RUSSET HOUSE SCHOOL

LETTINGS POLICY

The Governing Board of Russet House School believes that schools are a valuable community resource. It is, therefore, committed to making every reasonable effort to ensure that Russet House School premises (buildings and grounds) are available for the benefit of the local community. The school will give priority to the use of the premises for educational objectives and the support of children and families with Special Educational Needs and Disabilities

This hiring of the school premises at all times outside normal school hours is under the control of the Governing Board; responsibility for this is delegated to the Headteacher and School Business Manager (to coordinate with the Lettings Agency).

This policy sets out the facilities available and the charges. The responsibilities of the users when the school premises are let are set out in more detail in the Letting Agency's 'Conditions for the Letting of School Premises to External Organisations'.

LETTINGS POLICY

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

The aims of the Lettings Policy are:

- to give priority to community providers of services for children and young people, and particularly those with SEND
- to promote the use of school premises by the wider community
- to ensure that the use of school premises and facilities is effectively co-ordinated and managed
- to provide a clear statement of charges

SCALE OF CHARGES

There are different charging rates:

- Community Rate: this rate is charged for voluntary and children's community sector organisations and is only minimally higher than costs to the school (of staffing, toilet cleaning, utilities etc.)
- Commercial Rate: the rate for commercial private organisations or individual persons; this rate is equivalent to cost plus an income margin for the school

In exceptional circumstances the school retains the right to agree a different rate with an organisation e.g. if funding for the school's facilities is provided by the Local Authority.

APPLICATION PROCESS

An organisation wishing to hire school premises should, in the first instance, contact the Lettings Agency - Samantha Exell at school-lettings@hotmail.co.uk.

The Lettings Agency will issue an application form which needs to be completed at least 6 weeks before the date of hire. Consideration can be given to bookings made with less than 6 weeks' notice at the school's discretion.

The Lettings Agency will liaise with the School Business Manager to seek agreement for the hire.

SAFEGUARDING

It is the responsibility of the organisation or individual who have hired the premises to oversee all safeguarding duties whilst on Russet House School site. If the organisation wishing to hire school premises is running a club or activity for children the school will require a copy of the hirer's Safeguarding and Child Protection Policy and Procedures.

HEALTH & SAFETY

Risk assessments and supervision of any children whilst on the premises is the responsibility of the organisation or individual who is using the premises. All incidents and accidents should be managed through the organisation and reported to the school.

DURING THE TIME OF HIRE

The school will be locked and unlocked by a member of the school staff. The member of school staff will remain on site at all times. The member of school staff will make the hirer aware of emergency evacuation routes (e.g. in case of fire).

Only rooms which have been hired are permitted to be used. If the Hire Agreement includes the use of school resources e.g. tables and chairs, this will be pre-agreed with the school. The school member of staff will make the hirer aware where the agreed resources are located. It is the responsibility of the hirer to set up a room / resources and return all resources to their original location at the end of the hire. It is also the responsibility of the hirer to leave the facilities clean and tidy as they found them and bag up any rubbish.

The duration of the hire is the total time required by the hirer (including setting up and tidying/ returning any resources).

THE HIRE AGREEMENT

The approval of a hire will be confirmed by the Lettings 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 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 School Hire and Functions Ltd.

The Headteacher has the power to terminate any hire agreement relating to the hire of the school premises.

The Hire Agreement will determine whether the school's existing insurance is adequate for the purposes of the hire, or whether additional insurance is sought from the Hirer. This will be determined by the Lettings Agency.

The Hirer is required to have their own Public Liability Insurance and cover the costs of any damages to school equipment, resources and the building.

CHARGES

		Late Afternoon (15.30 - 17.00)		Early Evenings, April - Oct (17.00 – 19.00)		Late Evenings (19.00 – 23.00) Early Evenings, Nov-March, (17.00 – 19.00)		Weekends (Any time after 7 p.m. 2nd staff member required at cost of £25 per hour)		holidays – weekdays (9.30 – 15.00)	
Facility	**Seating**	**Community Rate**	**Commercial Rate**	**Community Rate**	**Commercial Rate**	**Community Rate**	**Commercial Rate**	**Community Rate**	**Commercial Rate**	**Community Rate**	**Commercial Rate**
PE Hall (games and gym hall) No VAT	170	£20 per hour	£45 per hour	£30 per hour	£55 per hour	£43 per hour	£65 per hour	£36 per hour (+ costs of additional staff if after 7 p.m.)	£55 per hour (+ costs of additional staff if after 7 p.m.)	£25 per hour	£50 per hour
Classroom No VAT	20	£15 per hour	£30 per hour	£25 per hour	£45 per hour	£36 per hour	£55 per hour	£31 per hour (+ costs of additional staff if after 7 p.m.)	£50 per hour (+ costs of additional staff if after 7 p.m.)	£20 per hour	£45 per hour
Soft Play No VAT	Up to 12 children	£20 per hour	£45 per hour	£30 per hour	£55 per hour	£43 per hour	£65 per hour	£36 per hour (+ costs of additional staff if after 7 p.m.)	£60 per hour (+ costs of additional staff if after 7 p.m.)	£25 per hour	£50 per hour
Dining Hall No VAT	150	£20 per hour	£45 per hour	£30 per hour	£55 per hour	£43 per hour	£65 per hour	£36 per hour (+ costs of additional staff if after 7 p.m.)	£60 per hour (+ costs of additional staff if after 7 p.m.)	£25 per hour	£50 per hour
Soft Play and PE Hall combined	150 in hall, 12 children in soft play	£30 per hour	£70 per hour	£50 per hour	£80 per hour	£70 per hour	£100 per hour	£55 per hour (+ costs of additional staff if after 7 p.m.)	£85 per hour (+ costs of additional staff if after 7 p.m.)	£40 per hour	£80 per hour

Name of School	Russet House School
Updated	January 2020, May 2021, Autumn 2023, Spring 2025, Spring 2026 (Review)