



LETTINGS POLICY
ST. LUKE & ST. PHILIP'S PRIMARY, A CHURCH OF ENGLAND ACADEMY



VISION STATEMENT

'The family of St Luke and St Philip's will ensure excellence is encouraged, minds are opened, diversity is embraced, respect is expected and talents are nurtured under the umbrella of God's love.'

ETHOS

Our school provides grounding in the Christian Faith for all its children with emphasis on collective worship as part of its daily life. Our Christian values of trust, truth, love, peace and thankfulness are built into the ethos and teaching of our school with the support of all Governors and staff for its Christian foundation. We also seek to encourage an understanding and respect for other world faiths.

CHRISTIAN SCHOOL VALUES



PURPOSE

This policy reflects the values, ethos and Mission Statement of St. Luke and St Philip's C.E. Primary Academy in relation to lettings. It is consistent with the school's agreed aims and objectives and sets out a framework within which teaching and support staff can operate.

AUDIENCE

This document is intended to give a clear outline of the school's approach to lettings, to all staff, governors, Cidari and parents. It is also intended for any authorised inspector. Copies of this document are provided for all teaching staff and are available when necessary to support staff, members of the School's Governing Committee (LGC) and Cidari members. A copy of this document is available for the use of parents.

DOCUMENT PURPOSE

The Governors of St Luke and St Philip's Primary School recognise that the school must recover the costs involved in the letting of the building out of hours to ensure that there is no loss to the budget. The Local Governing Committee (LGC) may take decisions to subsidise events or forgo making charges. The LGC is at liberty to include a profit margin in its charges for lettings in cases it deems appropriate.

1. When the school is let for parish and church activities then the Governors will seek only to recover the actual cost of the letting in terms of fuel, wear and tear and an agreed fee to the Site Supervisor if work is actually carried out.

Governors will agree arrangements with the PCC or individual organisations.

2. Where the school is to be used for other than Parish activities there will be a separate scale of charges. There will be three levels of charge as follows:

Level 1 For Parish / Church use

Level 2 For Governor-approved (non-profit making) users

Level 3 For commercial users

3. Hourly rates will be published annually and will be based on the costs of fuel, caretaking and cleaning and wear and tear.
4. Applications should be made to the Headteacher or the Chair of Governors who are jointly responsible for letting the premises.
5. Organisations must have a named contact person whose name, address and telephone number must be provided.
6. Lettings fees will be paid into the appropriate budget heading of the school budget.

7. Where the school decides that the Site Supervisor should be present for a letting, the current published rate will be paid. If the Site Supervisor is unavailable or unwilling to attend, then the Governors will make their own arrangements. The Site Supervisor, if required to open the school and ensure it is safe after the event, will be paid for two hours of their time at the appropriate rate.
8. For the purposes of letting on a commercial basis the Headteacher and Chair of Governors will have regard to market forces and Level 3 charges may be varied depending on the Hirer.

Hiring Charges

There are three components which make up the total cost which must be recovered following out of hours usage of the school premises. These are:

1. Heating and lighting — this covers the whole building as there are no facilities for zoning
2. Caretaking and cleaning — the minimum charge will be two hours if it is required
3. Wear and tear — any usage causes wear and tear to the fabric of the building and a nominal charge has been built into the standard charges to accommodate this.

There are three levels of charge:

Level 1 : For St Luke and St Philip's Parish organisations or other Church organisations;

Level 2 : Other non-profit making users approved by the Governors who do not fall within those categorised at Levels 1 or 3 but provide a service which is of benefit to the parish or community;

Level 3 : Commercial organisations who will use the school for the purpose of trading (for profit or otherwise).

When a Parliamentary election is called, candidates may request the use of the premises for meetings. Under these circumstances separate charges may be issued by the Council and it is at the discretion of the Chair of Governors and Headteacher as to which set of charges to apply.

Charges

Level 1 : £14.00 per meeting of 2 hours or less

£11.00 per hour thereafter

Caretaking fees (if required) - minimum of 2 hours paid at the current rate (available from the LA)

Level 2 : £17 per meeting of 2 hours or less

£14 per hour thereafter

Caretaking fees (if required) - minimum of 2 hours paid at the current rate (available from the LA)

Level 3 : £35 per meeting of 2 hours or less

£25 per hour thereafter

Caretaking fees Monday to Saturday - £20 per hour, Sunday - £25 per hour

Policy reviewed by : Mrs M Rain

Policy Reviewed: March 2023

Agreed by Governors:

Next Review Date: March 2025