



# **SLPS Lettings Policy**

**EDUCATE. EMPOWER. INSPIRE.**

Version Number	Version Description	Date of Revision
1	Original	Sept 2023
2	Rebranded & reviewed	July 2024
3	Reviewed	Aug 2025

# SLPS Lettings Policy

## Introduction

SLPS regards the school buildings and grounds as a community asset and will make every reasonable effort to enable them to be used as much as possible.

However, the overriding aim is to support SLPS in providing the best possible education for pupils, the promotion of equality of opportunity and the community cohesion of the local area. Any letting 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 football team) or a commercial organisation”.

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
- Parent’s meetings
- Meetings of the Friends of Summer Lane
- Friends of Summer Lane organized events
- Services provided by partner organisations such as Care Trust

## Priority for lettings

SLPS is mindful of the needs in the local area and has carried out an assessment of the local needs. This information has been used to assess the priorities for lettings.

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 organized by local community groups for the benefit of the local community
- Lettings to parents attached to the school
- Lettings to people living in the school’s local community
- Lettings to voluntary organizations
- Lettings to parent support groups
- Lettings to self-help groups
- Faith groups
- Lettings to women’s groups
- Lettings to people with a disability
- Lettings to low-income groups
- Lettings to children’s groups
- Lettings to youth groups

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

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

## Types of lettings

SLPS has agreed to define lettings 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 which should be made on the basis of full cost recovery.
- Commercial lettings will be charged on a cost plus an income margin for the school.

## Charges

SLPS is responsible for setting charges for the letting of the school premises. These are set out in the Schedule of Charges for Community Use.

The scale of charges will be reviewed annually by the Governing Body for implementation from the beginning of the next financial year, with effect from 1 April of that year. Details of current charges will be provided in advance of any letting being agreed. Details of lettings charges Appendix 1.

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

The school 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.

VAT on sporting activities is not applicable if the following conditions are met and adhered to:

- A series of 10 or more sessions are booked by a club/organization.
- The session must be not less frequent than once a fortnight (except for school holiday breaks)
- The complete series of 10 sessions must be paid for, whether the option to use the facilities is exercised on every occasion.

The minimum hire period will be one hour. The school reserves the right to require a deposit over and above the hiring charge as a surety against damage to the premises (including any equipment) or the premises being left in an unacceptable condition necessitating their incurring additional cost for cleaning, caretaking or other expenses.

The school will seek to recover any cost incurred by the school that is unavoidable and result directly from the cancellation of a letting. The timescale and charges for cancellations are set out in the Terms and Conditions of use.

## Letting times, available facilities and equipment

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

- School Hall
- Sports Hall

Start and finish times for lettings will be negotiated individually. Variations of these facilities and times will be subject to the approval of the Head of School.

## Conduct of users

This is set out in the Terms and Conditions for use of school premises.

## Security

The Head of school has delegated authority to determine the security risk for each letting and will be responsible for allocating a continuous security presence or other control measures.

## Management of lettings

Where appropriate, the Head of School may delegate all or part of this responsibility, such as security or child protection, to other members of staff, whilst still retaining overall responsibility for the letting process.

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

An annual report on lettings will be made to the Governing Body and will include information on users, finances, incidents and accidents, enquiries and any lettings refused.

## Considering applications for lettings

Organisations seeking to hire the school premises should approach the Head of School and complete an Hire of School Application Form Appendix 2. Details of charges and conditions of use should be given. A record of all enquiries should be kept on file.

The Head of School will decide on the application with consideration to:

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

## Issuing a lettings contract

Once a letting has been approved, a letter of confirmation will be sent to the hirer, enclosing a copy of the terms and conditions and the Lettings Contract Appendix 3.

The Lettings Contract should then be signed and returned to the school. The school shall be in receipt of these signed copies before a letting takes place.

The person applying to hire the premises will be invoiced for the cost of the letting. We will seek payment in advance in order to reduce any possible bed debts or a deposit to cover damage.

An official receipt will be issued for all payments received. All lettings' fees received will be paid into the school's individual bank account. The income and expenditure relating to lettings should be clearly recorded by the school and reported under guidelines for Consistent Financial Reporting.

The Head of School has the right to refuse an application, and no letting should be regarded as "booked" until approval has been given in writing and payment received in full. The reason for refusals should be recorded on the bottom of the application and fully explained to the enquirer.

## Appendix 1

<b>Category 1</b>  School lettings for activities for pupils or their parents and carers that provide educational benefit to pupils, which the school wishes to subsidise.	<b>Charges:</b>  No charges
<b>Category 2</b>  Community Lettings for other community activities on the basis of full cost recovery.	<b>Charges:</b>  Charges to be deemed appropriate by the Head of School as delegated by Governors in the lettings policy, not exceeding £20 per hour. Minimum hire period 1 hour.
<b>Category 3</b>  Commercial Lettings	<b>Charges:</b>  The school may not charge a letting fee or any other costs other than those described below namely:  Additional cleaning and caretaking outside the normal contact hours.  The cost of additional caretaker presence for security purposes.  The cost of heating and lighting the school if it has been used only for the statutory purposes and closed to pupils.  Minimum hire period 1 hour. Cost not exceeding £25 per hour.

## Appendix 2

SLPS Hire of School Booking Form	
To be completed and returned not less than 10 working days before the date of the booking:	
Name of organization	
Contact Name	
Contact number and email	
Nature of the event	
Approx number attending	
Room required	
Dated required	
Times required	

Please complete and return to [admin@SLPSedu.org](mailto:admin@SLPSedu.org)

## Appendix 3

### Lettings Contract

School, or part of the school, when hired will always be left in the care of a named responsible person nominated by the hirer. The named responsible person must understand and undertake to abide by the following conditions:

#### Before the Letting

1. Booking form must be completed and returned to school at least 10 working days before the hire.
2. Unless the hirer can produce their own insurance certificate a surcharge of 10% will be added to the hiring fee to provide insurance through the local authority.

#### On Arrival

1. To only enter and exit the school through the main entrance of the school.
2. To ensure that emergency doors and escape routes are clear and unobstructed.
3. After entry to check that the areas are safe – free from slip or trip hazards, fire doors unobstructed, equipment in good working order e.g. no frayed leads.
4. To only bring onto the site electrical equipment that has been Portable Appliance Tested during the last 12 months (contact school for further details).
5. To instruct all persons in the fire and evacuation drill:
  - The person discovering the fire will operate the nearest fire alarm (in the hall).
  - On hearing the fire alarm walk calmly through an emergency exit.
  - Do not stop to collect your belongings.
  - Close doors as you leave the building.
  - Assemble on the school car park for the named person to ensure all persons have left the building. The school recommends that every group using the premises has an attendance sheet.
  - Phone the emergency services.
  - Phone the emergency contact number.
  - Do not depart until the emergency services have arrived.

#### During The Letting

1. To ensure any minor injuries e.g. grazes are treated using the basic First Aid Kit
2. To ensure a fully charged mobile phone is on site for the duration of the letting to summon help in the event of an emergency and that you know how to raise the alarm in the case of fire, police or ambulance emergency services being needed.

The school details are:

Summer Lane Primary School  
Bruce Avenue  
Barnsley  
S70 4EB  
01226 289989

3. To ensure all persons on the school premises always behave properly.
4. To ensure they abide by licensing requirements.
5. To ensure that all school PE equipment and musical instruments are not used or climbed on. The named person is wholly responsible for any damage to school equipment.
6. To ensure that all persons abide by the no smoking policy that covers both buildings and grounds.



7. To ensure noise levels are kept to a reasonable level so as not to disturb the neighbours.
8. To vacate the premises by the agreed time.

### **Before Leaving**

1. To ensure the premises are left in a clean and proper state.
2. To ensure equipment is left clean and tidy and in its labelled position.
3. To ensure the cooker is turned off at the wall switch.
4. To check all windows are shut.
5. To ensure lights are turned off.
6. To ensure all doors are shut and locked.
7. To ensure the premises are vacated at the agreed time.
8. To ensure all rubbish is removed from the site.

### **After the Letting**

1. To inform the school the following working day of any hazards, accidents or maintenance issues.
2. To report all damages to the Head of School the next working day.
3. Hire charge must be paid within 30 working days of receiving the invoice.

I agree to act as the named person and abide by the conditions above.

Name	
Signed	
Date	

School representative

Name	
Signed	
Date	