



WINCHMORE SCHOOL

Lettings Policy

Winchmore School
Laburnum Grove
Winchmore Hill
London N21 3HS
Tel: 020 8360 7773, Fax: 020 8360 8409
Email: office@winchmore.enfield.sch.uk

Adopted: March 2021
Next review: March 2022
Review Committee: Resources Committee

1. Introduction

The Governing Body regards the school buildings and grounds as a community asset and will make every effort to enable them to be available for the delivery of extended services including community use.

The Governing Body welcomes the opportunity to work with partner organisations in extending the range of opportunities to help children and young people achieve their full

potential by engaging with services meeting the wider needs of children, young people, families and the local community.

The Governing Body acknowledges that extended services, including community services, support and compliment the main teaching and learning activity within the school and contribute towards raising standards. However, we would ask that partners note that schools, by their very nature, may be more constrained than many other organisations in responding to lettings requests.

A charge will normally be levied to meet the costs incurred by the school in respect of any lettings of the premises. As a minimum, the actual cost to the school of any use of the premises must be reimbursed to the school's budget where those activities are not a planned and authorised component of the school's core operations and/or curriculum.

The Governing Body will ensure that any application for use of the school's facilities will only be approved if the Governing Body is convinced, based on reasonable evidence, that the aims of the hirer are compatible with the school's values, do not conflict with any school policy, and do not pose a risk of bringing the school into disrepute.

The Governing Body has the right to refuse any application without

explanation. **2. Definition of a Letting**

A letting may be defined as *"any use of the school premises (buildings and grounds) by third parties such as a community group, or a commercial organisation"*.

A letting must not interfere with the primary activity of the school, which is to provide a high standard teaching and learning environment for all its pupils.

Use of the premises for activities such as staff meetings, parents' meetings, Governing Body meetings, out of school hours learning / study support activities or any other extended services which support the raising of attainment and achievement, fall within the corporate life of the school. Costs arising from these uses are therefore a legitimate charge against the school's delegated budget.

3. Charges for a Letting

The Governing Body is responsible for setting charges for the letting of the school premises. A charge may be levied in order to cover 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 insurance (if the school has arranged its own public liability insurance – see School Hire & Functions terms and conditions p 5)
- Cost of use of school equipment (if applicable);
- Profit element (if appropriate).

The specific charge levied for each letting will be reviewed no less than annually by the Governing Body (or as delegated for Committee determination). This review will take place

such that approved charges are ready for implementation from no later than 1st April of the following year. Current charges will be provided in advance of any letting being agreed. A Charging Tariff will be established to ensure that access is affordable for particular individuals and groups – please see Scale of Charges document dated April 2021.

4. Management and Administration of Lettings

Organisations seeking to hire the school premises should contact our agent:

School Hire & Functions Limited
Email: school.hire@yahoo.co.uk
Phone: 07855 042027
Web: www.school-hire.com

All bookings for external organisations and individuals are managed by our agent and their Terms & Conditions of hire form part of this Policy.

Our facilities are available to hire during term time from:

6pm-10pm Monday-Friday

9am-2pm Saturday

All other times are subject to arrangement.