



The Pines Primary School

Lettings Policy

Frequency of review:	Every 2 years
Reviewed:	January 2026
Reviewed By:	Kerry Darby
Next review (date):	January 2028

Introduction

Anglian Learning and the school regard the school buildings and grounds as a valuable community asset and will make every reasonable effort to enable them to be used as much as possible. However, the overriding aim of the Pines is to support the school in providing the best possible education for its pupils and any lettings of the premises to outside organisations will be considered with this in mind. The school reserves the right to refuse bookings; the Headteacher has discretion to accept or decline bookings with reference to Anglian Learning as appropriate.

Letting of Educational Premises

Application for hiring the school premises should be made by contacting the school office.

During holiday periods, lettings may be refused in order that cleaning, redecoration and other essential work can be carried out.

The school and Trust is responsible for setting charges for the letting of school premises. These are set out in the Schedule of Charges which is at the end of this policy. This will be reviewed annually for implementation on 1st September each year.

Rates will vary for different types of groups and for different times. Rates are set to cover the following costs where applicable:

- Heating and lighting

- Staffing (caretaking and cleaning)
- Administration
- Wear and tear
- Use of school equipment

Hirers will be classified as follows:

COMMERCIAL – includes commercial businesses, profit making ventures, private functions and commercial fundraising events.

CHARITABLE / COMMUNITY – includes registered charities, community activities or children’s parties. These lettings cannot be organised to make a profit.

The classification of any particular Hirer is at the discretion of the Headteacher. In the case of any dispute about the classification, the Hirer may appeal to the Resources Committee of the Governing Body whose decision will be final.

Income and expenditure associated with lettings will be regularly monitored to ensure that at least a “break-even” situation is being achieved.

Conditions of Hire

1. PAYMENT – For a one-off hire, payment in full will be required on booking. Regular users (who book blocks of 10 weeks or more per year) will be invoiced monthly.
2. CANCELLATION – Cancellations of one-off bookings, or a single session for a regular letting, should be made by phone, e-mail or in writing to the Headteacher at least 24 hours before the proposed letting, otherwise the Hirer will still be liable for the cost of letting the premises. The school will seek to recover any additional costs incurred which are unavoidable and result directly from the cancellation of a letting.

In the event of the school needing to cancel an agreed letting, as much notice as possible will be given (this should be at least one month in writing in the case of seeking to permanently cancel a regular as opposed to one off booking). However, the school will not be liable for any claim for compensation, other than the return of any advance payments / deposit money received.

All Hirers are required to give at least one month’s notice in writing to the Headteacher if they wish to cancel a regular booking.

3. DEPOSIT - Some lettings may require a deposit to be paid on booking the facilities.
4. FIRE PROCEDURES - Hirers should familiarise themselves with the evacuation procedures for the area in which they are based including the position of escape routes, fire alarms and fire extinguishers. Notices regarding the procedures to be taken in the event of fire should be studied and the information disseminated to all people using the premises during the letting period. Fire exits must not be blocked or locked, nor should furniture, equipment or other obstructions be placed in corridors during the letting.

During school office hours (8.00am – 4.00pm), all Hirers (and their staff/helpers) must sign in and out at the school office to ensure compliance with fire regulations.

5. **INSURANCE** - The Pines is insured only in respect of its own liabilities to third parties. **Hirers must ensure they are insured for injuries to their members and others and for theft of, or damage to, their own and school property.** Hirers must ensure the school has a copy of their current Public Liability insurance certificate for its files.
6. **DAMAGE AND BREAKAGES** - All damages and breakages should be reported to the school immediately. Particular care should be taken when dealing with broken glass. Hirers are responsible for any damage to the buildings, furniture and equipment. If any additional expense is incurred in the removal and replacement of furniture or any exceptional cleaning becomes necessary as a result of the use of the premises, the person hiring the building will be responsible for any such expense.
7. **SAFETY AND SECURITY** – Hirers should ensure that any equipment they bring into the school or use in the school is safe and suitable for the use to which it is put. Electrical equipment used must carry a current PAT test label. If organising an event where public order may be a problem, Hirers are to ensure that adequate precautions are taken. Consideration should be given as to the need to have stewards to prevent unauthorised entry.
8. **SAFEGUARDING** – For any lettings which involve children under the age of 18, Hirers must ensure that children are supervised at all times when using school premises (including at the beginning and end of sessions when they are dropped off and collected by parents/carers). Hirers must ensure that the appropriate staff to child ratios are implemented at all times. Hirers must take a register and are responsible for locating any 'missing' children. Hirers must confirm, by signing and dating this policy below, that they have read Part 1 of the latest Keeping Children Safe in Education document (which can be found on the following link - <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>) and that they agree to abide by all the provisions contained in it.
9. **DISCLOSURE AND BARRING SERVICE CHECKS** – Hirers running a letting that involves children under the age of 18 are responsible for ensuring that they, together with any unsupervised helpers/staff, hold an up-to-date clear Enhanced Disclosure provided by the Disclosure and Barring Service. Before the first use of the school premises, evidence of these checks should be made available to the school office.
10. **PHOTOGRAPHY** – No photos of children are permitted unless written consent has been obtained from parents.
11. **FIRST AID** – Hirers are responsible for administering first aid to children and undertaking the relevant training. Hirers must collect relevant medical information and contact details from parents.
12. **RISK ASSESSMENTS** – The Hirer cannot rely on the school's risk assessments for any activities carried out during the letting and must

complete their own risk assessments as required, relevant to the activity, which should be available to the school on request.

13. OFSTED – Commercial lets must ensure that they are OFSTED registered if applicable: <https://www.gov.uk/government/publications/factsheet-childcare-registering-school-based-provision/registering-and-inspecting-school-based-provision#early-years-or-childcare-provision-on-a-school-site-which-is-not-made-directly-by-the-school>

14. NO SMOKING IS PERMITTED ANYWHERE ON THE SCHOOL SITE – In addition, no form of artificial smoke / dry ice may be used on the premises as this will activate the smoke alarm and result in the cost of an emergency service call out.

15. NOISE – The Hirer shall not cause any noise nuisance to neighbouring residents (including when leaving the premises) and shall behave reasonably at all times.

Finally, Hirers are asked to leave the premises in the state in which they were found.

Any breach of the Conditions of Hire could result in the letting being terminated

Please sign and date the Lettings Policy below to confirm your acceptance and understanding of all the Conditions of Hire and return to the Headteacher via the school office

Signed:

Print name:

Date:

If you have any further queries, please contact the Headteacher by telephone (01638 790135) during school hours or by email (office@pinesprimary.org).

Schedule of Charges September 2026-27

Commercial charges: £20-£40 per session dependant on number of attendees and length of session. To be discussed and confirmed with Headteacher.