



Brackenwood Junior School

Lettings Policy

(Hire of Premises)

Date Approved: December 2025

Review Date: December 2027

Approved by: Governing Body / Headteacher

1. Introduction

Brackenwood Junior School recognises that its premises and facilities represent a valuable community resource. The Governing Body supports the principle of allowing school premises to be used by the local community for educational, recreational, cultural, and social activities that complement the values and ethos of the school.

This policy sets out the arrangements, conditions, and procedures for the hiring of school premises and ensures that lettings are consistent, fair, and compliant with statutory requirements.

2. Aims and Objectives

- To make school facilities available for community use where appropriate.
 - To generate additional income to support the education of pupils.
 - To ensure that lettings do not detract from the primary purpose of the school.
 - To protect the interests of the school, its pupils, staff, and property.
 - To ensure equality of access and non-discrimination in the letting of facilities.
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3. Definition of a Letting

A *letting* is any use of the school premises by an individual, group, or organisation other than for the school's own educational activities.

Examples include:

- Sports clubs or fitness groups
- Adult education or tutoring
- Community meetings
- Arts or cultural activities

Lettings to school-related groups such as PTA events or Governor meetings are not normally considered as lettings under this policy.

4. Roles and Responsibilities

Governing Body

- Approves the Lettings Policy and sets the scale of charges.
- Delegates operational management to the Headteacher.

Headteacher (or nominated manager)

- Manages all bookings and lettings in line with this policy.
- Ensures compliance with safeguarding, health and safety, and insurance requirements.
- Has authority to refuse or cancel lettings when necessary.

Lettings Administrator / Site Manager

- Manages day-to-day bookings and collection of hire charges.
 - Ensures the premises are opened, supervised, and secured as agreed.
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5. Conditions of Hire

All hirers must agree to the school's **Terms and Conditions of Hire**, which include (but are not limited to):

- **Safeguarding:** Any groups working with children or vulnerable adults must provide evidence of appropriate DBS checks and safeguarding policies.
 - **Health and Safety:** Hirers must comply with school policies and relevant legislation, including fire safety and first aid requirements.
 - **Insurance:** Hirers must hold public liability insurance of at least £5 million (proof required).
 - **Damage and Liability:** Hirers are responsible for any damage caused during their use of the premises.
 - **Supervision:** Adequate adult supervision must be provided at all times.
 - **Use of Equipment:** School equipment may only be used if specifically agreed in advance.
 - **Alcohol, Smoking, and Substances:** No smoking, vaping, or alcohol consumption is permitted without prior written consent. Illegal substances are strictly prohibited.
 - **Noise and Behaviour:** Hirers must ensure that activities do not cause nuisance or disturbance to local residents or school operations.
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6. Safeguarding

The school is committed to ensuring that all lettings uphold its safeguarding responsibilities.

All hirers working directly with children or young people must:

- Provide their own safeguarding policy, consistent with *Keeping Children Safe in Education*.
 - Confirm that all adults working on the premises have enhanced DBS clearance.
- The Headteacher reserves the right to refuse any application that presents a safeguarding concern.
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7. Charges and Payments

Charges will be reviewed annually by the Governing Body and published in the school's **Lettings Charges Schedule**.

Payment terms:

- Payment must be made in advance unless otherwise agreed.
- Deposits may be required to secure bookings or cover potential damage.
- The school reserves the right to retain part or all of the deposit in the event of damage or cancellation.

8. Booking Procedures

1. All applications must be made in writing using the **Hire of Premises Application Form**.
2. The Headteacher (or nominee) will confirm approval in writing.
3. No booking is final until a **Lettings Agreement** has been signed
4. Regular hirers may be required to sign an annual agreement.
5. The school reserves the right to refuse any application without stating a reason.

9. Cancellations

- The school may cancel a booking if the premises are required for school use or in the event of unforeseen circumstances (e.g. emergency repairs).
- Reasonable notice will be given where possible.
- Hirers who cancel a booking must provide at least **7 days** notice or be liable for full payment.

10. Security and Access

- The Site Manager (or authorised person) will open and close the premises unless otherwise agreed.
- Hirers must not access areas of the school not specified in their agreement.
- Keys or access codes must not be copied or shared.

11. Health and Safety

Hirers must familiarise themselves with:

- Emergency evacuation procedures
 - Location of fire exits and first aid kits
 - Prohibited areas and equipment
- A responsible person must be present throughout the hire to act in case of emergency.

12. Complaints and Breaches

Any complaints or incidents must be reported immediately to the Headteacher. Persistent breaches of this policy may result in termination of the letting agreement and refusal of future bookings.

13. Monitoring and Review

The Governing Body will review this policy every two years, or sooner if required, to ensure it remains compliant with legislation and school needs.

Related items

- **A:** Hire of Premises Application Form
 - **B:** Lettings Agreement & Terms and Conditions
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Lettings Charges Schedule

Effective from: December 2025

Reviewed Annually by: Governing Body

Facility / Area	Charge (per hour)	Notes
Main Hall	£20.00	Includes use of tables and chairs
Classroom	£20.00	Suitable for small meetings or clubs
Field / Playground	£18.00	Weather dependent

Kitchen Facilities	£10.00 (add-on)	Must be left clean and tidy
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Discounts:

- 20% discount for regular community users (10+ bookings per term)
- 50% discount for registered charities and PTA events

Deposits:

- £50 refundable deposit for one-off bookings
- £100 refundable deposit for block bookings