



West Winch Primary School

Lettings Policy 2025

Rationale

The primary purpose of the school site and buildings is for the education of pupils attending West Winch Primary School. Public lettings during the school day are not considered appropriate, as groups of visitors onto the site are potentially disruptive to the educational environment particularly given the vulnerability of many pupils. It is recognised that the school operates within the wider community. Its facilities should therefore be made available to local groups when this does not conflict with either the interests of its pupils or the work of its staff.

Policy

It is the Governors policy that whenever it is reasonable and practical, the use of the school's physical resources (outside of the school day) is permitted by members of the local community. Lettings to local groups will be dependent upon payment of a fee and acceptance of the terms and conditions set out in the Booking Application Form. The fees for a letting will be set at a level to ensure that income taken covers the costs (lighting, heating, staffing, etc) of the activity. Any profit generated by such lettings shall be solely used to benefit the education of pupils who attend the school.

The HSL (Home School Link) of West Winch Primary School will normally be exempted from any charge in respect of fund raising activities or social events benefiting pupils and/or their families. All lettings are subject to authorisation by the Headteacher on behalf of the Governors.

Notice of lettings will be made available to the Premises Committee.

Adopted: Spring 2025
Review: Spring 2027

Heather Habbin - Chair of Governing Body