



Chase Side Primary School

Lettings Policy

Making the partnership work

Adopted by the Governors of Chase Side Primary School
on the 14th January 2026

Next review: January 2027

As for all policies we undertake within our school, the aspects of the Lettings Policy must fit with the ethos, values and vision for the school which are:

Our Ethos:

Our ethos encompasses being welcoming, inclusive, friendly, caring and ensuring that working together underpins everything we do.

Everyone has the right to expect and benefit from this ethos and these values are demonstrated in all aspects of school life. Everyone who is part of or who visits our learning community is asked to adhere to our values and ethos.

Our Vision:

- Developing confident lifelong learners
- Embracing and valuing our diversity
- Making a positive impact in our community

Our Values:

The shared values of our school include:

- Kindness
- Respect
- Friendship
- Honesty
- Resilience

Stronger Together!

INTRODUCTION

The Governing Body regards the school buildings and grounds (which are owned by Enfield Local Authority) as a community asset and will make every reasonable effort to enable them to be used as much as possible. However, the overriding aim of the Governing Body is to support the school in providing the best possible education for its pupils, the promotion of equality of opportunity and the community cohesion of the local area. Any lettings of the premises to outside organisations will be considered with this in mind.

DEFINITION OF A LETTING

A letting may be defined as:

“Any use of the school buildings and ground by parties other than the school and its partners. This may be a community group (such as a local music group or football team), or a commercial organisation (such as the local branch of ‘Weight Watchers’ or a dance school)”.

The following activities fall within the corporate life of the school. These activities are not considered to be lettings and costs arising from these uses are therefore a legitimate charge against the school’s delegated budget:

- Governing body meetings
- Extra-curricular activities for pupils organised by the school
- School performances
- Family learning
- Parents’ meetings
- Meetings of the Parent Forum
- Friends of Chase Side (FOCS) meetings and events
- Services provided by partner organisations such as the Enfield Town School Partnership (Townies) events, meetings or training

INSURANCE

The public liability insurance provided by the Department of Education’s Risk Protection Arrangement for Schools insures the School against claims for injury or damage to members of the public that may arise due to negligence.

All organisations wishing to use school premises are required to have their own public liability insurance to cover them for any services and activities they provide, and must have their own employers’ liability insurance if employing staff or volunteers.

The original insurance document should be seen and a copy taken by the letting agent (Jo Bukin, Managing Director, School Hire and Functions Ltd 07855 042 027) who is contracted by the school and kept on file by her. This is made available to the school upon request. No hirer will be approved without this insurance in place.

SAFEGUARDING

Hirers providing services to children, whether pupils at the school or others, must have policies and procedures in place to ensure children’s safety, and must provide evidence of these to the hirer as required e.g. Safeguarding Policy and Use of Mobile Phone Policy, DBS Checks. Hirers are informed of these requirements through the ‘Conditions for the Letting of School Premises to External Organisations’ documentation.

The School does not provide first aid provision (either first aid kits or trained personnel) in respect of lets, this provision remains solely the responsibility of the Hirer.

PRIORITY FOR LETTINGS

The Governing Body is mindful of the needs in the local area.

The following lettings are especially encouraged:

- Lettings to ethnic minority groups such as mother tongue or supplementary schools
- Educational activities open to school pupils and their families

- Recreational activities open to school pupils and their families
- Activities organised by local community groups for the benefit of the local community
- Lettings to people living in the school's local community
- Lettings to voluntary organisations
- Lettings to women's groups particularly exercise and health
- Lettings to people with a disability
- Lettings to low income groups
- Lettings to approved children's groups

The following activities may not be considered to be appropriate for lettings as they are either well provided for in the local area; may not be deemed to be compatible with the ethos of the school or are not able to be accommodated within the school's facilities:

- Commercial activities with little potential to generate income or support for the school
- Events primarily focused on selling alcohol
- Activities promoting gambling

TYPES OF LETTINGS

Lettings are defined under the following categories:

- School Lettings for activities for pupils or their parents and carers that provide educational benefit to pupils, which the school wishes to subsidise
- Community Lettings for other community activities
- Commercial lettings will be charged on a cost plus an income margin for the school

CHARGES

The Governing Body and Headteacher are responsible for setting charges for the letting of the school premises.

As agreed at the Resources Committee meeting of the 14th January 2026, the scale of lettings charges will increase by 5% from 1st April 2026. Letting charges to be applied after the 1st April 2027 will be considered at the Resources Committee meeting held in January 2027.

For the purpose of charging, the Headteacher is empowered to determine to which group any particular individual or organisation belongs. They are also able to offer any discounts or agree a subsidy for any lettings, as they deem appropriate. The basis of charging will be determined by the purpose for which a letting is arranged.

The school (via the letting agent) is constrained by law to apply value added tax to all transactions where this is appropriate. The letting of rooms for non-sporting activities is exempt of VAT, whereas sports lettings are subject to VAT.

The minimum hire period will be one hour.

LETTING TIMES, AVAILABLE FACILITIES AND EQUIPMENT

The following times, facilities and equipment available are agreed as follows:

- Winter Hall or Main Hall, Pupil Kitchen and Toilets (entrance via playground)
- Grassed orchard and main playground
- Year 2 playground
- Classrooms
- Other areas by negotiation with the Head Teacher

Monday to Friday: 3.15pm to 10.30pm

Weekends: 8.00am – 10.30pm

Holidays (by arrangement): Monday to Friday 8.00am to 8.00pm

CONDUCT OF USERS

This is set out in the 'Conditions for the Letting of School Premises to External Organisations' provided to hirers by the letting agent.

SECURITY

The Head teacher has delegated authority to determine the security risk for each letting and will be responsible for allocating a continuous security presence or other control measure. The majority of the lettings will be managed by the Site Manager or the Relief Site Manager. The site will be supervised by a member of staff at all times during a let.

MANAGEMENT OF LETTINGS

The Governing Body has delegated day-to-day responsibility for lettings to the Headteacher in accordance with this Policy. Where appropriate, the Headteacher may delegate all or part of this responsibility, such as security, child protection to other members of staff or the letting agent, whilst still retaining overall responsibility for the lettings process.

If the Headteacher has any concern about whether a particular request for a letting is appropriate or not, she will consult with the Chair of the Governors.

The letting agent is charged with ensuring that the terms of any contract for lettings is fulfilled such as supplementary schools; theatre groups; sports activities; cubs and scouts etc. that will require the contractor to employ staff or use volunteers to work with, or provide services for children, regardless of whether they attend the school or not, also requires the hirer to adopt and implement the measures described in this guidance.

CONSIDERING APPLICATIONS FOR LETTINGS

Organisations seeking to hire the school premises should approach the letting agent (Jo Bukin, Managing Director, School Hire and Functions Ltd 07855 042 027). Details of any charges and conditions of use should be given or referred to.

The letting agent will follow all agreed procedures and contact the school with the relevant information so a decision can be made regarding requests for lettings.

The Headteacher will decide on the application with consideration to:

- The priorities for lettings agreed by Governors and set out in the school's lettings policy
- The availability of the facilities and staff
- The school's equal opportunities, health and safety, safeguarding policies
- The health and safety considerations such as numbers of users, type of activity, qualifications of instructors etc. (where relevant).

ISSUING A LETTINGS CONTRACT

Once a letting has been approved by the Headteacher (and the letting agent informed by the School Business Manager), relevant documentation will be sent to the hirer, including a copy of the contract, 'Conditions for the Letting of School Premises to External Organisations', by the letting agent.

Receipt of all required paperwork must be received by the letting agent prior to the contract beginning.

The person applying to hire the premises will be invoiced for the cost of the letting if any, in accordance with the Governing Body's current scale of charges by the letting agent who will then issue the school with payment in line with the School Letting Agreement established between the letting agent and school.

All lettings fees received will be paid into the school's cheque book account. The income and expenditure relating to lettings is clearly recorded by the school and reported under the guidelines for Consistent Financial Reporting.

The Headteacher on behalf of the Governing Body, and in liaison with the letting agent, has the right to refuse an application, and no letting should be regarded as "booked" until approval has been given in writing and/or payment received in full.

The reason for refusals will be recorded by the letting agent and fully explained to the enquirer.

Any complaints will be dealt with in the first instance by the letting agent and if no resolution is forthcoming, referred on to the Headteacher and/or Governing Body as appropriate for consideration and attention.

POLICY REVIEW

Annually at the Spring Term Governing Body Resource Committee meeting or as soon as possible after this.

Chair of Resource Committee

Headteacher

Signed: _____

Signed: _____

Name: _____

Name: _____

Date: _____

Date: _____