



SCOTHOLME PRIMARY SCHOOL



LETTINGS POLICY

One of the key aims of Scottholme Primary School is to work in partnership with the local community. To meet this aim we support activities which take place within the school premises (in addition to those organised by school). At the present time we host a number of courses in school. These take place within school time.

The layout of the school is such that we do not encourage lettings to other groups outside school hours.

However, in the event of lettings being agreed the following charges will apply.

Charges for one-off usage per 2 hour session:-

Area	Monday-Friday	Saturday	Sunday
Main Hall	30.00	35.00	60.00
Dining Hall	25.00	30.00	50.00
Playground Hire	17.00	25.00	Not available
Caretakers Letting Fee	48.00	50.00	60.00
Total	120.00	140.00	170.00

Charges for long term usage per 2 hour session (Main Hall or Dining Room + Playground)

Details	Monday - Friday	Saturday	Sunday
Caretakers Letting Fee	48.00	50.00	60.00
Cleaning	12.00	16.00	20.00
Heating and Lighting	20.00	20.00	20.00
School Admin Charge	10.00	10.00	10.00
10% wear and tear	10.00	12.00	15.00
10% Profit	10.00	12.00	15.00
Total Hire Charge	110.00	120.00	140.00

Agreement and Insurance

All hirers who let one of the above areas must complete a 'Lettings Agreement' and provide the school office with copies of Insurance Policies they hold. This must be provided at least 7 days prior to the hire date and reviewed by the Headteacher or School Business Manager.

Child Protection

In addition the user's liability in respect of health and safety, the user specifically undertakes to ensure that all staff and volunteers providing or offering a service on behalf of the User work to the standards outlined through the DCSF publication and guidance 'Safeguarding Children and Safer Recruitment in Education' (2018) and are familiar with and agree to follow the expectations of both this guidance and the local area procedures produced through the Nottingham City Safeguarding Children's Board.

Review Date

These charges will apply from 1st January 2019. This policy will be subject to annual review during the winter term each year.