



Wildridings Primary School

LETTINGS POLICY

Headteacher	Mr Brent Ellis
Chair of the Governing Body	Mr Oli Rock

Approved by FGB	16 th October 2025
Next Review	March 2026

LETTINGS POLICY

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1. Aims and Scope

We aim to:

- Make sure the school's premises and facilities can be used, where appropriate, to support community or commercial organisations
- Allow the hiring of the premises without using the school's delegated budget to subsidise this
- Charge for the use of the premises to cover the costs of hire and, where appropriate, raise additional funds for the school
- Not let any hiring out of the premises interfere with the school's primary purpose of providing education to its pupils
- Hire out facilities in a way that is safe, following government guidelines and the school's risk assessment(s)
- Facilitate and support organisations that enhance the school's provision to pupils.

2. Areas Available for Hire

2.1 Available Areas

The school will permit the hire of the following areas:

- KS1 Sports hall
- KS2 Sports hall
- Classrooms
- Playing fields
- 3G Pitch (when works are completed)

2.2 Capacity

The maximum capacity for each area as follows

AREA	CAPACITY
KS1 Sports hall	100 people
KS2 Sports hall	120 people
Classrooms	30 people seated
Playing fields	To be discussed on application
3G Pitch	To be discussed on application

3. Charging rates and principles

3.1 Rates

The rates for hiring out different areas are listed in Appendix A. The school may decide that certain organisations or activities can use the premises for a reduced rate, or free of charge, if it supports the core aims of the school.

We may decide to impose an additional cleaning fee on top of the hiring rates. The facilities should be left in the condition in which they are found. If extra cleaning/repairs are required after a letting, the school reserves the right to charge for the extra cleaning or the full cost of the repair.

The school reserves the right to request a deposit for any letting.

Hire charges are reviewed annually and the current charge is set out in this policy. The hirer acknowledges that the charges given may be increased following review.

3.2 Cancellations

We reserve the right to cancel any agreed hiring with a minimum of 5 working days notice, except in the case of an emergency when no such notice will be required.

A full refund will be issued if we do cancel a hire. The school shall not be liable for any indirect or consequential losses, including (without limitation) any loss of profits, loss of business or the loss of any revenue arising out of the cancellation of any hire.

The hirer of the premises can cancel any hire with a minimum of 14 days notice. If less notice than this is given, the licensee shall not be entitled to a refund.

3.3 Review

The revenue from hiring out will be reviewed by the School Business Manager and will be fed into the school's financial reporting, to ensure best value is being achieved.

4. Application Process

Those wishing to hire the premises should fill out the Lettings Enquiry Form, which you can find on the school website, and read the terms and conditions of hire set out in section 5 of this policy.

The hirer should fill out and sign the Lettings Enquiry form and submit it to the school office, bursar@wildridingsprimary.co.uk. Approval of the request will be reviewed by the School Business Manager and Headteacher. The Headteacher has the right to refuse a letting application.

If the request is approved, we will contact the hirer with details of how to submit payment and make arrangements for the date and time in question. We will also send on details of the emergency evacuation procedures and other relevant health and safety documents. The hirer will also need to provide proof of their public liability insurance. Regular lettings will be invoiced and payment to be made within 30 days, for one off hires a deposit of £100 will be required and full payment for the hire made prior to the booking.

We reserve the right to decline any applications at our absolute discretion, in particular where the organisation does not uphold the values of the school or reputational damage may occur.

Access to the building is through the use of keys (in the key lock box), alarm fob and ID access card. If the ID card is lost/stolen the hirer must report this to the School Business manager immediately (bursar@wildridingsprimary.co.uk) and a replacement charge of £5 will be added to the following invoice.

Our premises operate with a Key Holder Company for out of hours call outs. The hirer is responsible for following access instructions and if a call-out is made to the company without proper cause or emergency the hirer will be responsible for the call out charge of £55 which would be added to their next hire invoice or deducted from their deposit.

Hirers should make themselves aware of other hirers onsite, and refer to the Lettings calendar to ensure that they only set the alarm when they are last on site. Otherwise this can result in a false set and the key holder company call out charge will be applied.

It is the responsibility of hirers to inform the School Business Manager of their hire dates and times if they are subject to change each week, this includes varied timings and any missed/holiday weeks.

5. Terms and Conditions of Hire

The following terms and conditions must be adhered to in the hiring of the school premises. Any breach of these terms will result in cancellation of future hires without refund.

1. "Hirer" means the person or entity identified in the relevant hire request form.
2. Lettings will not be made to persons under the age of 18 years, or to any organisation or group with an unlawful or extremist background/connections.
3. The hirer shall pay the full amount as stipulated by the school, and shall not be entitled to set off any amount owing to the school against any liability, whether past or future, of the school to the licensee.
4. The hirer shall occupy the part(s) of the premises agreed upon as a non-exclusive licensee and no relationship of landlord and tenant is created between the hirer and the school by this licence.
5. The hirer shall not sub-licence any of the premises under the licence.
6. The hirer shall not use the premises for any purpose other than that agreed upon in the licence, as set out in the hire request form.
7. Any additional uses of the premises not agreed in writing by the school will result in the immediate termination of the licence.
8. The school shall retain control, possession and management of the premises and the hirer has no right to exclude the school from the premises.
9. The Headteacher, SBM and Site Controller reserves the right of access to the premises during any letting and may monitor letting activities at their discretion.
10. The hirer shall be responsible for all matters relating to health and safety and shall be responsible for those in attendance during the specified time.
11. If the hirer is a business concern who would be expected to have their own insurance cover, they must provide a certificate of appropriate insurance with a minimum £5million cover before the letting can be confirmed. A small group or individual would be covered under the school's own policy. Neither the school, nor the Local Authority, will be responsible for any injury to persons or damage to property arising out of the letting of the premises.
12. The hirer shall not conduct, nor permit or suffer any other person to conduct, any illegal or immoral act on the premises, nor any act that may invalidate any insurance policy taken out by the school in relation to the premises.

13. The hirer shall indemnify and keep indemnified the school from and against:
 - i. Any damage to the premises or school equipment;
 - ii. Any claim by any third party against the school; and
 - iii. All losses, claims, demands, fines, expenses, costs (including legal costs) and liabilities, arising directly or indirectly out of any breach by the hirer of the licence or any act or omission of the hirer or any person allowed by the hirer to enter the premises
14. Save that nothing in the licence shall exclude or limit either party's liability for personal injury or death arising from the negligence of either party or any other liability that cannot be excluded by law, the school shall not be responsible for any losses of a direct or indirect nature, and its maximum liability to the hirer shall not exceed the total fees paid or to be paid to the school by the hirer under the licence.
15. Any cancellations by the school made with at least 5 days notice will be refunded.
16. Any cancellations by the hirer received with less than 14 days notice will not be refunded.
17. The hirer will read the emergency evacuation procedures and be ready to follow them in the event of a fire or other similar emergency.
18. The hirer will leave the premises in the condition it was found in, leaving the area clean and tidy and not leaving any of their own equipment behind.
19. Access to the school's toilet facilities is included as part of the hire arrangements. Toilets must be cleaned at the end of the sessions if used.
20. Furniture and fittings shall not be removed or interfered with in any way. No fittings or decorating of any kind necessitating drilling, or the fixing of nails or screws into fixtures which are part of the school fabric, are permitted.
21. The school car park is available for the hirer only, any guests must use the public car park adjacent to the school and enter via the pedestrian gate.
22. No food or drink may be prepared or consumed on the property without the direct permission of the Governing Body, in line with current food hygiene regulations. All litter must be placed in the bins provided.
23. No alcohol shall be brought on to or consumed on the premises unless covered by a Temporary Events Notice.
24. The whole of the school premises is a non-smoking area, and smoking is not permitted.
25. The hirer shall be responsible for ensuring the good behaviour of their guests for the full duration of the letting and until the premises are vacated.
26. School equipment can only be used if requested on the initial application form, and if its use is approved by the headteacher. Responsible adults must supervise the use of any equipment which is issued and ensure its safe return. The hirer is liable for any damage, loss or theft of school equipment they are using, and for the equipment's safe and appropriate use.
27. Any electrical equipment brought onto the school site by the hirer MUST comply with the LA code of practice for portable electrical appliance equipment. Equipment must have a certificate of safety from a qualified electrical engineer. Intention to use any electrical equipment must be noted on the application form.
28. The hirer shall not, during the occupancy of the premises, infringe any subsisting copyright or performing right, and shall indemnify the Local Authority against all sums of money which the LA may have to pay by reason of an infringement of copyright or performing right occurring during the period of hire covered by this agreement.
29. In the event of any damage to premises or property arising from the letting, the Hirer shall pay the cost of any reparation required.
30. The hirer shall not display any advertisement, signage, banners, posters or other such notices on the premises without prior written agreement from the school. Any information to

be distributed to participants through the school must be approved by the Headteacher a week prior to distribution by the hirer.

31. If the hirer breaches any of the terms and conditions, the school reserves the right to terminate the licence and retain any fees already paid to the school, without affecting any other right or remedy available to the school under the licence or otherwise.
32. The hirer shall observe the maximum capacity rules of the part(s) of the premises being hired and not allow this to be breached.
33. The hirer shall be responsible for the prevention of overcrowding (such as would endanger public safety), and for keeping clear all gangways, passages and exits.
34. It is the hirer's responsibility to ensure that all those attending are made aware of the fact that they do so in all respects at their own risk.
35. The hirer will acquire all appropriate additional licences for any activities they are running, including those required for use of any third party intellectual property.
36. The hirer is responsible for carrying out any risk assessments of the premises relating to the activities it is running.
37. The hirer shall comply with all applicable laws and regulations relating to its use of the premises.
38. Any adults working with the school's pupils (for example, at an after school sports club) must be appropriately qualified – and evidence must be provided to the school.
39. The school's premises hire policy, the relevant hire request form submitted by the hirer and the relevant hire confirmation letter issued by the school shall apply to and are incorporated in the licence.
40. This licence shall be governed, construed and interpreted in accordance with the laws of England and Wales.
41. The school and the hirer irrevocably agree that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim arising from this licence.

6. Safeguarding

The school is dedicated to ensuring the safeguarding of its pupils at all times. It is a requirement of hire that hirers abide by the schools' requirements in respect of safeguarding. Any failure from the hirer in this respect will result in the hire being terminated.

It is the responsibility of the hirers to ensure that safeguarding measures are in place while hiring out the space.

If there is a chance that those hiring the premises will come into contact with pupils, for example if the hire occurs during school hours, or when pupils may be present in the school (during after-school clubs or extra-curricular activities), we will ask for confirmation that the hirers have had the appropriate level of DBS check.

The hirer will be required to have appropriate safeguarding policies in place, including safeguarding and child protection, and shall provide copies of these policies on request to the school.

The hirer confirms that, should any safeguarding concerns present themselves during the hire of the school premises, they shall contact the Headteacher as soon as reasonably practicable.

The hirer understands that if our school receives an allegation relating to an incident where an individual or organisation is using our school premises for running an activity for children, we will follow our usual safeguarding procedures and inform our local authority designated officer (LADO).

7. First Aid Facilities

There is no legal requirement for the school to provide first aid facilities for the Hirer. It is the Hirer's responsibility to make their own arrangements, such as the provision of first aid training for the supervising personnel, and the provision of a first aid kit, particularly in the case of active/sports lettings.

Use of the school's resources is not available.

8. Monitoring Arrangements

We will review and update this policy when the guidance on which it is based changes, or when this version of the policy otherwise stops being applicable.

Any updates to this policy will be shared with the full governing board.

APPENDIX A

Wildridings Primary School Accommodation & Tariff Information

September 2025

Bursar@wildridingsprimary.co.uk

Facility	Standard rate / hour Mon - Fri	Standard rate / hour Sat & Sun
KS1 Sports hall	£22	£22
KS2 Sports hall	£22	£22
Classrooms	£22	£22
Outside pitches	£22	£22
Astro pitch	£22	£22

Conditions of hire:

- Only the hirer may use the school car park. Any guests must use the Netherton public car park and access the site via the pedestrian access
- School equipment may only be used if requested and included on the lettings agreement.
- Any electrical equipment brought onto site for use must be included on the lettings agreement and safety records of PAT testing provided.
- Use of toilets is included in the lettings, but facilities should be checked and cleaned at the end of use.
- No food or drink are to be brought on to the premises for consumption during the hire unless this is requested and included in the lettings agreement.
- No alcohol is to be consumed on the premises without a Temporary Events Notice which the hirer is responsible for obtaining and purchasing, with a copy being provided to the school prior to the event.

Required documentation for regular (organisational/commercial) lettings:

- Public Liability Insurance
- Any licenses as required for the activity
- Safeguarding policy, including named DSL
- Staff behaviour/code of conduct
- Safer Recruitment/DBS checks if the letting occurs during school time or when students will still be on the premises.