


LETTINGS POLICY

	Fetcham Village Infant School	Committee Responsible :	Community & Welfare
		Approved by Governors :	Spring 2023
		Next Review Date :	Spring 2024

This policy provides guidelines for the use of school facilities for the benefit of the school and its community.

Principles

1. In assessing applications, the school will consider the likely costs of such activity, including the costs of administering the letting and general dilapidations that will arise through extended use of the building. No let shall be agreed where to do so would impinge on the school's core funding regardless of the potential social and community benefit that might arise.
2. The school will not let any group that promotes or supports activities contrary to the moral and social ethos of the school: for example, groups promoting racism, sexism, ageism, homophobia or any other type of discriminatory practice, or those whose presence would otherwise be incompatible with the school's ethos and policies.
3. Before letting the school premises (including the school field) we will have regard to the likelihood of any damage being caused to the premises or any nuisance that may arise as a result of accepting the booking.
4. The safety of all children on school premises remains paramount, regardless of whether they are pupils of Fetcham Village Infant School, therefore, the school will require the hirer to complete the risk assessment (Procedures for After School Clubs) confirming that appropriate systems are in place to ensure the safeguarding of children on school premises. There is an expectation that the hirer keeps a register of attendance and is aware of all medical needs along with up-to-date parent contact details.
5. The school reserves the right to ask for appropriate documentation as part of the hire agreement; Public Liability insurance documents and up to date DBS certificates will need to be provided at the application stage.

6. The needs of the school, that is the head teacher, staff and pupils shall be given priority.
7. The governors will always aim to balance the allocation of lettings to community use and to general hirers.
8. The governing body has the right to refuse any request for hiring.

Applications

1. Hirers must apply on form ED110 (available electronically from the school office) and must sign to confirm that they have read and agreed the terms and conditions. This form covers both regular and one-off lets.
2. A letting will only be confirmed via form FIN566 on receipt of the completed booking form. A copy of the lettings policy will be issued with the confirmation.
3. At the present time, whilst the school budget allows, the governing body has decided not to charge after school clubs for the hire of the hall or field, as these clubs are beneficial for, and only open to, children from this school. Should this charging policy change, the following points 4, 5 and 7 will apply. The PTA are not charged a letting fee.
4. A refundable deposit may be requested for certain lettings.
5. Payment for all lettings shall be paid termly in advance where appropriate. No refunds will be given if the hirer is unable to fulfil his part of the lettings agreement.
6. All non-school users must be covered by their own insurance with a minimum of £5M public liability cover. A copy of the hirer's insurance certificate is kept in the school office lettings file.
7. Charges for lettings will be those recommended by Surrey County Council. Further information regarding fees and lettings procedures can be obtained from the school office.
8. It is against Surrey County Council's and this governing body's policies for any person to use the school grounds without the express permissions of both bodies.
9. Permission is granted to use the footpaths to and from the let premises only and not to use the playground, playground facilities or school field (unless part of the let and detailed on form ED110).

10. The car parks must not be used without prior agreement of the School. We would emphasise that it is the hirer's responsibility to ensure that all users observe this condition. Use of areas other than those for which permission has been granted will be deemed as trespassing and any resulting accidents would not be the responsibility of the governors, the Head teacher, the School or Surrey County Council.
11. Fetcham Village Infant School has adopted a no-smoking policy in order to protect the health and working environment of all members of the school community. All hirers are asked to ensure that the no-smoking policy is observed.

Approvals

Mrs Cath Garel
Chair of Governors

Mrs Christine Shuman
Head teacher