



Thringstone Primary School

Believe and Achieve Together

Lettings Policy

Adopted by Governors:	October 2025
Issue:	1
Due for Review:	October 2026

LETTINGS POLICY

1. Introduction and Ethos

Our Vision

At Thringstone, we are a school community that works together with confidence and enjoyment to achieve every child's potential. Each and every day we *Believe and Achieve Together*.

We make our facilities available for community use where this aligns with our vision and does not conflict with our core purpose of education.

This policy sets out how we manage the hire of school premises and grounds by third parties and the safeguarding, health and safety, insurance and financial arrangements attached to lettings.

2. Definition of a Letting

A letting is any use of the school premises by a third party (community group, charity, club or commercial organisation) that is not directly related to school business. Lettings may or may not involve a fee but must always be approved in advance.

School activities always take priority over external bookings.

3. Roles and Responsibilities

- **Governing Body:** approves this policy and reviews charges annually.
- **Headteacher:** overall responsibility for lettings and safeguarding compliance.
- **School Business Manager (SBM):** day-to-day administration of lettings, invoicing, and liaison with hirers.
- **Site Manager:** access, opening/closing, and premises compliance.

If a request raises safeguarding or reputational concerns, the Headteacher may consult the Chair of Governors before deciding.

4. Applying to Hire

- Enquiries should be made via the school office. A **Letting Agreement** must be completed **at least 21 days** before the first date.
- No public announcement should be made until the booking is confirmed **in writing** by the school.
- A named, responsible individual (with a permanent address) must sign the Letting Agreement and will be invoiced for all charges.

- The school reserves the right to refuse applications.

5. Safeguarding and Use by Children

We are committed to the statutory guidance **Keeping Children Safe in Education (KCSIE) 2025** and to DfE guidance for **out-of-school settings**. Where an activity involves children, the hirer must:

1. Have a written **safeguarding/child protection policy**, appropriate to the activity.
2. Ensure all adults in regulated activity have **DBS checks** at the appropriate level and keep a **single central record/evidence** available for inspection on request.
3. Provide adequate **supervision ratios**, appoint a **lead safeguarding contact** on site, and ensure all staff/volunteers know how to report concerns.
4. Follow the school's expectations on **photography/filming, mobile phones/cameras**, and **toilet/changing arrangements**. No images of children may be taken without prior written parental consent.
5. Report **any safeguarding concern** or **allegation about an adult** immediately to the **Designated Safeguarding Lead (DSL)** or deputy DSL. Allegations about the Headteacher must be reported to the **Chair of Governors**. The school will consult the **Local Authority Designated Officer (LADO)** within one working day where appropriate.
6. Comply with the **Prevent duty**. Activities that promote extremism, radicalisation, discrimination, or intolerance are prohibited.

The school may terminate a hire immediately where safeguarding requirements are not met.

6. Online Safety, Filtering and Monitoring

- Hirers using the school network/Wi-Fi must comply with our **Online Safety/Acceptable Use** rules.
- Access is filtered and monitored in line with DfE **Filtering and Monitoring Standards**. Hirers must not attempt to bypass controls or introduce unapproved devices/software.

7. Insurance

- Hirers must hold **Public Liability Insurance**
- Where a hirer cannot evidence suitable cover, the school may arrange cover and recharge the cost or decline the booking.

8. Health, Safety and Premises

- Hirers are responsible for their own **risk assessments** and **first aid** provision. A generic school RA may be provided for reference but must be adapted by the hirer to the specific activity.

- A familiarisation tour will be provided covering fire alarm points, evacuation routes, assembly points, emergency contacts, and agreed access/egress.
- The premises, furniture and fittings must not be altered. Displays and equipment must not be moved without permission and must be reinstated afterwards.
- No smoking or vaping anywhere on site. Alcohol is prohibited unless agreed in writing in advance and all licensing requirements are met.
- Noise must be controlled to avoid nuisance to neighbours. Parking must not obstruct emergency access.

Facility-specific notes

- **MUGA:** No studs or metal spikes. Only appropriate footwear. No chewing gum. The MUGA and outdoor areas do not include toilet access unless explicitly agreed.
- **Hall/Classrooms:** No substances may be applied to floors. Kitchens may only be used where agreed in advance and may require school supervision; additional costs may apply.

9. Fees, Deposits and Cancellations

- Charges are set out in **Appendix A** and reviewed annually from **1 September**.
- One-off hires must be paid **14 days** in advance. Regular hirers are invoiced to agreed terms.
- Booked time includes **up to 10 minutes** set-up and **10 minutes** pack-down. Overruns may be charged at the next full hour.
- The school may cancel at short notice if facilities are required for school purposes or become unavailable. Fees already paid will be refunded; the school is not liable for consequential loss.
- Hirers must give **28 days' notice** to cancel without charge. Later cancellations may be charged in full.
- The school may request a **refundable damage/cleaning deposit** for block bookings or events.

10. Prohibited Uses and Termination

- The premises must not be used for illegal or immoral purposes, for activities contrary to our values, or for the promotion of extremist views.
- Sub-letting is not permitted.
- The Headteacher (or Chair of Governors) may terminate a letting with immediate effect where terms are breached, including safeguarding or H&S non-compliance.

Appendix A

Appendix A: Scale of Charges (from September 2025)

Multi-Use Games Area (MUGA)

- £25 per hour (daylight)
- £30 per hour (with floodlights)
- Concessionary rate: £22 per hour (local youth groups/charities, Headteacher's discretion)

Football Pitch (grass)

- £25 per hour / training session
- £35 per match
- Concessionary rate: £22 per hour / £30 per match (local youth groups/charities, Headteacher's discretion)

School Hall (available 5.30pm–8pm only)

- £35 per hour
- Concessionary rate: £30 per hour (local youth groups/charities, Headteacher's discretion)

Classroom

- £20 per hour
- Concessionary rate: £15 per hour (local youth groups/charities, Headteacher's discretion)

Notes

- Charges include normal utilities and basic cleaning. Additional staffing (e.g. keyholder/site) may be recharged where required.
- Evidence of insurance, risk assessments and safeguarding arrangements must be provided before use.
- Prices are reviewed annually by the Governing Body and may change **with one month's notice**.

Appendix B – Conditions of use

- Use only the areas agreed. Keep fire routes/exits clear.
- Complete and follow risk assessments; provide first aid.
- Report defects/accidents to the school office immediately; complete incident forms as requested; notify the school of any RIDDOR-reportable incident.
- No photography/filming of children without prior written parental consent and school approval.
- Follow school rules on mobile phones/cameras and toilets/changing.
- Follow Prevent duty; do not promote extremist or discriminatory views.
- Respect neighbours; control noise; manage parking.
- Leave areas clean and tidy; remove waste; any damage will be recharged.
- Do not move furniture/equipment without permission; reinstate afterwards.
- The school reserves access for monitoring and emergencies at all times.

Hire of School Premises

Name of applicant:

Address:

Telephone Number:

Mobile:

Name of Organisation:.....

Position of Hirer:

Purpose for which premises are required:

Schedule of Accommodation required						School use
Date	Hall/Classrooms/MUGA /field	Anticipated number attending	From	To	Hours	Amount Payable
					Total	

Public Liability Insurance - Please select as appropriate:

Y / N - I enclose a copy of a valid Public Liability Insurance certificate in respect of this booking

PRS - Please select as appropriate:

Y / N - I will not be playing any music (pre-recorded or live)

Y / N - I will be playing music, but the letting is for a private party and therefore a PRS Licence is not required. I will be playing music and hold all relevant licences, including a mobile PRS licence (copy enclosed)

Y / N - I will be playing music and hold all relevant licences except a mobile PRS licence.

I wish to apply to hire the premises as detailed above. In consideration of the letting being granted I undertake on behalf of both myself and of the organisation I represent to comply fully with the Indemnity and Conditions of Lettings, a copy of which has been provided to me.

Signed:

Date:



Hire of School Premises Health & Safety Confirmation Form

Please complete the form below and return it with your hire forms and amended risk assessments.

Name or organisation:

Person in Charge:

Address:

Telephone Number:

Mobile:

Email Address:

Please tick to indicate you have received information and/or instruction about these issues / items.

1. Facilities risk assessment(s)	
2. Fire alarm points *	
3. Fire evacuation procedures *	
4. Evacuation routes *	
5. Assembly point *	
6. Location of a telephone (only available if main school building is open) *	
7. Contact telephone number (emergency use during letting) *	
8. Location of the Medical Room *	
9. Toilet access *	
10. Drinking water access *	
11. Entrance and exit access and security systems *	
12. Information about the requirements of the Fire Evacuation Plan *	
13. Information about reporting damaged or faulty building infrastructure and/or equipment	
14. Information about reporting accidents	
15. Other	

* these matters will be covered on-site not later than the start of your first hire period

I have been made fully aware of my health and safety responsibilities for the hire of facilities at Thringstone Primary School.

Signature of Person in Charge:.....

Date:



Lettings Indemnity Form

INSURANCE COVER – To comply with the conditions of the hiring agreement.

I hereby indemnify **Thringstone Primary School and its Governing Body** against any claims made against them arising from the use of hired premises. I also accept responsibility for any claims the school may have for damage to its property arising from its use during my hire.

I confirm that:

- I hold valid Public Liability Insurance
- I have provided a copy of my current insurance certificate to the school.
- I understand that failure to maintain valid cover will result in termination of my hire agreement.
-

☐ I do not hold my own Public Liability Insurance and understand that my application may not be approved

Policy Number

Expiry date

Name and Address of Insurance Company

.....

.....

Indemnity Limit

.....

Signature Date



Safeguarding

Name

Name of Organisation

Purpose of Letting

Date

Signature

DECLARATION (Please read before before signing)

The hirer confirms that:

- Their organisation has appropriate safeguarding arrangements in place, including a named safeguarding lead.
- A responsible adult will always be present on site during the hire.
- **Any safeguarding concern arising during the hire will be reported to the school's DSL.**
- They hold valid Public Liability Insurance (minimum £2m for community groups, £5m for commercial/high-risk activities) and accept responsibility for any damage to school property arising from their use.

I confirm that I have received and read a copy of the **Lettings Policy and Terms & Conditions** for the use of Thringstone Primary School premises. I agree to be bound by them.

I confirm that I am over 18 years of age.

Signature Date

Name

(BLOCK CAPITALS)

Terms and Conditions of Hire

The following terms and conditions apply to all agreements for the hiring of facilities at Thringstone Primary School.



Fees / Payments

1. The letting fee will be agreed prior to the hire and will be based on the current scale of charges (Appendix A). Charges are reviewed annually from 1st September.
2. For one-off hires, payment must be made in full at least 14 days before the hire date.
3. For regular lettings, invoices will be issued and must be paid by the due date specified.
4. The booking period includes up to 10 minutes before and after the hire for setting up and packing away. The school reserves the right to charge for an additional hour if the premises are not vacated on time.
5. If payment is not made by the due date, the school reserves the right to cancel the hire.

Insurance

6. Hirers must hold their own public liability insurance and provide evidence before the hire begins. Hirers are responsible for all damages, losses, claims, and costs arising from their use of the premises, except where due to the school's negligence.

Safeguarding

7. Where the hire involves activities with children, the hirer must have appropriate safeguarding arrangements, including:

- A safeguarding policy and a named safeguarding lead.
- DBS checks for all adults in regulated activity.
- Clear reporting arrangements. All safeguarding concerns arising during the hire must also be reported to the school's DSL. Failure to comply may result in termination of the hire.

Licensing

and

Entertainment

8. Hirers are responsible for ensuring compliance with copyright and licensing law (PRS, PPL, CLA, or other relevant bodies).

9. The sale or supply of alcohol is only permitted where the appropriate Local Authority licence has been obtained and a copy provided to the school at least 14 days before the event.

Cancellations

10. The school may cancel any hire if:

- The premises are unfit or unavailable due to unforeseen circumstances, school use, or statutory requirements (e.g. polling).
 - The hirer fails to meet safeguarding, insurance, or health and safety requirements.
 - The activity is deemed to conflict with the school's ethos or values. In such cases, the school will refund any fees paid but will not be liable for consequential loss.
11. Hirers must give at least 28 days' notice to cancel without charge. Later cancellations may be charged in full.

Health

and

Safety

12. The hirer will be provided with relevant health and safety information and must comply with all school procedures.

13. Any electrical equipment brought on site must be safe to use and have evidence of PAT testing, or be less than 12 months old.

14. The hirer is responsible for risk assessments and first aid provision.

General

15. No substance may be applied to floors and school equipment/displays must not be moved or interfered with without permission.

16. Hirers must ensure noise and conduct do not cause nuisance to neighbours or other users.

17. No studs or spikes may be worn on the MUGA.

18. The hire is personal to the named hirer/organisation and cannot be sublet.

19. The hirer acknowledges that other lettings may take place at the same time and that exclusive use of the site is not implied.