

Reviewed March 2015

SPALDING SPECIAL SCHOOLS FEDERATION

PRIORY & GARTH SCHOOL LETTINGS POLICY

The Governors and staff of The Spalding Special Schools Federation are committed to keeping pupils safe. This policy should be read in conjunction with the Safeguarding and Whistle blowing Policies.

1. The Governors of Priory & Garth Schools acknowledge that the letting of the school premises to outside bodies could enhance the schools profile within the local community. But as a matter of policy neither school will advertise it's availability for hire.
2. On request any other hirer would be considered if felt to be suitable by the Headteacher and a member of the lettings sub-committee. A responsible person (e.g. Site Manager or Head Cleaner) to be on site at all times.
3. The lettings sub-committee will consist of the Headteacher and at least one member of the Management Committee.
4. The Lincolnshire County Council scale of letting fees will be used to determine the cost of a let. This will include the Site Manager or Key Holders time.
5. The headteacher retains the right to vary the standard charge if it is felt appropriate to do so.
6. All costs must be paid for by the hirer. No loss should be incurred by the school unless it is as a result of agreement by the headteacher to vary the letting fee.
7. Premises to be made available for all school events and activities and school fund raising.

Garth School Hydrotherapy Pool Hire

There is a separate policy for the Hire and Letting of the Hydrotherapy Pool which should be read in conjunction with this policy when considering a Let.

Date completed: 10th January 2011

Reviewed: 16th May 2013, March 2015