

WOODLANDS PRIMARY SCHOOL, HEDGEHOGS NURSERY AND SUNBEAMS CLUB



LETTINGS POLICY

**Updated: March 2026
Review Date: March 2027**

WOODLANDS PRIMARY SCHOOL

LETTINGS POLICY

Lettings

The letting of the school premises and grounds is welcomed on the understanding that use for school functions and events will always take priority over any lettings.

The Governing Body of Woodlands Primary School, Hedgehogs Nursery and Sunbeams club (the school), sets charges for lettings, guided by the following principles:

- Lettings to the PTA will be free of charge
- Lettings to organisations providing extra-curricular or holiday activities/clubs which are welcomed and promoted by the school, to enhance the children's experience and sometimes support vulnerable families, will usually be free of charge, but this is negotiated on an individual basis.
- Lettings to community groups, members and individuals will be charged as per CWAC Lettings Charges – Appendix 1. The school may negotiate for a regular letting or community group, which also benefits our children. Eg local football team.
- Profits raised through lettings will be paid directly into Woodland Primary School's budget account and as such the school will retain any income derived from lettings.

TERMS AND CONDITIONS OF LETTINGS

1. Enquires for the hire of the School Premises should be made to the Bursar. Applicants are advised to visit the school to ascertain the suitability of the premises for the purpose of hire, in consultation with the Bursar.
2. The School reserves the right to limit the number of people admitted to the premises depending upon the type and size of accommodation hired and in line with Health and Safety requirements.
3. The School reserves the right to cancel the hiring of premises, should the school require the premises for educational or local government purposes or in order that maintenance tasks can be undertaken. Every effort will be made to give at least one week's notice of such a cancellation.
4. The School also reserves the right to refuse without explanation any application and to cancel any hiring at any time without notice. On termination of the hiring under this condition the school shall return to the hirer all or part of any money paid. The school shall not however, be under any liability for any loss incurred by the hirer.
5. The School reserves the right of entry to the premises hired at all times of such officers as they may deem necessary for the proper supervision of the premises.
6. The School premises and grounds will not be let to individuals or organisations if there is a reason to believe that damage to property may occur or that the name of the school may be brought into disrepute
7. The hirer must provide a copy of their policy of insurance for Public Liability and Damage, along with any risk assessment and or license. Failure to provide this evidence will mean that the letting/booking will be cancelled.
8. Permission to use the premises is personal to the hirer who may NOT therefore assign it or sub-let the use of the premises in any way.
9. The hirers shall undertake to see that the premises are used in an orderly way and for the purpose for which they are expressly hired.

10. The School does not accept any responsibility for the loss or damage to any goods, cars or personal effects belonging to the hirer or members of their organisation, association, clubs or to any other person present at the time of hiring.
11. The premises are not licensed for public entertainment and the collection of money for admission cannot be permitted. The entertainments that are permitted on the premises under the terms of hiring cannot therefore be advertised to the general public.
12. Health & Safety precautions must be observed at all times when using the premises.
13. The person or persons hiring the premises for the use of entertainment for children or any entertainment, to which children will be admitted, shall accept full responsibility for all the arrangements made.
14. All hiring is subject to the hirer or his/her authorised representative occupying and using the premises at the stated times.
15. In the case of youth organisations, a responsible adult must remain on the premises at all times whilst children are present.
16. All hirers are to ensure that they are registered with the Disclosure and Barring Service (DBS) and have appropriate disclosures in place. A copy of the hirers safeguarding/child protection policy together confirmation of DBS checks should be attached to the application.
17. The School does not allow any form of gambling to take place on its premises and all fund raising events must be approved before the letting has been confirmed by the school.
18. There will be NO SMOKING (including electronic cigarettes) on any School Grounds/Premises at all times.
19. No intoxicants or alcoholic beverages are allowed on the premises without the authority of the Headteacher and appropriate licences being obtained.
20. All hirers are to ensure that the premises are kept in a clean and tidy state while hiring is in progress, and also to ensure that the premises are left in the same condition after hiring has taken place.
21. The School does not permit overnight letting at any time.
22. If the hiring finishes earlier than stated, a responsible person must remain on the premises until the Caretaker has secured the premises.
23. Full payment of the letting fee and refundable deposit must be made in full in advance of the letting date. If payment has not been received by the school prior to the event the letting will be cancelled by the school.
24. Refunds will only be paid out if cancelled by the hirer with more than 1 week's notice or the event is cancelled by the school due to school requirements or Local Government needs.
25. Charges will be reviewed annually by the School Governing Body. Any changes in the charges for regular lettings will be notified to regular hirers as soon as possible after the change has been agreed by the Governing Body.
26. The School offers a number of discounts to its regular hirers to promote Community use and local activities.
27. The School reserves the right to refuse to let their premises to organisations whose actions have shown them to be racist.
28. The School will not be responsible for the promotion and administration of any hirer's events or regular meetings unless by agreement.

29. The hirer should ensure that a member of the group has been designated as First Aider and is competent enough for such a role and its requirements. The school can make a first aid box available for use.
30. Hirers must ensure members of their groups are aware for safety of all on site. Hirers are expected to obtain a copy of and comply with any relevant school policies/procedures.

All hirers must familiarise themselves with Fire Evacuation procedures and in the event of a fire alarm sounding, must gather in the designated area on the school playground or field until instructed to return to the School/School grounds.

Schools Lettings Charges - Academic Year 2025/26

These letting charges have been designed to be used as a guide when charging for the use of school or youth facilities to recover typical premises, cleaning and caretaking costs (reflecting Local living wage pay scales) and administration/overheads.

Schools are advised to use their own discretion when deciding on the exact charges to be levied. Please take into account local conditions and levels of charging from similar venues.

These figures are updated annually using Government statistics and this version is based on August 2025 CPI

Community and Commercial charges

The recommended charge for the use of school and youth centre premises for community and commercial use for the 2025/26 academic year is as follows :

	CW&C Adult & Community Learning Usage	Public Community use • (2/3 of actual cost return rate)	Outside company Profiting from the letting Commercial use Actual cost return rate
	£ per hour	£ per hour	£ per hour
(i) Primary Schools:			
- Hall	23.17	46.33	69.50
- Classroom	15.07	30.13	45.20
- Subsequent Classroom	2.80	5.61	8.41
(ii) Secondary Schools:			
- Hall	30.18	60.37	90.55
- Classroom	15.45	30.90	46.35
- Sports Hall	56.33	112.67	169.00
- Gymnasium	29.55	59.10	88.65
- Changing room	13.48	26.97	40.45
- Subsequent Classroom	3.15	6.30	9.45
- Squash Courts	14.55	29.10	43.65
- IT Suite	15.45	30.90	46.35
- Art & Craft Studio	15.45	30.90	46.35
- Cookery Room	15.45	30.90	46.35
- Centre Head Office	15.45	30.90	46.35
(iii) On cost for Sunday and Bank holiday lettings	3.57	7.13	10.70
(iv) Sports Facilities		£ per game	
- Tennis / Netball		9.06	
- Football / Rugby / Hockey / Cricket			
Weekday		50.03	
Weekend		66.28	
- Synthetic Pitches		£ Per Hour	
Full Size Pitch		77.65	
Half Size Pitch		49.34	
1/3 Size Pitch		44.15	

Election charges

The recommended charges relating to Elections have now been removed.

Schools maintained by Local Authorities are obliged to provide free of charge a room in a school for election purposes.

The Returning Officer is only obliged to make good any damage and to pay any additional caretaking costs

Currently CW&C will reimburse caretakers direct for the extra hours they work on Polling Day.

Historically the Returning Officer has also paid schools an amount towards the cost of any additional heating and lighting expenses.

Queries relating to charges and other related matters should be made to SchoolsFinanceTeam@cheshirewest.gov.uk

