



Beaumont Primary School School Letting Policy:2023/2024

BEAUMONT PRIMARY SCHOOL LETTING POLICY

- Beaumont Primary School Governing Body has control over school premises both during and outside school hours, under the School Standards and Framework Act 1998.
- Beaumont Primary School Governing Body may enter into agreements that allow use of school premises during school hours, as long as this does not affect implementation of the national curriculum or adversely affect in any way the education or welfare of pupils. Any such agreement would require consultation with Bolton LA who should be included as a party of the agreement.
- It is not permitted to use the designated budget of Beaumont Primary School to subsidise non-school events, however the Governing Body may make the decision to charge some organisations extra in order to subsidise other users. Community use must, overall, cover its own costs.
- Candidates in Parliamentary and local elections will have the right to use school rooms for public meetings when not being used for educational purposes or not being used for letting purposes. The Returning Officer will not be required to pay rent but should ensure they cover any costs incurred.
- Premises will be made available to Town or Parish Councils if no other accommodation is available within the community.
- Beaumont Primary School Governing Body should take a strategic overview of how to enable access relating to extended services.
- Teachers' overall workload should not increase as a result of implementing extended services.
- Beaumont Primary School Governing Body will liaise with Bolton LA and consult widely before developing extended services and make particular effort to involve local parents.
- Beaumont Primary School Governing Body will have a clear understanding of the ongoing costs relating to delivering extended services. There will be a process for measuring the impact and uptake and link this to the school improvement plan.
- Under the Disability Discrimination Act 1995, Beaumont Primary School Governing Body will not discriminate against disabled people when providing a service and will only refuse a service if justified, for instance so that the health and safety of any person is not put in danger.
- Letting relating to out of school services for children are frequently provided, free of charge by Beaumont Primary School. Should Beaumont Primary School decide to offer enhanced services by an outside provider, these should be subject to a charge payable to the service provider. A contract must be signed by both parties and the agreed charge for room usage paid to school.

- When making a decision relating to letting of the school, due consideration must be given to:
 1. Wear and tear
 2. Inconvenience to school use
 3. Security issues
 4. Additional revenue costs
 5. Likely or potential reflection on the good name and reputation of the school.

- Governors will agree charges to be made for lettings.

- Use of the school premises will require a letting policy to be agreed and signed by both parties. This will be passed for Governor approval.

- A risk assessment should be completed prior to all lettings

- The property must be checked to ensure that it is defect free prior to lettings, in order that school is not held liable for injury or damage.

- External organisations must sign an indemnity form (as well as signing a letting policy). They should also provide details of their public liability insurance. Details to be noted on the public liability document are as follows:
 1. The correct business description
 2. Name of insured (organisation)
 3. Valid dates of cover
 4. A minimum limit of indemnity of £5m (in some circumstances £2m may suffice. This may be clarified by Bolton LA insurance department.

- Separate accounts must be kept for all letting income

Date policy agreed: February 2023

Review date: February 2024