



## GOVERNORS' POLICY STATEMENT ON LETTINGS

Issue No	Author/Owner	Date Written/Amended	Approved by Governors on	Comments
1	KJM	January 2009	January 2009	Approved
2	WF	December 2014	10 December 2014	Approved
3	WF	June 2016	29 June 2016	Approved

The Governing Body is responsible for the conditions of hire of school premises. The regulations for hire are set out in a document sent to all prospective users; hire charges are reviewed annually to take effect in September. The principles underlying the application of charges to different types of users follow.

### **Statutory users**

Statutory use of school premises takes priority over all other uses. This includes use as a polling station or for political meetings when an election (local or parliamentary) has been declared, use for official meetings of parochial councils or any other statutory purpose which may arise.

A charge may be made to cover the cost of the hire.

### **School users**

The school uses premises out of school hours for meetings (governors, BSA, staff, parents), extended school activities (curricular and extra-curricular), social functions and other purposes.

Governors are aware that this usage incurs costs but usually do not require internal charges to be made. An exception to this is when tickets are sold for an event then the cost of site overtime for rehearsals and performances is reclaimed from the income received from ticket sales.

### **Community users**

The school is used on a regular basis for community education classes and for classes and clubs run by individuals and open to local people.

Governors approve lettings charges annually, set at a level to ensure that the school does not subsidise the lettings but also at a level to encourage such activities. A reduced fee may be charged for a short time to enable a new group to become established.

### **Other users**

A variety of users, such as the annual Dance Eisteddfod, caravan rallies, theatre and dance, football club presentations, social and fundraising events for local groups, guiders' training day, brownie and guide camp and school reunions.

Lettings charges, annually reviewed and approved by the Governors, apply except that any proposed hiring for commercial purposes is referred to the School Business Manager.

### **Authorisation of lettings applications**

The Operations Manager and School Business Manager authorise lettings on behalf of the Headteacher.