

St. Anthony's RC Primary School

"Working, Learning and caring together in God's Love"



Lettings Policy

Lettings for Governors' Meetings

No charge will be levied for such meetings and any costs incurred for heating, lighting and caretaking will be met by the school budget.

Lettings Organised directly for the School

No charge will be levied for such lettings and any costs incurred for heating, lighting and caretaking duties may be met in full or in part, from the school budget, as the events will be organised for the benefit of the children in the school.

Lettings for PTFA Activities

No charge will be levied for such meetings and costs incurred for heating, lighting and caretaking will be met from the school budget, provided the meetings are for the benefit of the school. Other meetings may be subject to a charge, at the Governors' discretion.

Lettings for Parish Activities

No charge will be levied for such meetings and costs incurred for heating, lighting and caretaking will be met from the school budget, provided the meetings are for the benefit of the school. Other meetings may be subject to a charge, at the Governors' discretion.

Lettings for Outside Bodies

A nominal charge may be levied for lettings which are for the benefit of the children. I.e. Extra Curricular Activities

All other lettings to outside bodies will incur a letting charge to cover heating, lighting and caretaking duties and any other costs that may arise from the letting. These will be in line with Local Authority guidelines and will be sufficient to cover all costs incurred by the letting.

Charges will be levied in accordance with the current scale of charges and all lettings where a charge is made will be subject to the prior payment of a deposit equal to the anticipated likely cost.

NB: All bodies using or hiring the school facilities must hold a current liability policy of insurance, a copy of which must be given to the Governors, or their representative, a reasonable time prior to the hiring date.

The school will adhere to policy and procedure as set out by the local authority **School Lettings Model Policy**

Agreed by Governors

Date September 2022

Review September 2025