

# Lettings Policy



Welley Road  
Wraysbury, Staines  
TW19 5DJ

Headteacher: Mrs A Fox

Produced by:  
Approved by the Resources Committee:  
Review date:

**Alison Fox**  
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# Lettings

Hire of the school will be subject to the following conditions:

## Conditions

- Please state on the booking form precisely which rooms you wish to use and whether use of the grounds will be required.
- Please state what equipment you wish to use.
- The hirers will have access up to half an hour before and half an hour after the time of the Let for preparation and clearing up. Outside that time, a further charge will be made.
- The premises must be left suitable for the children to use. Failure to do this will incur a cleaning charge.
- If requested at the time of the letting, cleaning can be arranged by the school. This will attract a charge, typically of one hours letting cost.
- The school cannot be hired if the intended use is for an adult or children's party.
- We reserve the right to refuse a letting.

## Equipment

If any other equipment is used a specific charge will be made and this is subject to VAT. For example, the use of the piano or PE mats.

## Charges

- Charges are calculated to cover premises costs, such as heating, lighting, wear and tear.
- All users must hold up to date public liability insurance up to a value of £5million. If the user does not hold up to date liability insurance this can be obtained from the school and an additional 10.4% or £3.00 (whichever is the greater) will be added to the hire charge.
- This year the charges are:

	<b>1 hour</b>	<b>Hourly rate for 2+ hours</b>
Use of hall	£25	£20
Use of classroom	£25	£20
Use of swimming pool *	£25	£20
Use of grounds	£25	£20

- If the school is hired on a Saturday there will be an additional fee of £10 in addition to the hourly rate. If the school is hired on a Sunday there will be an additional fee of £20 in addition to the hourly rate.
- The governors are keen that the prices should reflect their commitment to projects of benefit to the children of the community. In the case of such lettings negotiation may be possible, depending on the particular requirements of the letting concerned.
- The swimming pool hire rate will be subject to separate negotiation out of term time due to the additional costs the school would incur.
- There will be no charge for the hire of the school by Windsor School Sport Partnership as the school is part of the School Sports Partnership.
- The school may be hired to a permanent member of staff for half the normal hourly rate.
- Rates will be reviewed annually in June.

## **Ending the Agreement**

The Governors may end this Agreement by giving the User a **half term's** written notice to expire at any time.

The Governors may end this Agreement immediately by notice given by them:

- if at any time any payment due under this Agreement remains unpaid for more than 1 month after becoming due.
- if the User fails to remedy any breach (capable of remedy), within 28 days, notified to them by the Governors in writing.
- in extreme cases the governors may terminate this agreement summarily without notice if the user does not have the correct safeguarding procedures in place and fails to take immediate steps to put them into place.

## **Cancellations**

One weeks-notice must be provided if a casual letting is no longer required otherwise the full charge for the letting will be charged to the Hirer. For regular weekly users six weeks notice must be provided of an intention to cancel the letting otherwise a charge will be made for this six week period.

If a regular let is cancelled due to unforeseen circumstances on the day it is scheduled to attend the school, half of the regular letting charge will be payable.

## **Safeguarding**

Wraysbury Primary School will ensure that adults working with children on the school site and users organising activities for children, hold current DBS checks and have a child protection/safeguarding policy in place. In the event of any concerns regarding safeguarding these should be reported to the Headteacher or an alternative Safeguarding Lead. The school will not let the Premises to organisations of an extremist or radical nature.

## **PTFA**

The PTFA will not be charged for lettings as the Governors are very grateful to them for all the hard work they do in raising money for the school.

## **The Resources Committee**

The committee will discuss this policy and consider the charges, and will bring their recommendations to the full Governing Body for approval.