



## **Our School Vision**

**In our school:**

**we love deeply, respecting everyone and treating them with dignity;  
we aspire with confidence, working hard and embracing challenge;  
we serve God and our community, following the example of Jesus, to create a better world.**

*“Live a life filled with love, following the example of Christ. He loved us and offered himself as a sacrifice for us.”*

**Ephesians 5:2 (NLT)**

**Our School Values: Love, Aspiration, Service**

*Latymer All Saints C of E Primary School  
Lettings Policy 2026 - 2027*

The Governing Body of Latymer All Saints C of E Primary School believes that schools are a valuable community resource. It is therefore committed to making every reasonable effort to ensure that the school premises (buildings and grounds) are available for the benefit of the local community. In keeping with the extended school's services agenda, we will give priority to the use of premises for educational objectives.

The hiring of school premises at all times outside normal school hours is under the control of the Governing Body. This policy sets out the facilities available and the charges.

A letting is defined as the use of school premises during school hours, evenings, weekends and school holidays by parties other than the school.

Our lettings policy will aim to:

- ensure that the use of school premises and facilities is effectively co-ordinated and managed
- promote the use of school premises by the wider community
- give priority for established community providers of services for children and young people
- provide a clear statement of charges
- ensure a range of activities for children and young people

## Scale of Charges

Our charging policy will:

- charge statutory and voluntary community sector organisations at a 'Community Rate'
- charge commercial private organisations at a 'Commercial Rate' The charge to the hirer will include a 10% agency fee.

## Charges for Lettings

The Governing Board is responsible for setting charges for the letting of the school premises. A charge will be levied which covers the following:

- Cost of services (heating and lighting)
- Cost of staffing (additional security, caretaking and cleaning) including on costs
- Cost of administration
- Cost of 'wear and tear'
- Cost of use of school equipment (if applicable)
- Profit element (if appropriate)

## Application Process

An organisation wishing to hire school premises should, in the first instance, contact the Lettings Agent for the school:

Email: [school-lettings@hotmail.co.uk](mailto:school-lettings@hotmail.co.uk) Tel.: 07854 029622

The Agent will issue an application form which needs to be completed at least 3 weeks before the date of hire and returned to the agency.

The agent will send details of the request with an approval form to the school. The school will consider the request, taking into consideration:

- health and safety of the children at the school
- security of the site
- availability of a Premises Caretaker
- reason for the let and the nature of the organisation requesting the let.

## The Hire Agreement

The approval of hire will be confirmed by the Letting Agency in the invoice which will specify the premises being hired; the nature of the activity or activities taking place; the time and duration of the hire and the cost of the hire.

The permission for the letting to take place is subject to the payment of the invoice before the actual hire takes place. The payment will be made to the agent.

The Headteacher or the Chair of Governors has the power to terminate any hire agreement relating to the hire of the

school premises.

**The hirer should be a named individual and the agreement should be in their name, giving their permanent private address. This avoids any slight risk that the letting might be held to be a business tenancy, which would give the hirer security of tenure.**

When a hirer has any particular complaints about the service or hire, they should, in the first instance, approach the Agent who will advise them on the procedure to be followed.

**Terms and conditions:**

- The chargeable hire period includes setting up and clearing up time
- Any additional costs incurred through time over-runs or extra cleaning will be deducted from the deposit
- Smoking is not permitted on school grounds
- The hirer is responsible for ensuring that children do not have access to alcoholic drinks and for dealing with persons suffering from over consumption of alcohol
- All outside electrical equipment must be P.A.T tested before use

**All costs are negotiable on a let by let basis considering the affiliation to the Church of England, length of time and loyalty.**

**Scale of Charges from September 2025- July 2026:**

**HALL**

**Community Lettings**

Monday to Sunday **£55 per hour**

**Christian Faith Lettings**

Monday to Sunday **£50.00 per hour**

**Non Community Lettings**

Monday to Saturday **£65.00 per hour**

Sunday **£75.00 per hour**

**STAFF**

Evenings or weekends **£30.00 per hour**

**PAVILION**

**£25.00 per hour weekdays** **£35.50 per hour weekends**

**LOG CABIN**

**£25.00 per hour weekdays** **£30.00 per hour weekends**

**CAR PARK**

**£40.00 per hour or £285 per day (day = 7am to 4pm) evenings and weekends only**

## **FIELD**

Community	<b>£40.00</b> per hour
Staff	<b>£35.00</b> per hour

## **PLAYGROUND**

**£25.00** per hour evenings, weekends and holidays only

These charges are based on guidance from the Lettings Agency and reflect charges by other schools. The Premises Caretaker, under the direction of the Headteacher, oversees all lettings.

## **Monitoring arrangements**

This policy will be reviewed annually by the Finance and Premises Committee. Any amendments will be presented at a meeting of the Full Governing board.

**Reviewed and Approved by:** The Finance and Premises Committee

**Date:** June 2025

**Ratified by Full Governing Board**

**Date:** July 2025

**Next review due:**

**Date:** July 2026

**Latymer All Saints C of E Primary School is committed to the safeguarding of our pupils and staff.**