



Philosophy:

The school is an integral part of the community. While the primary use is for the education of young people, the School welcomes and encourages the public use of school facilities.

Principles:

We aim to:

- Support extra-curricular provision for young people and community activities of an educational, recreational or cultural nature.
- Income generated for the enhancement and improvement of key facilities.
- Vet all enquiries for purpose and refuse permission as necessary.
- Appraise Governors of lettings programme through Premises Sub-Committee.
- Ensure the goodwill of the immediate community is maintained by appropriate communication and management of lettings.
- Ensure all lettings are managed in accordance with regulations printed in the Terms and Conditions of Letting, within LA guidelines.
- Set a table of hire fees that avoids any subsidy from any school budget.
- Define and pay Caretaker costs in line with LA recommendations.
- Review the hire charges at least once a year.

Procedures:

At Priestley Primary School we will let the school facilities for ongoing activities and will refrain from one-off events.

- Applicants should fill in an application/booking form and return to the main school office.
- The person signing the application form ('the Hirer') is responsible for all aspects of the let.
- By signing the application form, the Hirer is acknowledging and agreeing to adhere to all aspects and conditions of our school's Lettings Policy, and also the Terms and Conditions of Letting which are sent out with the application form.
- A signed application does not guarantee the booking will be granted.
- Where the application for a let is accepted, the Consent slip at the bottom of the form is signed on behalf of the Governors and the form is then returned to the Hirer.
- An invoice is then issued at the end of each school term.
- Proof of insurance against the Hirer's legal liabilities to third parties should be obtained.
- Where letting activity involves under 18's a copy of their safeguarding policy will also be required together with DBS information.

Booking Times

- Access to the premises before the commencement of the period will be agreed between the school and Hirer.
- Hirers must leave the premises by 10 minutes after the end of the booked period. Sufficient time must be included to allow for clearing away and for all participants to leave the premises by the end of the booked period.
- Availability of premises is negotiable.

Cancellations

- Cancellations should be notified at the earliest time.
- Hirers will still be liable for the cost of the letting if a booking is cancelled after 9.30 am on the day of the letting.

Complaints Procedures

The school has a complaint about the Hirer

If the school has concerns about a let, the following procedures will be followed:-

- The Headteacher will verbally raise the concern with the named Hirer.
- The situation will be monitored for two sessions to allow the issues to be addressed.
- If the situation remains unresolved, the Hirer will receive written notification of the concern and a further two sessions will be given to allow the Hirer to address the situation.
- If the matter remains unresolved, the Hirer will receive formal written notification of termination of the booking agreement. This will be implemented 72 hours from the date of the letter of notification.

NB: If the Hirer blatantly breaks the conditions of usage, the let will be terminated immediately.

The Hirer has a complaint about the let or booking agreement

If the Hirer has a complaint or concern regarding the let, the following procedures should be followed:-

- The Hirer should discuss the problem with the Headteacher and then allow 10 working days for the situation to be resolved.
- If still unresolved, the Hirer should notify the Governing Body, through the Headteacher, in writing, and allow 10 working days for the situation to be resolved.
- The matter will be placed on the agenda of the next appropriate sub-committee of the Governing Body. (If the concern needs urgent attention, a special meeting of this sub-committee will be convened.)
- A response will then be sent by the Chair of the Governing Body, explaining the final outcome.

A complaint is received from a third party

- If the school receives a complaint from a third party, the Headteacher will be notified of the complaint.
- The matter will be investigated by the Headteacher and a written response sent to the complainant within 10 working days.
- If any further complaint is received, the matter will be placed on the agenda of the next appropriate sub-committee of the Governing Body. A response will then be sent by the Chair of the Governing Body, explaining the final outcome.
- If the school receives a complaint from a third party, the Headteacher will be notified of the complaint.
- The matter will be investigated by the Headteacher and a written response sent to the complainant within 10 working days.
- If any further complaint is received, the matter will be placed on the agenda of the next appropriate sub-committee of the Governing Body. A response will then be sent by the Chair of the Governing Body, explaining the final outcome.

Appeals Procedures

- If a Hirer has a letting agreement withdrawn, they have a right to appeal to the Governing Body.
- The appeal should be made in writing and will be presented at the next full meeting of the Governing Body.
- The Hirer will be informed of any action and/or decision taken by the Governing Body.
- The Governing Body's decision is final.

Performance:

This policy will be reviewed by the Governing Body every 3 years as part of the school's policy review cycle.

To Be Reviewed Autumn 2026