

# WESTFIELD SCHOOL

## LETTINGS POLICY DOCUMENT

School premises represent a valuable resource and significant capital investment and should be fully utilised. The Governing Body wishes to administer the letting of the school premises out of school hours for the benefit of:

- a) Community Groups
- b) Youth Groups
- c) Local Residents

### The Governing Body will:

- Take a positive approach to enhancing learning opportunities for the whole school community through promoting community use of the school.
- Ensure that use by external organisations does not degrade the standards of the facilities to the extent that they are no longer suitable for use by pupils.
- Exercise the right to refuse any application where it feels the aims of the hirer are not consistent with any school policy.
- Exercise the right to refuse any application without explanation.
- Consider the implications of all requests received with relation to the health, safety and security of pupils and staff.
- Consider the implications for workload of all staff of any decisions it make.
- The Governing Body recognises the need of community groups and the hire charges are structured to enable these groups to take advantage of the School's facilities. However, schools are not permitted to make an overall loss through letting of the premises as the school's budget cannot be used other than for children's education.
- The Governing Body will be assured that established groups will have their own safeguarding policies.

### Hire Charges

The pricing structure for hire charges are based upon guidelines issued by the LA. Any applications are dealt with by the Admin Assistant following discussion with the School Business Manager and Headteacher.

### Arrangement for monitoring and evaluation

The Resources Committee of the governing body will receive reports from the Headteacher on a termly basis of the schedule of use of the school outside of the school day and the number of groups involved.

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 purpose set out at the start of this policy.

**Lynne Fish**  
**February 2017**

Signed.....  
(Chair of Governors)

Date .....8/3/17.....