

Saint Norbert's Catholic Academy

Lettings Policy

Date Adopted: Advent 2020

Date of Review: Advent 2021



ST. NORBERT'S
CATHOLIC PRIMARY SCHOOL

Our Mission Statement

St. Norbert's strives to nurture and develop the whole child through
a
Love of God
Love of one another
Love of life itself

Article 3- The best interests of the child must be top priority in all actions regarding children.

Article 31- Every child has the right to relax, play and join in a wide range of activities.

The Local Governing Board of St. Norbert's wish the facilities of the school to benefit all members of both the school and parish communities, and the wider community of the town.

Accordingly, when the facilities are not required for school activities (e.g. Parents Evenings, Governors' meetings, Friends functions), the Governors are happy for the facilities to be loaned to others in accordance with the following guidelines.

- 1). All lettings are subject to the availability of the caretaker, or other person authorised by the Head of School, for locking and unlocking duties.
- 2). Any application by a Parish Group e.g. UCM, ASDC should be made via one of the Priests who liaise with the Head of School or Priest respectively. Parish lettings are free of charge.
- 3). Applications for private lets, by parents of children at school or parishioners, are approved (or otherwise) by the Head of School or Priest respectively. They are charged at the prevailing CMAT rate.
- 4).
 - i) Applications from the wider community, whether individuals or groups, should be made in good time for consideration by the Local Governing Board.

Let's in this category are also normally charged at the prevailing CMAT rate, although these may be reduced if to do so would benefit the school

ii) Where time is short, the Headteacher and Chair of Governors are authorised to act together on behalf of the Local Governing Board.

5). In all cases under 3) and 4) above, the hirer must, as conditions of hire, complete the relevant Trust forms: these will be provided to them by the school administration staff.

6) Payment of 'one off' lettings should be made in advance to the school office. Any agreed long term lettings may be paid as follows

10 weeks of letting to be paid in advance of first hired agreement.

Further 10 weeks paid after ninth week of letting. This procedure to continue for length of hire.

2020/2021 Agreed Letting Charges - hall, toilets and changing rooms.

Lettings up to 8.00pm

£25 for first hour

£10 for each additional hour thereafter

Additional charges may be considered for the following

Use of kitchen area and equipment including furnishings and/or sound system.

In the first instance during the COVID 19 Pandemic Lettings will be avoided/suspended wherever possible to minimise risk to the school and local community. Decisions will be robustly considered alongside Risk Assessment and CMAT informed.

Signed _____

(Headteacher)

Signed _____

(for and on behalf of the Local Governing Board)

Date _____