



ST ALBAN'S CE (AIDED) PRIMARY SCHOOL

"Inspired to make a difference in God's world with excellence and love"

LETTINGS POLICY

DOCUMENT INFORMATION			
Reviewed by: Resources committee			
Last Review:	Spring 2023	Next Review:	Spring 2026
Review Cycle:	3 yearly		

1. Purpose

The purpose of this policy is to ensure that the most effective use is made of the school premises. The Governors believe the school should be a centre for lifelong learners. It is recognised that the facilities can be used to generate funds for the school. The policy sets out the criteria for making decisions on requests for use of the school by external organisations.

2. Relationship to other policies

This policy should be read in conjunction with the equal opportunities policy, the health and safety policy and the teaching and learning policy.

3. Roles and responsibilities

The head teacher will:

- Consider requests for bookings
- Balance the desire to generate income against the desire to provide specific service for the school (e.g. child care) which will include considering applying the discounts detailed in the Charging Policy in the light of this. The Headteacher will refer to the Governors' Resources Committee any application from a profit-making organisation to hire the premises where a reduced rate of more than 50% reduction is requested.
- Ensure that use by external organisations does not degrade the standards of the facilities to the extent that they are no longer suitable for use by pupils
- Consider issues of political balance
- Consider the implications of all requests received, and the management of ongoing lettings, for the health, safety and security of pupils and staff, and for the safeguarding of pupils
- Consider the implications of all requests for staff workload
- Take advice from the LA when setting charges to be levied
- Maintain records of bookings
- Consult the Governing Body on requests for bookings which are unusual, sensitive or where there is a potential conflict of interest

4. Arrangements for monitoring and evaluation

The Governing body will:

- Receive termly reports from the head teacher on the schedule of use of the school outside of the school day
- Note issues that required intervention by the head teacher, together with the action taken and the outcome
- Consider whether the additional use of the school premises is achieving the purposes set out above
- Provide advice and guidance as appropriate