



'Aim High Be Happy'

Lettings Policy

Policy Control	
Responsible Person:	Headteacher
Responsible Governor Team:	Finance
Approved by Governors:	January 2026
Date due for review:	January 2027

Our school policies are written with the objective of continuously improving the school in our aim of realising the school's vision:

At Sandhurst Primary School, children come first and our priority is to deliver high quality teaching and learning whilst at the same time providing rich and truly enjoyable learning experiences for our community of children. Everything we do as a school is to ensure that the children achieve their very best; we are deeply aware that children only get one chance at their primary education and it is our job to ensure that they all reach for the highest levels of personal achievement and development. We want every child to be successful; to reach for success from the very first day that they join us and throughout their school lives so that when they leave us, they have a love of learning for the rest of their lives.

Our School Values

Sandhurst Primary School values

With **kindness** in our hearts,
we find **enjoyment** in our learning and
seek **challenge** in all that we do.

and all our stakeholders are encouraged to *reflect* upon their learning and their actions.

Philosophy:

Provided there is no interruption to school use of the premises, part of the school buildings and grounds may be let to outside bodies after the end of the school day, at weekends and during the holidays, in order to:

- Raise income for the school
- Better integrate the school into the local community
- Familiarise individuals with the school, who may become pupils or their parents
- Satisfy some of the needs of local individuals, groups and organisations
- Increase the use of facilities that are under used by the school

Implementation:

Bookings are made through the representative of the school, as authorised by the Governing Body, and confirmed in writing.

- School and PFTA activities have priority
- No bookings are confirmed more than 4 months in advance although provisional bookings may be made at any time
- Outline charges are set by the Headteacher/Governors and reviewed annually
- Specific charges are set at the time of the agreement
- The VAT liability of the letting is determined at the time of the agreement
- Payment is in advance for single lettings
- Payment is in instalments for a series of sports facilities lettings that comply with VAT exemption regulations
- The agreement should be updated and reviewed at least annually
- A diary is kept covering all school, PFTA and outside use of the premises and grounds after school, in evenings, at weekends and in holidays.

Users sign an agreement that covers:

- Terms and conditions relating to type of and length of use
- Cancellation
- Damage
- Insurance
- Charging
- Restrictions on use
- Licensing for the sale of alcohol, or public performances
- Parking

Roles and Responsibilities:

The school authorised representative is responsible for the construction and regular update of the letting's diary.

The PFTA secretary and individual teachers are responsible for informing the authorised school representative a term in advance, of events outside teaching hours, which will use the school premises.

Opening and closing the school is undertaken by the caretaker, or a casual caretaker, or by prior agreement with an authorised member of the staff

Supervision during the letting is the responsibility of the user. The user is also responsible for the security of the area of the school being used

When a risk assessment is completed by the user or the school, in relation to the premises or activity or equipment involved, the user must ensure any controls are complied with

Post-letting checks are made by the caretaker and reported to the school authorised representative

The authorised representative will ensure that excess wear and tear on the buildings and equipment is avoided and will follow up unsatisfactory lettings to resolve issues

Monitoring & Evaluation:

Lettings should be evaluated to assess the additional income raised for the school, less the cost of any reasonable wear and tear to the furniture and fabric of the school, made during lets and costs of additional heating and caretaker's payments.

Appendix A

Lettings of Sandhurst Primary School

Lettings from April 1st 2025

Minimum Letting Fee (covers a 3-hour continuous period) £50:00

Additional hours charged at £20.00 per hour.

Long-term regular lettings at the governors' discretion.

Insurance is 3.15% of letting fee.

Lettings from April 1st 2024

Minimum Letting Fee (covers a 3-hour continuous period) £50.00

Additional hours charged at £20.00 per hour.

Long-term regular lettings at the governors' discretion.

Insurance is 3.15% of letting fee.

Lettings from April 1st 2023

Minimum Letting Fee (covers a 3-hour continuous period) £48.00

Additional hours charged at £16.00 per hour.

Long-term regular lettings at the governors' discretion.

Insurance is 3.15% of letting fee.