



Leintwardine Endowed C.E. Primary School Lettings Policy

Introduction

This policy reflects our Christian foundation and our school ethos which are at the forefront of all that we do.

Our School Ethos:

Whilst truly embedding ourselves in the heart of the church and the surrounding community, we provide outstanding learning opportunities for all our children and their families.

'Letting Our Light Shine' Matthew 5:16

Our aim is that each child will be kind so that they:

Achieve their Potential
Become Independent
Connect with their Community
Demonstrate Resilience

Roles and Responsibilities

The Headteacher will:

- Establish a central booking system
- Apply the criteria agreed by the governing body and consult the Finance, Premises and Personnel Committee on requests for bookings which do not meet them or where there is a potential conflict of interest.
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The Governing Body with advice from the Head Teacher will:

- Balance the desire to generate income against the desire to support “worthy” groups within the community
- Agree the criteria to be used when deciding which groups are to be allowed to use the premises and consider requests for bookings against those criteria
- Take a positive approach to enhancing learning opportunities for the whole school community through promoting community use of the school
- Ensure that use by external organisations does not degrade the standards of the facilities to the extent that they are no longer suitable for use by pupils
- Consider issues of political balance
- Consider the implications of all requests received for the health, safety and security of pupils and staff
- Consider the implications for workload of all staff of any decisions it makes
- Set pricing for hourly rental (currently set at £20 per hour with additional costs if cleaning or caretaking required).

Arrangements for Monitoring and Evaluation

The Finance, Premises and Personnel Committee of the Governing Body will receive reports from the School Business Manager on an annual basis, of the schedule of use of the school outside of the school day, the number of groups involved and the net profit from such activities.

Issues that required intervention by the Head Teacher will be noted, together with the action taken and the outcome. The committee will consider whether the additional use of the school premises is achieving the school ethos set out at the start of this policy.