

Lettings Policy

Last Review: June 2026
Next Review: June 2027
Committee: Premises

Introduction

The Governing Body regards the school buildings and grounds as a community asset and will make every reasonable effort to enable them to be used in line with our Community Use policy without causing the school financial hardship. The overriding aim of the Governing Body is to support the school in providing the best possible education for its pupils, and any lettings of the premises to outside organisations will be considered with this in mind.

A charge will be levied to meet the additional costs incurred by the school in respect of any lettings of the premises to ensure that the school budget share does not subsidise the cost of a letting. Any profit arising from letting the premises accrues to the school's delegated budget. In setting the charging policy for lettings, the school is permitted to cross-subsidise lettings for community use with income from other lettings – provided there is no net cost to the delegated budget.

Community groups may use spaces free of charge as long as a paid hiring is taking place at the same time and it is outside normal school hours. Free lettings for the use of community groups at other times will only be granted if the school finances allow it.

Definition of a Letting

A letting may be defined as use of the school premises (buildings and grounds) by either an individual, community group or a commercial organisation. A letting must not interfere with the primary activity of the school, which is to provide a high standard of education for all its pupils in a safe environment.

Use of the premises for activities such as staff meetings, parents' meetings, Governing Body meetings and extra-curricular activities of pupils supervised by school staff, fall within the corporate life of the school. Costs arising from these uses are therefore a legitimate charge against the school's delegated budget.

Administrative Process

JCoSS has appointed Schools Plus to manage lettings on our behalf. Organisations seeking to hire the school premises should contact them directly on 0345 222 2323, ENQUIRIES@SCHOOLSPLUS.CO.UK. This information is provided on the school website <https://jcoass.org/about-us/jcoass-venue-hire>. Schools Plus website enables hirers to make on line bookings which are then passed to the school for approval. <https://www.schoolsplus.co.uk/jcoass/>

Contractual Arrangements

Our contract with Schools Plus commenced in March 2025 and is for a period of 3 years. Either party can terminate at any stage by giving a 3 month period of notice. The contract will be reviewed every two years by the Premises Committee and a decision made on continuing with the Agent.

Review

This policy and associated documents will be reviewed by the Governing Body on an annual basis.