

# LETTINGS POLICY

# 2026

The Governing Board of Banks Road Infant and Nursery School believes that the school should play an active role in the community which it serves. Although the facilities are limited, wherever feasible we welcome use of our hall by community groups.



**BANKS ROAD INFANT AND NURSERY SCHOOL**  
**“A Home for Learning, Laughing, Caring and Trying”**

**Introduction**

This policy has been formulated with reference to guidance from the LA and Audit (Ref: Manual of Financial Guidance, Audit Report 2011).

**Costs**

It is a requirement that all users must cover the costs of energy used, additional cleaning and the key holder's fee for opening and closing the premises. The level of fees set reflects this requirement.

**Current fees**

The lettings fees from 1st April 2025 have been agreed as follows

2 hour session	£36 (minimum)
3 hour session	£42
4 hour session	£48
All day (9 a.m. – 5 p.m.)	£120

(Ref: Minutes of Finance and Operational management Committee Spring 2026)

These fees are reviewed annually as part of the budget setting cycle.

**Payment**

Payment may be made either monthly, in advance, or weekly in arrears. Non-payment will result in refusal to allow the debtor to use the premises. All debts are referred to the Nottinghamshire County Solicitor.

Cash payments should be given to the Caretaker, who will ask the persons letting the premises to sign the weekly receipt sheet. The Caretaker will also sign the weekly receipt sheet as proof of money received. This will then be passed to the school business manager who will complete the weekly receipt sheet with her signature.

**Damage**

Whilst normal wear and tear costs are included in the lettings fees charged, damage from misuse of equipment or the premises will be charged to the person named on the letting.

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**Occupancy**

School Lettings (adults and children)	Standing	250 (if using dining rooms) 200 (if using hall only)
	Seated	100 (hall only)
External lettings	Standing	150
	Seated	100

**Responsibilities**

**School Business Manager:**

- To ensure that all booking forms are filled in and submitted correctly
- To renew bookings annually
- To make every effort to ensure that payments are made on time
- To issue receipts for payments received
- To refer debtors to the County Solicitor
- To advise the headteacher if problems occur

**Caretaker:**

- To ensure the security of the premises during and after lettings\*
- To collect cash from the lettee when necessary
- To sign for monies received
- To pass monies received to the School Business Manager within 24 hours
- To assess risks to people or property
- To inform the headteacher immediately of any such concerns
- To report any incidents of vandalism or damage to the headteacher

**Headteacher:**

- To authorise lettings
- To receive advice from the Budget Manager and Caretaker
- To monitor payments
- To monitor wear and tear on the premises and equipment
- To report to the Finance and General Purposes sub-committee of the Governing Board at least annually

**Governing Board (Finance sub committee)**

- To monitor income each term
- To receive reports from the headteacher on the implementation of this policy annually

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- To review all lettings annually
- To monitor wear and tear and make risk assessments annually

\* Where the caretaker is unavailable, the headteacher will ensure a responsible person is delegated to ensure the security of the premises.

The school has systems in place to ensure the school is a safe environment for all pupils and staff, and actions are taken to address any concerns about children's safety and welfare. This includes measures to protect staff and pupils from extremist views that contradict fundamental British values. Any letting must not disseminate extremist views or seek to radicalise any person present, and any person suspected of such actions will be reported to the appropriate bodies.

**General Right to Cancel**

The school may cancel any hiring if in its opinion the organisation to which the premises are hired contravenes the School's Equal Opportunities, Multicultural or other policies including the Prevent Duty.

**The premises shall not be hired to the following organisations:-**

- a) The National Front
- b) The New National Front
- c) The British Constitutional Movement
- d) The British Movement
- e) The League of St. George
- f) Column 88
- g) The British Democratic Party
- h) The British National Party
- i) Any other Organisation which has racist aims.

**Cancellation by hirer**

As per the 'Application for use of Premises' (Form CC.110), Conditions of Hiring (point 16) states that *“In the event of the premises not being used after approval has been granted, the Applicant will be responsible for payment of the caretaker's fee if written notification of cancellation is not received by the Head Teacher at least 24 hours before the approved time of letting”*.

**This policy is subject to review each Spring term by the Finance and Operational Management committee of the Governing Board.**



**Appendix 1**

**School safeguarding responsibilities re: Lettings (September 2025)**

Schools are safe places and have robust safeguarding arrangements in place. Where activities are provided under the direct supervision of your own school staff then the school's child protection policy will apply.

Where governing bodies or proprietors hire or rent out school facilities/premises and activities are provided by another body (for example to community groups, sports associations, and service providers to run community or extra-curricular activities) the headteacher / governing body should seek firm assurance that the external body / organisation or individual has appropriate and robust safeguarding and child protection policies and procedures in place to keep children safe. This applies regardless of whether or not the children who attend any of these services or activities are children on the school roll.

This means that the head teacher / governing body must:

- a) ensure and seek assurance that the hirer has appropriate safeguarding and child protection policies and procedures in place, including procedures for dealing with safeguarding incidents. Schools should inspect these documents to ensure they are appropriate and fit for purpose and liaise with the provider as necessary on any updates or improvements required. For further advice on appropriate safeguarding and child protection requirements please contact Cheryl Stollery.  
[Cheryl.Stollery@nottsc.gov.uk](mailto:Cheryl.Stollery@nottsc.gov.uk) tel: 0115 8041047
- b) be satisfied the policies and procedures are shared and understood by any external staff who attend the school premises, including any additional relevant training and ensuring they understand what to do if they witness an issue of concern and who they must report incidents/allegations to. The governing body is strongly advised to ensure that a list of 'Out of Hours Emergency' contact numbers is clearly displayed on a notice board by the main entrance to the school and provided to the hirer with the letting agreement. See Appendix 1.
- c) seek assurance from the hirer that the required safer working checks are completed for persons involved in the provision of the activity. The checks required depend on the provision and attendees.
- d) As with any safeguarding concern, it is important to remember how and when to report incidents. If the school receives an allegation relating to an incident that happened when an individual or organisation has used the school premises for the purposes of running activities for children, schools should follow their own safeguarding policies and procedures, and inform the LADO.

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**Lease arrangements**

The headteacher / governing body should ensure that the requirement for the hirer to have in place safeguarding and child protection policies and procedures are included in the lease of hire agreement as a condition of use. The agreement should state that failure to comply with this requirement could lead to termination of the agreement, furthermore, there shall be no liability to the school other than to refund any hiring fee or deposit paid. The school may need to seek legal advice on the hire agreement.

**Other safety measures**

The governing body should ensure that arrangements are in place for users of the school to be appropriately inducted so that key safety considerations are understood. The following list is not exhaustive but should be the minimum requirements:

- premises emergency procedures:
- fire safety procedures (Fire Wardens or EVAC chair operatives);
- occupancy numbers not exceeded.
- vehicle parking.
- controlled access to unauthorised areas of the school site.
- emergency contacts

**Further information**

There is specific guidance (in addition to that available for schools) for providers running out-of-school settings on [keeping children safe during community activities, after-school clubs and tuition](#) covers advice on what policies and procedures providers should have in place for health and safety, safeguarding and child protection, staff suitability, and governance.

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(To be displayed on School NOTICE BOARD)

**Appendix 2**

**Important School Emergency Contact Information for leaders of lettings using the school premises**

All bodies, organisations or individuals using / leasing the school premises for private lettings / activities must be aware of their safer working responsibilities and emergency contact numbers.

**Emergency contacts for social care**

To report a safeguarding concern during the day (including school holiday periods) please contact the MASH on **0300 500 80 90**

For out of office hours - between 5.30pm - 8am Monday to Thursdays, 4.30pm Friday to 8.30am Monday, or Bank Holidays please phone our Emergency Duty Team on **0300 456 4546**.

If a person is in immediate danger call **999**.

Emergencies could include:

- You suspect a child is being abused
- You suspect a vulnerable adult is being abused
- You come across someone who seems to be having a mental health crisis

Caretaker (Richard Buchanan) contact school office 0115 917 9881

Caretaker hours of availability: provided on a need to know basis

<b><u>THE PROCEDURE WILL BE REVIEWED ANNUALLY.</u></b>
DATE OF REVIEW BY GOVERNING BOARD: July 2016 July 2017 July 2018 July 2019 July 2020 March 2023 March 2024 March 2025 March 2026 March 2027
This procedure was reviewed and ratified by the Finance and Operational Management committee in March 2026.
Signed: Chair of Governors _____

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