

COTTESBROOKE INFANT & NURSERY SCHOOL

LETTINGS POLICY

The Governing Body of Cottesbrooke Infant School has considered the feasibility of letting the school or part of the school for public or private functions outside school hours.

Whilst the ethos of the school is to ensure that the school is an important part of the community, for the reasons of security and lack of suitable facilities, we have made the decision to restrict the letting of school premises to those functions which are directly related to the school.

Parts of the school such as the school hall, playground, resources room or offices may be used for the following agreed groups:

- Governing Body meetings
- Parents' Association functions
- FAYS, CM, Stay & Play Groups, Guides etc
- Before and After School Club activities etc.
- ESOL
- Any group at the discretion of the Head Teacher

Parts of the school will be let to the Local Authority for the purposes of elections, both Local and General. The rooms to be let will be at the discretion of the Headteacher in consultation with the Elections Officer and the Site Manager.

Charges

No charge will be made to the Governing Body, the Parents' Association or the Stay & Play Group for related functions. Charges made to the Local Authority for election purposes will be in line with the rates agreed by the Local Authority. Other charges are at the discretion of the Head Teacher.

Partnership Agreement

All partnerships will be required to adhere to the Partnership Agreement which will be renewed annually.