

Hollywell Primary School



Lettings Policy 2026

Reviewed by: Elizabeth Ellis

Date: April 2026

Next review date: April 2027

Purpose of the Policy

This policy sets out the principles, responsibilities, conditions, and charging arrangements for the letting of Hollywell Primary School premises to external organisations or individuals outside the normal school day.

The Governing Body is committed to:

- Supporting community use of school facilities where appropriate
- Ensuring that lettings do not interfere with the effective running of the school
- Protecting pupils, staff, premises, and public funds
- Ensuring full compliance with statutory duties and best practice

All lettings must be consistent with the school's ethos, safeguarding responsibilities, and legal obligations.

Scope

This policy applies to:

- All buildings, rooms, halls, playgrounds, and external areas forming part of the school premises
- All lettings outside the normal school day or outside statutory school use

This policy does **not** apply to activities initiated and managed by the school or Academy Trust.

Definitions

School use of premises refers to activities initiated by the school or Academy Trust, including:

- Statutory education provision
- Staff meetings and training
- Governor and Trust meetings
- School fundraising and parent events

No lettings fee will be charged for such activities. Where the Trust or an external provider delivers professional development, no charge will be made provided a free or subsidised place is offered to Hollywell staff.

Associated premises costs will be met from the school budget.

Principles Governing Lettings

- The school is not permitted to subsidise non-school activities from its budget
- All lettings must be self-financing
- Lettings will only be approved where there is no financial, operational, safeguarding, or reputational risk to the school

Priority of Use

The order of priority for use of the premises outside normal school hours is:

1. School activities
2. Academy Trust meetings or activities (with reasonable notice)
3. Approved lettings

Authority to Approve Lettings

All lettings are subject to the approval of the Head Teacher (or delegated officer acting on behalf of the Governing Body).

The school reserves the right to refuse or cancel a letting if:

- Conditions of hire are breached

- Safeguarding or health and safety concerns arise
- The letting conflicts with school values, statutory duties, or equality obligations

Safeguarding and Child Protection (Mandatory)

Where a letting involves children or young people:

- The hirer must have a **current safeguarding and child protection policy**
- The hirer must ensure all relevant staff and volunteers hold **appropriate DBS clearance**
- A **named safeguarding lead** must be identified by the hirer
- The hirer must ensure effective supervision of children at all times
- Any safeguarding concerns arising on site must be reported immediately to the school's Designated Safeguarding Lead

The school retains the right to request evidence of safeguarding arrangements prior to the letting.

Equality and Non-Discrimination

All lettings must comply with the **Equality Act 2010**.

The school will not permit lettings that:

- Discriminate against individuals or groups with protected characteristics
- Promote intolerance, hatred, or exclusion
- Conflict with the school's commitment to equality, inclusion, and British values

Prevent Duty

In accordance with statutory responsibilities, the premises must not be used for:

- Extremist or terrorist activities
- The promotion or dissemination of extremist views or materials

Any concerns will result in immediate termination of the letting.

Health and Safety

The hirer is responsible for:

- Conducting activities safely and responsibly
- Completing relevant risk assessments
- Ensuring compliance with health and safety legislation
- Following school emergency, fire, and evacuation procedures
- The Site Manager may prohibit use of outdoor areas where conditions are unsafe.

Insurance and Indemnity

All hirers must:

- Hold **public liability insurance**
- Provide evidence of insurance prior to the letting
- Indemnify the Academy Trust and Governing Body against all claims, losses, or damages arising from the letting

Data Protection and Privacy

Hirers are responsible for their own compliance with **UK GDPR and data protection legislation**.

- No school data may be accessed or used
- Photography or recording on site requires prior written approval
- Personal data collected by the hirer remains their responsibility

Conditions of Hire

The following conditions apply to all lettings:

- Premises may be required for elections with no liability to the school
- Hirers must prevent nuisance or disturbance to neighbours
- Hirers must maintain good order and supervision
- School furniture, equipment, and fixtures must not be moved without permission
- Smoking is prohibited on site
- No notices may be displayed without approval
- Vehicles are parked at the owner's risk
- Hirers must obtain all necessary licences
- Electrical equipment must be safe and RCD-protected
- Hirers may not sub-let the premises
- No special floor treatments or damaging footwear permitted
- Lettings normally end by 10:00pm unless otherwise agreed
- The Site Manager must be informed on arrival and departure

Charges

Charges are reviewed and approved by Governors annually.

Weekday Hire (Monday–Friday)

- Wraparound care (7:30–8:45am and 3:30–6:00pm): £11 per hour (minimum 1 hour)
- Between 8:45am and 3:30pm: £11 per hour

Weekend Hire

- £20 per hour
- Minimum 3-hour booking between 8:00am and 6:00pm

Additional Charges

- Refreshments: £2 per head (if requested)
- Private organisations during school day: £15 per session (morning or afternoon)
- After-school clubs: £15 per session

No charge is levied for public services such as Social Services.

Before and After School Provision

The Lime Trees provides wraparound care.

- Current charge: £35 per day
- Fee agreed by Governors and reviewed annually
- Invoicing issued half-termly
- Regular communication maintained between school and provider

School Holiday Clubs

Holiday provision may only be arranged with prior approval of the Head Teacher.

The hirer is fully responsible for:

- Administration
- Safeguarding
- Risk assessments
- Health and safety compliance
- Costs will be agreed based on facilities used.

Cancellations

Cancellations must be notified at least **24 hours** in advance. Failure to do so may result in charges being applied.

1Monitoring and Review

This policy will be reviewed annually by the Governing Body to ensure continued compliance with legislation and best practice.

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- **Approved by the Governing Body of Hollywell Primary School**

Free and subsidised lettings

The school is not permitted to subsidise non-school activities out of its budget and overall school lettings must be self-financing.

Use of premises

The order of priority for the use of school premises outside normal school hours is:-

- a. The school has first call on the premises for specific school purposes.
- b. Meetings convened by the academy trust where reasonable notice is given.
- c. Lettings.

Charges

The school governors reviewed and confirmed the charges below in March 2026

Monday to Friday

- For wraparound care between 7.30 and 8.45, and 3.30 and 6.00 the charge will be £11 per hour with a minimum letting of 1 hour, or part hour.
- Between 8.45 and 3.30, the charge will be £11 per hour
- Weekend hire will be charged at £20 per hour but there will be a minimum 3-hour charge between 8.00am and 6.00pm
- No charge will be levied from public services eg Social Services for hire of the hall or other rooms within the school.
- If any organisation requests the provision of refreshments, a charge of £2 per head will be made.
- If a private organisation hires a room within the school day (between 9.00am and 3.30pm) a flat rate charge of £15 per session, where a session is defined as either a morning or an afternoon, will be made. (e.g., £30 per day).
- If a private organisation operates an after-school club a flat rate charge of £15 per session will be charged.

Before and After School Provision

The Lime Trees took over this provision in September 2025.

The amount currently charged was agreed by Governors of £35 per day, this charge will remain until the next review 1st April 2027. The current letting fee is discussed at the first meeting of the year and adjusted if a change has been recommended.

An invoice is sent half termly to The Lime Trees.

A regular meeting/communication is held between the Head teacher/ office manager and the manager of The Lime Trees

School Holiday Clubs

This can only be arranged by prior consultation with the Head Teacher.

All administration, risk assessments and health and safety is the full responsibility of the hirer. Costs will be decided based upon criteria above and facilities required.

Conditions of hire

1. Lettings are at the discretion of the Head.
2. Bookings are taken subject to the premises not being required for Parliamentary or Local Government elections.
3. The hirer must ensure that activities are conducted in a manner unlikely to cause inconvenience to neighbouring property or to the public.
4. For lettings where the general public are admitted it is the responsibility of the organisers to appoint responsible persons to maintain order.
5. The hirer shall meet the cost of making good all damage caused to premises or other property and shall indemnify the school from and against all costs and claims. It is advisable therefore those hirers should take out insurance cover for the period of the letting.
6. The hirers must not remove or stand on school furniture and equipment or remove other fixtures and fittings.
7. The school piano must not be moved unless written permission of the Head has been obtained.
8. Smoking is not allowed within the school premises.
9. Notices may not be displayed on school premises without prior approval of the Head Teacher.
10. The Governing Body and trust do not accept liability in respect of parked vehicles at the school site.
11. It is the responsibility of the hirer to obtain and pay for all the necessary licences required for the letting.
12. It is essential that all electrical equipment being used in any premises be connected to the mains electricity supply via an adaptor fitted with a residual current device.
13. In the event of cancellation, the Head must be informed at least 24 hours before the letting commences.
14. The hirer may not sublet the letting of the school.
15. Any letting which could lead to a breach of public order should be referred for advice to the Director of Children and Young People's Services.

16. The hirer must not use, permit or allow rooms/site to be used for any extremist or terrorist activities or for the dissemination of extremist views of materials.
17. No special preparation may be applied to floors; footwear likely to cause damage to floors is not permitted.
18. 10pm is the normal finishing time of a letting; any extension is subject to the Governors' approval and will be charged at the appropriate rate.
19. The use of the School Meals facilities may be agreed only after full consultation with the Head Teacher
20. The Site Manager may advise against the letting of the school grounds due to adverse ground conditions.
21. The Hirer must inform the Site Manager or school representative of their arrival and departure.
22. When required, DBS checks must be made available to the school.