

Letting of School Premises Policy

Rationale

1. Parkinson Lane School aims to maintain a mutually supportive relationship with our local community and recognises that community use of the premises outside school hours can play an important part in this. There are however a number of safeguards that must be built into this.

Purposes

- 2.1 To balance the benefits of wider community use of school premises against the risks to security of the premises and the school property kept on site.
- 2.2 To ensure that any lettings meet the legal requirement that their costs are fully covered by letting fees and that the school does not unwittingly subsidise non-school activities on the premises.

Guidelines

- 3.1 The Governors will not normally consider delegated control of the school premises outside school hours. Any request for this would need to be approved by the governing body.
- 3.2 To minimise risks to school property the only areas of the school that would be considered for letting would be the dining hall, areas outside and in the undercroft area of the school that can be isolated from wider access and, where the voluntary supervision of someone who is also a member of the school staff is available, the school hall.
- 3.3 Requests to let school premises should be made to the Headteacher.
- 3.4 One person must take responsibility for any group letting part of the school and must sign the letting agreement most recently approved by the Staffing and Finance Committee of the Governing Body.
- 3.5 The letting agreement will set out the fees which the Committee believe cover the full costs to the school of the proposed non-school use and the terms for payment and will have regard to any relevant local authority guidance.
- 3.6 Those letting school premises must have drawn to their attention and must observe school equal opportunities, child protection and health and safety policies.
- 3.7 The school reserves the right to refuse lettings that Governors feel risk bringing the school into disrepute.

Conclusion

4. The Governors of Parkinson Lane CP School will encourage the use of school premises by the local community outside school hours provided the way this is done does not compromise unacceptably the security of the premises or of school property.

Staff Consultation	Governor approval	Review
Feb 2018	12/03/2018	