



LEAGRAVE PRIMARY SCHOOL

‘Striving for Excellence, Learning for Life’

LETTINGS POLICY

Ratified by Governors

Date: 16th September 2026

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STATUTORY

We have carefully considered and analysed the impact of this policy on equality and the possible implications for all stakeholders, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

INTRODUCTION

Leagrave Primary School policies are designed to support the school ethos, aims and vision. Leagrave is a positive learning community which is fully inclusive to ensure equality of opportunity for all.

Our aims are outlined in our Home School Agreement. We want all members of the school community to:

- Enjoy learning
- Be enquiring
- Achieve the best
- Feel safe and secure
- Be happy
- Be well cared for and supported
- Be challenged and make good progress
- Be prepared for a bright future
- Make a valued contribution
- Enjoy a well ordered and stimulating learning environment

Our vision is to be:

‘A safe, purposeful and supportive environment that empowers pupils to be creative, innovative and successful’

All staff are required to uphold the ethos and aims of the school through the application of this and all school policies agreed by governors.

2. RATIONALE

The Governing Body is committed to greater use of the school site and its facilities by the local community. As such a flexible arrangement for lettings will be followed relating to the economic and commercial rates charged by other facilities.

3. BROAD GOALS

- 3.1 To develop and broaden the use of the school facilities by the local community.
- 3.2 To develop further opportunities for participation in activities by pupils outside the school curriculum.
- 3.3 To increase revenue into the school.

4. PUPIL AND OTHER OUTCOMES

- 4.1 There will be full use of the facilities, where possible, by the local community.
- 4.2 Partnerships with our partner schools and organisations will be enhanced.

- 4.3 Pupils will benefit from an increase in revenue to the school by extra funding being available for resources.

5. APPLICATION

- 5.1 Charges relating to school facilities will be reviewed and set annually by the Governing Body in the Spring Term, with consideration given to those facilities supported by the Football Foundation. Changes to letting charges will be implemented on the 1st September each year.

An automatic inflationary factor will be added to the hire charge of all facilities annually. The rate of inflation to be used will be based on the proceeding year and applied to all lettings on the 1st September as detailed above.

The School pricing policy takes into account different user groups, community youths, partners and adults.

All lettings must be applied for on the Leagrave Primary School Application for Use of School Premises form. All applications must be supported with a current Public Liability Insurance certificate.

All named hirers will be issued with documentation relating to operating procedures and emergency operating procedures. This guidance should be followed by all hirers and users.

The named hirer is responsible for informing their user group of the school hiring procedures and emergency procedures. The named hirer is also responsible for reporting Health and Safety issues as set out in the school procedures. The named hirer must ensure the school's Safeguarding Policy is adhered to and that any statutory requirements regarding child protection are implemented by the user group.

- 5.2 Hirers and users are responsible for following all the school guidelines and safeguarding procedures.

6. MONITORING, EVALUATION AND REVIEW

This policy will be reviewed annually by the Governors Finance Committee.

- 6.1 **The Business Manager** has overall responsibility for the successful implementation of this policy.
- 6.2 The Site Manager will have responsibility for monitoring the successful implementation of this policy on a day-to-day basis.

7. SECURITY OF THE PREMISES

- 7.1 All hirers will be issued with an entry card that will allow access to the agreed areas of the site, during the times requested in the lettings application form. A reasonable amount of time will be allowed to ensure that the hirer is able to vacate the premises adequately.

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7.2 It will be the responsibility of the Hirer to ensure that the schools premises are secure during the time they are in use, i.e. ensure that the Main Entrance is locked when all members of the group are inside; and are secure when they leave.

Leagrave Primary School
Lettings Charges September 2026

Facility	Cost £ / Hour
Eco-lodge	48.00
Conference Room – ½ day	170.00
Conference Room – full day	240.00
Conference Room - buffet	Price per head – depends on menu
Grass Football Pitch (per match)	27.50
School Hall	38.50
Supplement for Weekend Opening	75.00

The cost of hiring any school facility may incur additional charges if site agents are required to do more than just open and close the venue. Any extra charges for site agent's time or use of equipment will be discussed at the time of booking.

All lettings outside of the opening hours detailed in the Facilities Management Agreement will incur an additional charge. This will be at a set amount per hour and will be discussed at the time of booking.

All damages incurred during the booking will be chargeable.

A discretionary allowance of up to 20% may be awarded to a Hirer (at the Headteachers discretion) for non-profit making/community organisations benefitting local pupils; all requests must be made in writing at the time of booking.

CONDITIONS FOR HIRE OF PREMISES

1. Application for the hire of the facilities should be submitted to the Finance Department.
2. All bookings accepted are subject to the availability of the accommodation applied for, and approval of the Headteacher.
3. Legrave Primary School is a non-smoking establishment, and is not licensed for alcohol.
4. We reserve the right to refuse any applications.
5. Hirers should indicate exact accommodation required, e.g. Hall and Foyer, Classroom/s, Toilets, Playground etc.
6. Please note that the uses of the School kitchen facilities are not available.
7. The hours of hiring **MUST** include time preparing for the event and clearing up afterwards.
8. A responsible adult must be appointed by the Organisation to take charge at their meetings.
9. The hirer shall agree to repay to Legrave Primary School all expenses which may be incurred by them in repairing, making good, cleaning or replacing any part of the school building or the contents thereof which may be lost, damaged or destroyed in consequence of the hirer's use of the premises.
10. Cancellation, postponement or alteration of the hire should, where possible, be sent in writing to reach the school no later than 48 hours before the date of the booking. If cancellation is not received by the hirer for any reason they may be liable for the full cost of hire.
11. Payment should be received by the school at least 7 days **before** the date of hire; long term hires should ensure that all costs are paid one month in advance. Any use of accommodation in excess of that booked will be subject to a supplementary charge.
12. Hirers should note that no VAT is payable on lettings in respect of indoor sports facilities for which the hirer is willing to pay in full, in advance. A period of hire must be not less than three months and must consist of at least ten individual hire sessions occurring not less frequently than once a fortnight (excluding school holidays). **NO REFUND** will be payable under any circumstances on dates which are subsequently cancelled.
13. The school reserves the right to cancel or postpone use of premises at any time.
14. The school accepts no responsibility for loss of any article or belongings of the organisation or its members at any time.
15. Premises must not be used other than for the purpose approved nor exceed the time or period authorised.
16. All facilities should be left in a clean, litter free and tidy condition and all equipment should be put away, before leaving the premises. Failure to comply could result in bookings being cancelled or refused.
17. Hirers **MUST** ensure that they familiarise themselves, in the case of fire or other emergency with escape routes, location of fire extinguishers, fire alarms and exit doors. If you have any Health and Safety concerns or questions, please speak to the Site Agent immediately on 07701 018875. On hearing the fire alarm all users should evacuate the premises as per the fire instructions in your room. The designated person responsible for the booking should check the fire alarm procedure before commencing and making sure all visitors on site are aware of procedures in case of an emergency. The designated person must account for all attendees and

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18. ensure that everybody remains on the school field until the facilities management team confirms that it is safe to re-enter the school.
If the lockdown alarm sounds then please lock the conference room door, close all blinds and stay safe and away from windows and doors until you receive a message from a member of SLT that it is safe to leave the room.
19. Hirers are responsible for ensuring that all requirements regarding safeguarding and child protection are implemented by the user group. The policies relating to this should be supplied to Leagrave Primary School at the time of the booking.
20. An automatic inflationary factor will be added to the hire charge of all facilities annually. The rate of inflation to be used will be based on the proceeding year and applied to all lettings on the 1st September as detailed above.
21. It will be the responsibility of the Hirer to ensure that the schools premises are secure during the time they are in use, i.e. ensure that the main entrance is shut when all members of the group are inside; and the entrances/exits are secure when the group leaves.
22. All mains powered electrical equipment brought onto the premises must be safe and evidence may be required that it has a valid test and inspection certificate (the certificate should be less than one-year-old for earthed equipment, or less than 4 years old for double insulated equipment). Lower voltage equipment must be safe and in good condition.
23. The hirer is responsible for completing their own risk assessments for activities carried out during the letting, a copy of which must be held by the school.
24. Fire exits must not be blocked or locked, nor should furniture, equipment, or other obstructions be placed in corridors during hiring.
25. Any furniture or equipment moved by the Hirer should be returned to its original position at the end of each session.
26. Smoking is not permitted anywhere on the school site.
27. Animals other than guide dogs are not permitted anywhere on the school site.

APPLICATION FOR USE OF SCHOOL PREMISES

Organisation:		
Contact Name:	Tel No:	
Contact Address:		
Activity/Meeting hired for:		
Date required: / /	Accommodation Required:	
Times required	From:	To:
Charge per meeting as above: £		
Number/Dates of meetings:		
Insurance Details Policy Number:		
Policy seen by:	Date of Expiry	
Details of electrical equipment provided by the hirer for use during letting:-		
PAT test Certificate attached for relevant equipment.		
Certificate number	Issue/Expiry Date	
BEFORE SIGNING PLEASE READ AND AGREE CONDITIONS ABOVE AND OVERLEAF		
Tick box that you have read and agree Agree ☐		
I am authorised by my organisation to accept the conditions for use of the above named premises as detailed above and on the reverse of this form.		
Signed:	Date: / /	
Position in Organisation:		
Booking Agreed by:	Site Agent Accepting:	
Authorised by:	Business Manager/Head teacher	
Date: / /		