



Lettings

Adopted On:	December 2021
Review Date:	December 2022
Review Frequency:	Annually
Approved By:	Headteacher

School Lettings Policy

Aims

The aim of this policy is to provide guidelines for the use of school facilities for the benefit of the school and its community. To enable the school management to achieve this aim the Governing Body has drawn up the following policy.

Policy Statement

- The needs of the school that is of the Head Teacher, staff and pupils shall be given priority.
- The Governing Body via delegation to the Headteacher and School Business Manager has the right to refuse any request for hiring.
- All lettings administration must comply with Section M (Community Use of Schools) of the Surrey County Council Finance Manual.

Lettings Policy

- Hirers must apply on an 'application to use school premises' form ED110 and must sign to confirm that they have read and agreed the terms and conditions.
- A letting will only be confirmed on receipt of the completed booking form. A copy of the lettings policy will be issued with the confirmation.
- A non-refundable deposit may be requested for lettings.
- Payment for all lettings shall be made in accordance with the schedule and terms and conditions on Approval of letting Form FIN566. No refunds will be given if the hirer is unable to fulfil his part of the lettings agreement.
- Standard rate V.A.T. may be payable.
- All non-Education users must be covered by insurance and proof provided to the school for their records.
- Charges for lettings will be reviewed annually in September. Further information regarding fees and lettings procedures can be obtained from the School Business Manager.
- Surrey County Council operates a No Smoking policy on all its premises.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and so, when letting out the school premises, has due regard to safeguarding policies and practices and the school's Prevent duty on anti-radicalisation. Where hirers of school premises are

undertaking activities involving children the responsibility for vetting checks lies with the hirer.

School Lettings Policy

Moss Lane School is committed to safeguarding and promoting the welfare of children and young people and expects hirers and their representatives to share this commitment. The Governors require that for all hirings involving groups working with children, an appropriate level of disclosure has been obtained from the DBS for the individuals working on the school premises. Where a DBS/CRB disclosure includes convictions, or other relevant information, the hirer is required to undertake an assessment of risk to determine whether that individual is suitable to work with children and young people.

In addition to the above, the Childcare Act 2006 provides that a person who is disqualified under the Childcare (Disqualification) Regulations 2009 may not provide relevant childcare or be directly concerned in the management of such provision. The Governors, therefore, require that all hirers providing relevant childcare under the Childcare Act 2006 have informed those individuals who would be deployed to provide or manage the childcare on school premises that they will be committing an offence if they do so whilst disqualified under the 2009 Regulations and that they must inform the hirer if they consider that they could be disqualified under the legislation. In the event of any individual providing such disclosure, the hirer is required to take appropriate action to ensure that no disqualified person is employed or otherwise provides services, with or without payment, in connection with relevant childcare provision on the school premises.

Charging

The Governors formally adopt the general rules, regulations and guidelines set out in the LMS Guidance Manual – Finance, Section M – Community Use of Schools. However, the intention must be to maximise income from this valuable source of revenue and with this in mind the Governors have approved the school tariffs for letting of various areas. These tariffs can be obtained from the School Business Manager.