



Newnham Croft Primary School

Lettings Policy 2025

Newnham Croft Primary School is keen to play a role in the life of its neighbourhood, and sees the opportunity for members of the community to use the School's premises as part of that involvement. This policy outlines the criteria to be used when considering a letting request and the charge that will be made. It also outlines the School's expectations of users, and its procedures relating to lettings.

Users

The School's policy is to make any part of the premises available for use by any group or individual to use at any time that it is not in use by the School, provided that any such use would be:

- a. beneficial to the School by promoting the education or wellbeing of its pupils or by generating revenue, and/or beneficial to members of the local community;
- b. not detrimental to any aspect of the School, including its general life, staff, premises or finances;
- c. an appropriate activity for the premises;
- d. an activity responsibly run and with appropriate insurance cover.

First priority will be given to activities for groups that support the Extended Schools' Agenda and/or are otherwise beneficial to the School 's own children.

Second priority will be given to local community activities for senior citizens or other groups that would benefit from a venue close to members' homes.

Third priority will be given to other local community groups.

The School's Terms and Conditions of hire will provide that should any letting prove to contravene any of the above 'Users' criteria, the letting can be immediately terminated by the School.

Any letting may be a regular activity or a one-off. Priority will generally be given to regular lettings. The school will not accept responsibility for any injury to persons using the premises or loss of or damage to any property owned by any person using the premises during the period of the letting. Property shall be brought on to the premises at the sole risk of the owner.

Charges

The School has standard charges for lettings. However, the School reserves the right to waive part or whole of the letting charge in any particular case taking into account any of the following:

- a. the extent to which the School wishes to encourage the activity;
- b. the benefit to the School and/or the local community;
- c. whether the activity is run on a not-for-profit basis;
- d. whether it is run by volunteers;
- e. the perceived ability of the user(s) to pay.

Expectations of Users

Safeguarding

- All users providing services to children, whether pupils at the school or others, must have policies and procedures in place to ensure children's safety, and must provide evidence of these to the school as required.
- All users will be expected to demonstrate a high standard of behaviour.
- No School equipment may be moved or used without the prior consent of the Headteacher.
- Users will be responsible for the care of the facilities used during a let, and for leaving the parts of the premises used in the condition of tidiness and cleanliness that existed at the commencement of the let.
- All users must carry out a risk assessment and have appropriate insurance cover. Public liability insurance of up to £5,000,000 is expected.
- Regular users will be expected to have their own insurance cover. The School may arrange for one-off users to be covered by the School's insurance cover subject to the user's payment of an appropriate charge.
- The School's Terms and Conditions of hire will provide that a user will be responsible for making good any damage caused to the premises and/or for any tidying or cleaning deemed necessary by the School after the conclusion of a let.
- The School's Terms and Conditions of hire will also provide that should any letting prove to contravene any of the above 'Expectations of Users' criteria, the letting can be immediately terminated by the School.

Procedure

The School's Terms and Conditions, are set out in the Lettings Charges and Terms & Conditions of Hire document and there is a separate booking form. These will be reviewed annually by the Personnel and Finance Committee. Decisions regarding all aspects of lettings shall ultimately be the responsibility of the Governing Body. However, the Governing Body delegates decisions regarding lettings to the Personnel and Finance Committee and Headteacher. The Headteacher will make decisions in the first instance, but where considered appropriate will put a particular issue to the Governing Body's Personnel and Finance Committee for consideration and a decision. Lettings will be discussed termly by the Personnel and Finance Committee with the Headteacher and the Site Officer. Where considered appropriate, the Personnel and Finance Committee will in turn consult the full Governing Body for a decision regarding a particular current or possible letting.

This policy will be reviewed annually by the Personnel and Finance Committee.

Signature of Chair of Personnel and Finance Committee, Yudan Ren

Date: 24th October 2025

Review date: 24th October 2026