



Caedmon Community Primary School

Policy Statement – Lettings Policy

What are our aims?

The Governing Body seeks to promote the usage of school premises outside of normal school hours in line with Gateshead Council directives. Priority of usage is:

- Use by the LEA/ school within the hours of 3.15 – 6.00 p.m. for the “education or welfare of young people” potentially free of charge as directed by the LEA.
- Use for school functions, formal business meetings of the PTA, Governing Body or fund-raising events for the benefit of the school
- Use by registered Youth organisations
- Other uses approved by the Governing Body

Other uses are those that are consistent with the aims of the school. Priority will be given to activities that benefit the children of the school, and the school community.

How is the policy implemented and monitored?

- New lettings will be approved by the Head Teacher and reported at Sub- committee meetings of the Finance and Staffing Committee.
- The letting of classrooms will be permitted on condition that all furniture etc is respected and replaced in the position the class teacher left it in.
- The policy will be administered by the School’s Administration Officer and Head Teacher and will follow the necessary LEA guideline procedures as specified in the LMS Guidance Manual for Finance. Records need to be kept for audit purposes:
 - A Lettings Record for financial and risk management purposes (Public Liability Hirers insurance)
 - Lettings Applications Forms
 - Confirmation and Approval of Lettings Form
 - Caretaker’s record of Hirings
- Regular checks will be made by the school staff to ensure that hirers meet their contractual obligations, for example, appropriate use, damage, facilities left in a clean and tidy state.

Whitehall Road, Gateshead, Tyne & Wear, NE8 4LH Telephone: 0191 4334095,
Head Teacher: Mr C Wisby B.Ed (Hons) NPQH, Deputy Head Teacher: Mrs L Crossan B.A. (Hons)

Caedmon Primary School website address: www.caedmonprimary.org
School e-mail address: caedmoncommunityprimaryschool@gateshead.gov.uk



- No lettings will be made without a contract and, and the hirer will be reminded of their contractual obligations
- The termination notice period will be 14 days for a single event, and half a term for a regular booking. In the event of breach of contract, termination can be immediate.

Monday to Friday agreed charges for lettings:

	Profit Making Organisations	Non Profit-making Organisations
Classrooms up to 3 rooms	£35 per hour for the first hour £12.50 per hour or portion of thereafter	£28 per hour for the first hour £10.00 per hour or portion of thereafter
Classrooms 4-6 rooms	£70 per hour for the first hour £12.50 per hour or portion of thereafter	£56 per hour for the first hour £10.00 per hour or portion of thereafter
Classrooms 7-10 rooms	£105 per hour for the first hour £12.50 per hour or portion of thereafter	£84 per hour for the first hour £10.00 per hour or portion of thereafter
HALL	£35 per hour for the first hour £12.50 per hour or portion of thereafter	£28 per hour for the first hour £10.00 per hour or portion of thereafter
MUGA	£35 per hour for the first hour £12.50 per hour or portion of thereafter	£28 per hour for the first hour £10.00 per hour or portion of thereafter
Dining Room	£35 per hour for the first hour £12.50 per hour or portion of thereafter	£28 per hour for the first hour £10.00 per hour or portion of thereafter

All charges include use of toilets.

These charges are subject to review with 28 days' notice.

Weekends and Bank Holidays: Price on Approval

The Finance Committee will review and amend charges annually in line with the school's budget year

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