

## Donnington Primary School Lettings Policy Statement

**Mission Statement:** Our mission is to provide all our children with high standards of teaching, learning and playing environments, so that each child can develop to his or her greatest potential and be prepared to move forward in study, work and play for their future success.

The Letting of the school premises by the community is welcomed, subject to the following conditions:

Use of the premises for school functions will take priority over lettings.

The Governing Body of Donnington Primary and Nursery School will set charges for lettings guided by these principles:

- a) Use of school facilities by the Parent Staff Association of Donnington Primary School (FODS) will be free of charge except the actual costs of the site manager and in agreement with the Headteacher
- b) Lettings to bona fide community groups will be charged at reduced cost, to cover caretaking, energy, wear & tear and administration.
- c) Where the school is used as a polling station the relevant authority will be charged the actual additional costs incurred by the school.
- d) Lettings to all other hirers will be charged at cost plus a profit margin determined by the Governing Body.

The School will retain income derived from lettings and costs to the school of lettings will be made from this income.

The school premises will not be let to individuals or organisations if there is reason to believe that the name of the school will be brought into disrepute. All public lettings will be made in conjunction with advice and guidance from the Local Authority.

The school premises will not be let for functions where a Public Entertainment Licence is required.

Decisions whether to permit lettings will be made by the Governing Body. If the Headteacher believes a letting should not be permitted the he will report the reasons to the Governing Body.

All persons hiring the school premises will be expected to conform to the relevant Health & Safety regulations and to the Conditions of Hire as set out in the attached documents.

The Governors will review this policy on an annual basis.

Signed.....Designation Chair of Governors Date 22 Nov 2011