to the school. Complaints about the quality of the provision will be made to the relevant hirer.

LETTINGS CHARGES

HALL – Monday to Friday	£45 per hour
HALL - Saturday	£55 per hour
CANTEEN - Saturday	£55 per hour
DALI AND LEARNING ZONE ROOMS– Monday to Friday	£25 per hour
FOOTBALL PITCH/FIELD– Monday to Friday	£45 per hour
FOOTBALL PITCH/FIELD - Saturday	£65 per hour

N.B.

- All charges exclude VAT and are per hour or part thereof;
- Bookings for school holidays are to be requested in advance;
- Additional charges will be levied if school premises or property are damaged or lost as a result of a letting.