



Sir Thomas Abney
PRIMARY SCHOOL

Lettings Policy

Approved by:	Resources Committee	Date: November 2017
Last reviewed on:	November 2017	
Next review due by:	November 2018	

LETTINGS POLICY

General Aims

The Governing Body will be pleased to consider applications for the usage of school premises outside normal hours in line with The Learning Trust policies. Priority will be given to:-

1. Use by Hackney Learning Trust and other accredited bodies for the education of young people.
2. Use for school functions, business meetings of Friends of STA , Governing Body and special events for the benefit of the school.
3. Other users approved by the Governing Body on an ad hoc basis.

Other uses are those which are consistent with the aims of the school. Priority will be given to activities which benefit the children of the school and the school community.

Implementation and monitoring

1. New lettings will be approved by the Headteacher and reported to the Resources Committee.
2. No lettings will be approved:
 - to anyone under the age of 18.
 - To any organisation with an unlawful or extremist background.
3. The policy will be administered by the School Business Manager and will follow Hackney Learning Trust's guidelines as specified in the Finance Guidance Manual. The following records are essential for audit purposes:-
 - Application Forms
 - Confirmation and Approval of Lettings forms
 - Record of Bookings
4. All hirers are required to meet their contractual requirements e.g appropriate use of premises, damage, facilities left in clean and tidy state and to conform to Health & Safety requirements.
5. If activities are aimed at children the following must be in place:
 - Mandatory DBS checks
 - Up to date safeguarding policies and procedures evidenced
6. No lettings will be made without a contract and adequate third party insurance indemnity. The hirer will be reminded of their contractual obligations.
7. The Hirer must not sublet the school premises to another person or organisation.
8. The Resources Committee will set charges annually in line with the school's financial year and review the policy annually.

Approved by Governing Body on

Signed.....Chair of Governors

