

RAMSEY MANOR LOWER SCHOOL **LETTINGS POLICY**

Ramsey Manor Lower School is committed to safeguarding children and providing a safe, secure and healthy environment for them.
Ramsey Manor Lower School is a Values Education School. Our Values underpin everything we do.

STATUS: STATUTORY

DATE ADOPTED: 23.11.11

Policy agreed by staff: RS date: Nov 2017

Policy agreed by Governors: JS date: Nov 2017

Date of next review: Nov 2020

PURPOSE

The purpose of this policy is to ensure that the most effective use is made of the school premises. As Governors of Ramsey Manor Lower School we believe that the school buildings and grounds should be used to benefit the local community as long as it is not detrimental to the everyday life of the school, and the safety of staff and children.

RELATIONSHIP TO OTHER POLICIES

The policy should be read in conjunction with the Equal Opportunities Policy, the Health and Safety Policy and the Curriculum Policy.

POLICY

The Governing Body, with advice from the Headteacher, will:

- Ensure that the school and its activities have first call on the use of the premises and that no letting should prevent the school from carrying out its main function or place the school's security at risk.
- Offer the school premises for hire at a rate that does not incur a loss of revenue for the school and review the letting fees on an annual basis.
- Ensure that the PTA has free use of the premises for fundraising and associated events.

- Ensure that one weekday evening will be free from a regular booking and that lettings are only to be agreed on that evening or on Sundays in exceptional circumstances. That insurance, health and safety and security issues are agreed before a letting can commence.
- That each hirer will sign a 'conditions of hire' document (Appendix A).
- The school will consider the implications for workload of all staff of any decisions it makes.

The Headteacher will:

- Establish a central booking system.
- Apply the criteria agreed by the governing body and consult the Resource Committee on requests for bookings that do not meet them or where there is a potential conflict of interest.

ARRANGEMENTS FOR MONITORING AND EVALUATION

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

Issues that require 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.