

North Petherton Community Primary School Lettings Policy



Version 1

Date Approved by FGB: 25/11/2025

Date for Review: 25/11/2026

Chair of Governors: Jodie Scarrott

Headteacher: Melanie Lawson



Creativity Independence Collaboration

1. Introduction

This policy outlines the principles and procedures for the use of North Petherton Community Primary School's premises by external organisations, community groups, and individuals. As a primary school, we value strong community links and aim to make our facilities available in a way that supports local engagement while safeguarding our pupils and maintaining the integrity of our learning environment.

2. Scope

Lettings apply to the use of school facilities outside of core teaching hours, including:

- School hall
- Playground and field
- Toilets
- Car park

Our site is protected by security gates. These must not be propped or left open at any time.

Lettings during school hours are not permitted unless part of an approved partnership or enrichment programme.

3. Aims

- To support community use of school facilities in a safe and responsible manner
- To generate income that supports school resources and activities
- To ensure lettings do not interfere with the education or wellbeing of pupils
- To promote positive relationships between the school and local organisations

4. Lettings Approval Process

All lettings must be approved by the Headteacher or School Business Manager. Priority will be given to activities that benefit children, families, or the local community. The school reserves the right to decline applications without explanation.

5. Conditions of Use

- Hirers must be aged 18 or over
- Facilities must be used only for the agreed purpose
- Any keys or gate entry cards are for the use of hiring staff only during booked times and must not be copied, given to or used by anyone else. Nothing may be placed with the keys or cards to identify that they are for North Petherton Community Primary School. There will be a charge for lost items as detailed on the Key Lending Form. Misplaced items will be considered lost after 7 calendar days
- Any alarm codes are given in trust and must be kept confidential by listed key holders
- No smoking (including vaping), alcohol, or illegal substances are allowed on site
- Hirers must ensure the premises are left clean and tidy, with rubbish removed from site
- Any damage must be reported immediately and may incur charges
- Noise levels must be appropriate for a residential and school setting
- The site must be locked with relevant alarms set upon leaving the premises at the end of the booking

6. Safeguarding Requirements

As a primary school, safeguarding is paramount. If the activity involves children, the hirer must:

- Submit a safeguarding policy or agree to follow the school's safeguarding procedures
- Submit a health and safety policy or agree to follow the school's health and safety procedures

- Provide a letter of assurance that the following are in place:
 - A DSL (does not need to be present on site, but must be contactable)
 - A Paediatric first aider who must always be on site when there are under-fives present
- Provide evidence of enhanced DBS checks for all supervising adults
- Ensure children are supervised at all times

Failure to meet safeguarding requirements will result in cancellation of the booking.

7. Insurance

Hirers must hold valid public liability insurance with a minimum cover of £5 million. Proof of insurance must be submitted before the booking is confirmed. If insurance expires during a booking period, a new certificate must be submitted, otherwise the booking will be cancelled with immediate effect and no refund due.

8. Charges and Payment

Lettings fees are reviewed annually by the Governing Body. Charges vary depending on the space, duration, and nature of the activity. Payment must be made in advance. A refundable deposit may be required.

9. Cancellation Policy

- The school may cancel a booking at short notice due to unforeseen circumstances (e.g. emergency use of premises)
- Hirers must give at least 7 days' notice to cancel without charge
- Cancellations with 5-7 days' notice are payable at 50%
- Cancellations with less than 5 days' notice are payable at 100%

10. Health & Safety

Hirers must comply with all school health and safety procedures, including:

- Keeping fire exits clear
- Knowing evacuation routes
- Reporting any incidents or hazards

A brief site induction will be required for first-time hirers.

11. Licensing and Permissions

Hirers are responsible for obtaining any necessary licences (e.g. for music, performances, or food service). The school must be notified in advance of any such requirements.

12. Monitoring and Review

This policy is reviewed annually by the Governing Body and updated as needed to reflect changes in legislation or school practice.