



Lettings Policy

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Document Control

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| Issue | Date | Purpose | Author |
| 1 | Feb 19 | Review current policy | B Southam |
| 2 | Feb 20 | Review policy | B Southam |
| 3 | Nov 20 | Update policy | I. Webb |
| 4 | Dec 21 | Update policy (revised energy charge/per capita costs in line with DCC) | B Southam |
| 5 | Nov 22 | Review policy | J Cox |
| 6 | Dec 23 | Review policy | S Boam |
| 7 | Nov 24 | Review Policy | S Boam |
| 8 | Dec 25 | Review Policy | S Boam |

| Approval | | |
|---------------------|-------------|--------------|
| Meeting | Date | Chair |
| Resources Committee | 21.02.17 | J. McCarthy |
| Full Governors | 9.12.20 | K. Forster |
| Resources Committee | 17.03.23 | S. Archer |
| Resources Committee | 05.12.24 | M Counter |
| Full Governors | 22.01.26 | W Hyde |
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Introduction

Section 42 of the 1986 Education Act provides for the Governing Body of a school with delegated budgets to have control over use of the school's premises outside school hours, subject to directions by the Local Authority (LA) (further details in the 1988 Education Act) and to the statutory requirements of any other Act and having regard to the desirability of use by the local community.

The use of premises outside school hours is delegated to Governing Bodies in accordance with the Education Committee's Regulations for the letting of school premises R9. The Education Reform Act, requires that finances be delegated for statutory school activities, i.e. Community Education, LA initiatives etc, and that this delegation is subject to any direction issued by the LA to maintain community provision.

The Governing Body has delegated approval of lettings to the Headteacher, with summaries of lettings use presented to the Governing Body Resources Committee on an annual basis.

Categories of lettings

Governors/school use

There will be no charge for Governors' meetings, PTA meetings, extra-curricular activities run by staff, staff professional and recreational activities, ex-pupils associations or other school linked activities, but appropriate lettings application forms will be completed for all such events so as to ensure full insurance cover.

Other use including school fund raising events

All other lettings will be charged in accordance with the criteria/regulations laid down below.

Costs

The Governing Body will determine the charges levied, subject to directions by the LA and to the statutory requirements of any other Act, ensuring that any costs incurred by the school are recovered. However, the Governing Body may, in certain circumstances, negotiate an individual charge where it is beneficial to the school or the local community.

The Governing Body's method of calculating the actual cost of the letting comprises seven elements:

- Energy
- Caretaking fees
- Per capita costs
- Computer and printer costs
- Lettings by non-community/commercial groups
- Excessive cleaning

- Profit margin
- Wear and tear
- Other costs

Energy

The 'energy charge per hour' for each area of letting will be reviewed annually and levied at all times of the year irrespective of whether heating is required. No charge will be made for warming up periods. The current charge is £6.20 per hour.

Caretaking fees

These will be applied in strict accordance with the Single Status terms and conditions. Caretaker's fees will carry a surcharge (currently 13.4% per letting) to cover National Insurance contributions.

Per capita

Per capita costs to cover the cost of items such as water rates, water disposal, insurance and general wear and tear on the fabric of the school will be levied per person per 4-hour period. This charge (currently 19.1p per person) will be reviewed annually by the Governing Body. Public performances and events involving attendance by the general public will carry an additional charge per letting (currently £10) which the Governing Body will review annually.

Computer and printer costs

Combined computer/printer and printer charges will be levied at 40p per combined unit per 2-hour period.

Lettings by non-community/commercial groups

A surcharge of up to 50% of the total cost **can** be applied to lettings of school premises to non-community and commercial groups.

Excessive cleaning

The school reserves the right to levy an additional charge of 10% of the total fee in the event of excessive cleaning being necessary following a letting.

Profit margin

A profit margin of 5% **can** be added to all lettings to ensure that the school does not operate at a loss at any time of the year.

Wear and tear

A £2 charge will be added to all lettings for which any school equipment is used i.e. dance and drama, sports hall, computer classes. This will be refunded to the relevant department at year end to help towards the cost of any repairs or replacements required.

Other costs

Charges for administration and/or for use of any other equipment will be at the discretion of the Governors but in any event will not exceed a maximum (currently 5%) of the whole letting.

The total cost of a particular letting will be the sum of the individual costs for all the above components.

Administration

Wherever practicably possible the administration process will follow that laid down by the LA. The frequency, immediacy and nature of lettings, however, are so varied that strict compliance with a particular process is not always possible. In recognition of this the Governing Body will seek to ensure that the process employed will be in the spirit of the published guidelines, but discretion will be given to those operating the process on a day to day basis.

Review

This policy will be reviewed annually and/or on the publication of new guidelines from the LA.