



*Working in partnership with Little Snoring Primary School*

*Colkirk C of E Primary Academy, Sculthorpe C of E Primary Academy & West Raynham C of E Primary Academy*

Executive Headteacher: Mr Christopher J Allen

## Lettings Policy

### **Purpose**

The purpose of this policy is to ensure that the most effective use is made of the school premises. We believe that our school should be a centre for lifelong learning and a resource for parents/carers and the wider community. We recognise that the facilities could generate resources for the school. This policy sets out the criteria for making decisions on requests for use by external organisations.

### **Who was consulted?**

DNEAT and staff were consulted when formulating the policy. Relevant DfE guidance has also been considered. In addition, we have considered representations from the following community/parish council.

### **Relationship to other policies**

This policy should be read in conjunction with the accessibility plan, equal opportunities policy, the health and safety policy and the curriculum policy.

### **Roles and responsibilities of headteacher, other staff, governors**

The **headteacher** will:

- establish a central booking system
- apply the criteria agreed by the governing body and consult the Resources Committee on requests for bookings which do not meet them or where there is a potential conflict of interest.

The **governing body**, with advice from the headteacher, will:

- balance the desire to generate income against the desire to support “worthy” groups within the community
- agree the criteria to be used when deciding which groups are to be allowed to use the premises and consider requests for bookings against those criteria. *[These could include educational focus, charitable causes, benefit to the community, etc.]*
- take a positive approach to enhancing learning opportunities for the whole school community through promoting community use of the school
- ensure that use by external organisations does not degrade the standards of the facilities to the extent that they are no longer suitable for use by pupils
- consider issues of political balance



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Tel: 01328 862684 Email: [office@colkirk.norfolk.sch.uk](mailto:office@colkirk.norfolk.sch.uk) Web: [www.wrsps.co.uk](http://www.wrsps.co.uk)

- consider the implications of all requests received for the health, safety and security of pupils and staff
- consider the implications for workload of all staff of any decisions it makes
- take advice from DNEAT on the charges to be levied.

### **Arrangements for monitoring and evaluation**

The Resources Committee of the governing body will receive reports from the headteacher on a termly basis of the schedule of use of the school outside of the school day, the number of groups involved and the net profit from such activities.

Issues that required intervention by the headteacher will be noted, together with the action taken and the outcome. The committee will consider whether the additional use of the school premises is achieving the purposes set out at the start of this policy.

Signed

A handwritten signature in cursive script that reads "Clive G. Wyke". A horizontal line is drawn underneath the signature.

Chair of Governors

Date 30.08.2017



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