



LETTINGS POLICY

COLLEGE TOWN PRIMARY SCHOOL

Approved Date	Sept 2025
Approved At FGB	Sept 2025
Date of Next Review	Sept 2026
Statutory	NO
Adopted from Bracknell Forest	NO

Lettings Policy

1. The Governing Body of College Town Primary School limit lettings of the school hall to:
 - outside agencies who have a connection with the school
 - for activities from which our pupils will benefit
2. The governing body delegates authority to the headteacher to sanction lettings, discretion will be used in the best interest of pupils attending this school.
3. Lettings will be for the use of children between the ages of 4 to 11 years in the community.
4. Lettings will only be out of school hours.
5. The scale of charges will be reviewed annually and is:
 - £25 for private parties to cover the hall plus an additional 9% to cover BFBC public liability insurance unless the hirer has their own public liability insurance.
 - Charges for other lettings will be assessed accordingly
 - There will be no charge for lettings where only children attending the school have the opportunity to attend the activity e.g. Before and After School Club, Gym club, Tennis etc.
 - Charge will also be made for Site Controllers overtime if the letting goes beyond 18:00 hours or is at weekends.
6. Public liability insurance must be obtained from all hirers, unless it is for private parties where an additional charge is made to use the BF insurance. A copy is kept in the Lettings Register for regular hirers and checked annually.
7. The Lettings Register must be completed by persons letting the school both on arriving and leaving the premises.
8. All persons letting the school facilities are informed of the Health and Safety and the evacuation procedures