LETTINGS POLICY

Approved on:	
Policy	14th July 2026
Rates (app.1)	14th July 2026
Staff:	Finance and Data Officer
Notes:	Trust Mandated
Review Cycle:	
Policy	Every 2 years – Trust Mandated
Lettings Rates	Annual
Next Review Date:	
Policy	**Summer 2028**
Rates (app.1)	**Summer 2027**

Headteacher: Mrs. Kate Collins

a member of

Learning Partners

academy trust

INTRODUCTION

The Local Governing Body of Sandfield aim to promote the full use of the school and the grounds by the community or commercial organisations according to the guidelines and restrictions given in this document. The threefold benefit in encouraging lettings and community use of the school are:

1. To add to the facilities for the local community.
2. As part of improving and developing the links with the community.
3. To earn additional funds to use in raising and improving standards at the school.

The school is an equal opportunity school and welcomes applications from all groups and individuals. All letting applications will be considered in light of the following policy and the ultimate decision rests with the Local Governing Body and Headteacher.

The acceptance of an application by a group to use the facilities does not imply support for the views expressed by the individual or group.

PURPOSE

To inform all those in the school community or commercial organisations of the practice for the letting of the school site.

AIMS

The aim of this policy is to provide guidelines for the use of school facilities for the benefit of the school and its community. To enable the school management to achieve this aim the Local Academy Committee has drawn up the following policy.

POLICY STATEMENT

1. The needs of the school, (that is of the Headteacher, staff and pupils), shall be given priority.
2. The Local Governing Body will always aim to balance the allocation of lettings to community use and general hirers (registered youth groups [for example, guides and scouts] will have priority of letting over general hirers if necessary).
3. The Local Governing Body has the right to refuse any request for hiring.
4. All lettings administration must comply with the Learning Partners Academy Finance Policy.

LETTINGS POLICY

Areas available for hire

- Learning Lab (Food Tech / Art / Science area)
- Playground
- Sports Pitch
- Hall (excluding kitchen area)
- Car Park
- Other areas agreed by the Head and Governors

Times

- Lettings must not affect the regular school usage and annual calendar
- On school days, premises can be hired between 7:00am and 8:30am; 3:30pm and 10:00pm.
- During the school day rooms can be hired for tuition of music etc. for Sandfield School Pupils
- During school holidays and at weekends, the premises shall be available between 8.00am and 10.00pm, except where governors permit an earlier/later time.
- At certain times, the school premises may be required by the LA for statutory purposes, such as Parliamentary elections, over which the Local Academy Committee have no control. Additionally, the school may have essential building works during certain periods.

Restrictions on Hiring

- The school premises should not be used for livestock shows (including exhibitions of children's pets)
- The school premises should not be used for committee rooms for candidates at political elections
- No intoxicating liquor may be brought on to or consumed on the school premises during or in connection with any hiring except with the Local Governing Body approval. If approval is

granted and there will be the sale of alcohol taking place the relevant licence must be obtained from the Council Offices and presented to the Local Governing Body in advance of the letting.
- The school premises will not be used for events such as 18th Birthday Parties, or for one off lettings for parties/other reasons at any time.

The school premises will not be used for any purpose of any kind which could be unlawful or capable of bringing the school, into disrepute.

Caretaker

The caretaker or school representative is required to ensure site security, or staff-member keyholder (SLT). However, once the school is satisfied with the hirer's responsibility for the school and its property, a set of keys will be given and the caretaker will ensure that all areas of the school are secure in advance of the letting, so that entry into unspecified areas is not allowed. A Key Holder Agreement must be in place between the hirer and the school by means of completion of the relevant form.

Agreement and Responsibilities

Health & Safety

- The school will provide the hirer with the premises in good order,and will endeavour to give good notice of any unforeseen changes in availability.
- The premises must be returned in the same condition to avoid any additional costs for maintenance, cleaning or replacement.
- The school operates a No Smoking Policy and a No Vaping Policy on all its premises and it is expected that the hirer will ensure that this is adhered to.
- The caretaker (or named person) will be required to bring any problems resulting from the letting to the attention of the Headteacher/Finance & Data Officer within 48 hours of an inspection, who will take action accordingly.

Booking Process

- The hirer must apply for a letting using the Application Form available from the Finance Officer and this will be sent to the proposed hirer with a copy of the letting policy as well as the terms and conditions.
- A letting will then have pre-approval from the headteacher once they have perused the Application Form. Following this the school will send the acceptance form, together with cost confirmation and request for further documentation (including insurance, risk assessment, relevant safeguarding clarification, key holder agreement (if applicable), referee details)
- Once this is fully received a diligence check will be undertaken and final headteacher approval will be obtained.
- The hirer will then be sent a copy of the lettings protocol, emergency contact information, lettings risk assessment (including fire and health & safety) and a site visit will be arranged to discuss the security of the premises prior to the letting commencing.

Insurance

- All hirers must be covered by Public Liability Insurance. Hirers must produce evidence of their Public Liability Insurance showing a minimum limit of indemnity of £5 million for their organisation. This must be provided to the school for verification. A copy of the policy will be taken and held on file.

Payment

- A refundable deposit may be requested for certain lettings.
- Payments for all lettings shall be made termly in advance and invoices will be issued by the school accordingly. No refunds will be given if the hirer is unable to fulfil their part of the letting's agreement.
- Standard rate VAT may be payable on lettings in certain circumstances – please refer to the Finance Policy. You will be notified by the school if VAT will be applicable to your letting.
- Charges for lettings will be based on local competitive analysis and Surrey County Council minimum charges, but not restricted to them. Hirers will be advised of the exact charge applicable to their letting upon approval by the Headteacher. (See appendix 1 for current charges).
- Charges for lettings will be regularly reviewed, usually annually, with increases aligned as a minimum to the Retail Price Index forecast. This will be determined by the Local Governing Body. Any changes to the charges will commence from the following Term. Hirers will be notified accordingly as soon as the governors have made any changes to the charges.

- Shoes with Black or Dark soles are not permitted in the hall and should therefore be removed upon entry into the building.

Cancellation

- Planned cancellations of a session made by the school will be notified as early as possible but with at least 2 weeks notice.
- Any cancellations of a session made by the hirer and with less than 2 weeks notice will not be refunded.
- Cancellation of an entire booking for a letting should be made with at least half a terms notice. Charges will apply throughout this period

Safeguarding

- The Trust is dedicated to ensuring the safeguarding of its pupils at all times. It is a requirement of letting that hirers abide by the schools' requirements in respect of safeguarding. Any failure from the hirer in this respect will result in the letting being terminated with immediate effect.
- It is the responsibility of the hirers to ensure that safeguarding measures are in place while letting out the space.
- If there is a possibility that those letting the premises will come into contact with pupils, for example if the letting occurs during school hours, or when pupils may be present in the school (during after school clubs or extra-curricular activities), the Hirer must have the appropriate level of DBS check and proof of this will be required.
- The hirer will be required to have appropriate safeguarding policies in place, including safeguarding and child protection, and shall provide copies of these policies on request to the school.
- The hirer must confirm that, should any safeguarding concerns present themselves during the hire of the school premises, they shall contact the designated individual within the school as soon as reasonably practicable. DSL team can be contacted on safeguarding@sandfield.surrey.sch.uk
- The hirer understands that if the school receives an allegation relating to an incident where an individual or organisation is using School premises for running an activity for children, the School's usual safeguarding procedures will be followed.

Administrative Arrangements

- Day to day administrative arrangements are the responsibility of the Finance Officer and/or the Caretaker.
- The Head on behalf of the Local Governing Body shall act on a day-to-day basis to liaise with the Finance Officer and Caretaker.
- Applications for lettings must be made via the Finance Officer.
- Each request to hire the premises will be forwarded to the Headteacher for approval. In exceptional circumstances the Headteacher's delegate (any member of SLT), can approve a letting.
- The letting fees will be reviewed annually by the Local Governing Body. The Local Governing Body must approve the letting fees in light of any revision to Surrey County Council minimum charges as well as:

a) The cost of heating, lighting and any other services used
b) Overtime for caretaking and any additional cleaning
c) Where necessary a charge to cover wear and tear of the premises
d) The level of charge made for the letting should be set to bring additional income to the school

Accounting

- Letting fees will be paid into the School Delegated Budget and entered in the budget heading of Lettings.

Promoting Lettings

Availability of lettings at the school are promoted through the school website and with Guildford Borough Council.

HOME/SCHOOL PARTNERSHIP

This policy is available to parents/carers so that they are informed of school practice. Parents have a duty to inform the school of any incidents of discrimination which take place.

EQUAL OPPORTUNITIES

No person wishing to let the school premises is discriminated against on the basis of race, ethnicity, age, culture, gender, sexual orientation, ability or religious belief.

Appendix 1

CHARGING STRUCTURE

Lettings taking place outside of normal caretaker's hours may be subject to an additional charge to cover their overtime for either the duration of the letting or for opening and closing of the school premises, plus charges for any cleaning that may occur. This will be charged in 15-minute blocks of £4.00, at the discretion of the school.

Before & After School Clubs

Classroom (per hour) (subject to room usage – additional charge may be occurred)	£8.00
Playground (per hour)	£13.00
Sports Pitch (per hour)	£13.00
Hall (per hour)	£14.00
The Learning Lab (per hour)	£16.00

(this may be reduced depending on usage of the room at the discretion of the Headteacher - i.e. for an art club this could be £9.50 per hour)

During the School Day

Rooms for provision of music tuition etc (per hour)	£6.00

(or as agreed on an individual basis with the Headteacher)

External Hire

Playground (per hour)	£16.00
Sports Pitch (per hour)	£16.00
The Learning Lab (per hour)	£19.00
Hall (per hour)	£22.00
Car Park (half day)	£54.00

Storage of kit

Shed (per term; part of shed)	£10.00

Wraparound Care

Charge dependent on offer being made by providers and number of pupils. Agreement of cost to be reached between the school and the provider. This will be on an individual basis and reviewed regularly.

Holiday Camps

During the school holidays running from 8am to either 4pm or 6pm. Charge will be dependent on offer being made by provider and whether cleaning will need to be arranged by the school at an additional charge. The cost is usually between £75 and £100 per day at a minimum and could increase if the number of attendees are high.