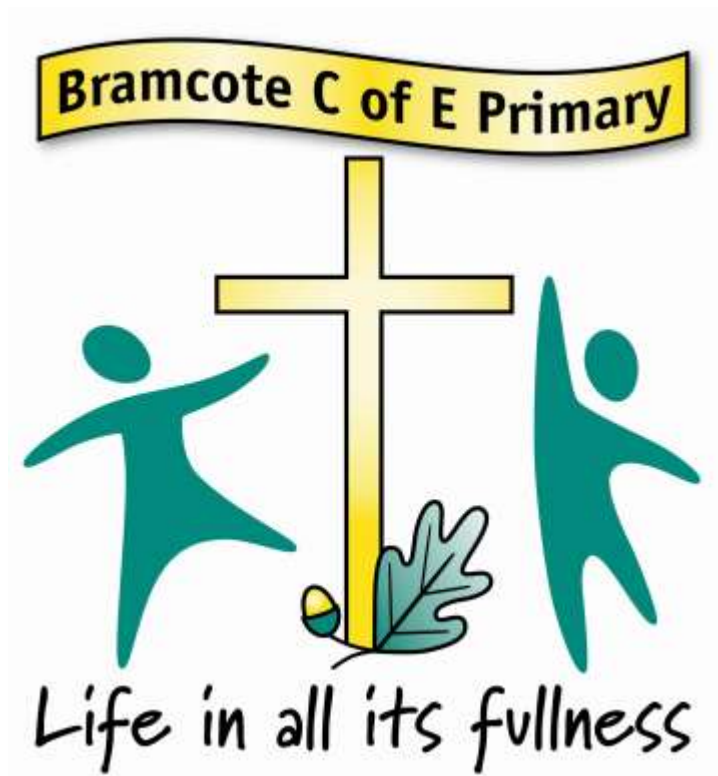


Bramcote Church of England Primary



School Lettings Policy

March 2026

Amendments To School Lettings Policy

October 2015	It was discussed by F&GP and there are no amendments to this policy next review October 2016.								
January 2016	Addition of a statutory sentence under the prevent duty. <i>"The School must not use, permit or allow rooms/site to be used for any extremist or terrorist activities or for the dissemination of extremist views or materials."</i> Next Review January 2017								
January 2017	It was discussed by F&GP and decided that deemed no amendments were necessary.								
December 2017	It was discussed by F&GP committee on 14th December 2017. Amendments to <u>Payment Methods</u> • It is usual practice for one off lettings to be paid in full at the time of booking. • Regular bookings are invoiced each month and payment is taken in arrears of booking. • Commercial organisations e.g. spaghetti maths are requested to pay 50% of the booking charge in advance with the remaining 50% to be paid at the end of the letting.								
December 2018	No changes made								
March 2019	No changes made								
March 2022	No changes made								
March 2024	Increased lettings charges in Appendix 1. <table> <tr> <td>Evening Hire for Children's Parties</td> <td>£40.00</td> </tr> <tr> <td>Evening Hire for Other Activities</td> <td>£45.00</td> </tr> <tr> <td>Weekend Hire for Children's Parties</td> <td>£45.00</td> </tr> <tr> <td>Weekend Hire for Other Activities</td> <td>£50.00</td> </tr> </table> for first 3 hours Commercial Lettings are at the discretion of the headteacher – please telephone to discuss hire charges and conditions. The above hire charges are subject to change at the discretion of the school.	Evening Hire for Children's Parties	£40.00	Evening Hire for Other Activities	£45.00	Weekend Hire for Children's Parties	£45.00	Weekend Hire for Other Activities	£50.00
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Weekend Hire for Other Activities	£50.00								
March 2025	No changes								
March 2026	No changes								

Lettings Policy

The letting of the school premises by the community is welcomed, subject to the following conditions:-

- Use of the premises for school functions will take priority over lettings.
- The Governing Body will set charges for lettings guided by these principles:-
 - Lettings to the Bramcote CofE Friends Association will be free of charge.
 - Lettings to bona fide community groups will be charged to cover caretaking, energy, wear & tear, administration.
 - Where a letting is subsidised by the Youth and Community Service that Service will determine the proportion of the letting charge to be paid direct by the Hirer.
 - Where the school is used as a polling station the relevant authority will be charged the actual additional costs incurred by the school.
 - Lettings to all other hirers will be charged at cost plus a profit margin determined by the Governing Body.
- Income derived from lettings will be retained by the school and costs to the school of lettings will be met from this income.
- The School must not use, permit or allow rooms/site to be used for any extremist or terrorist activities or for the dissemination of extremist views or materials.
- The school premises will not be let to individuals or organisations if there is reason to believe that the name of the school will be brought into disrepute.
- The school premises (will/will not) be let for functions where a Public Entertainment License is required.
- Decisions whether to permit lettings will be made by the Governing Body. If the Headteacher believes a letting should not be permitted he/she will report the reasons to the Governing Body.
- All persons hiring the school premises will be expected to conform to the relevant Health & Safety regulations.
- All external organisations hiring the school premises should ensure that they have their own public liability insurance.

Payment methods

The Governors are mindful of their responsibilities in safeguarding the school from bad debt.

- It is usual practice for one off lettings to be paid in full at the time of booking.
- Regular bookings are invoiced each month and payment is taken in arrears of booking.
- Commercial organisations e.g. spaghetti maths are requested to pay 50% of the booking charge in advance with the remaining 50% to be paid at the end of the letting.

Cheques or cash are both acceptable, but cheques should wherever possible should be supported by a guarantee card. In all cases where cash or cheques are paid over then an official receipt must be issued.

Security

The Governors will not normally insist upon continuous caretaking presence. However they reserve the right, and have delegated power to the Headteacher, to insist upon caretaking presence where in his view the nature of the hiring may leave the school vulnerable to theft or damage.

Equality, Diversity and Inclusion

At Bramcote C of E Primary School we aim to ensure that no member of the school community experiences harassment, less favourable treatment or discrimination within the learning environment because of their age; any disability they may have; their ethnicity, colour or national origin; their gender; their religion or beliefs.

We value the diversity of individuals within our school and do not discriminate against anyone because of 'differences'. We believe that all our children matter and we value their families too.

Review of the policy

The Governors will review the policy each year and the scale of hire charges for the forthcoming financial year will also be reviewed and updated.

Policy Reviewed and Agreed: March 2026

Next Review Date: March 2027

APPENDIX 1

LETTINGS CHARGES

Evening Hire for Children's Parties	£40.00
Evening Hire for Other Activities	£45.00
Weekend Hire for Children's Parties	£45.00
Weekend Hire for Other Activities	£50.00 for first 3 hours

Commercial Lettings are at the discretion of the headteacher – please telephone to discuss hire charges and conditions.

The above hire charges are subject to change at the discretion of the school.