Knowsley Junior School

Lettings Policy



2026

Adopted & ratified by full governing body: June 2026

Next review due: June 2028

Dovestone
LEARNING PARTNERSHIP

Knowsley Junior School

Lettings Policy

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 as much as possible. However, 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 should 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

Definition of a Letting

A letting may be defined as *'any use of the school premises (buildings and grounds) by either a community group (such as a local music group or football team), 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.
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

Organisations seeking to hire the school premises should approach the Headteacher, who will identify their requirements and clarify the facilities available. A **School Letting Request Form** should be completed at this stage. The Governing Body has the right to refuse an application, and no letting should be regarded as booked until approval has been given in writing. No public announcement of any activity or function taking place should be made by the organisation concerned until the booking has been formally confirmed.
Once a letting has been approved, a letter of confirmation will be sent to the Hirer, setting out full details of the letting and enclosing a copy of the terms and conditions and **the Hire Agreement.** The letting should not take place until the signed agreement has been returned to the school. The person applying to hire the premises will be invoiced for the cost of the letting. **(Knowsley Junior School may wish to seek payment in advance in order to reduce any possible bad debts.)**

The Hirer should be a named individual and the agreement should be in their name, giving their permanent private address. This avoids any slight risk that the letting might be held to be a business tenancy, which would give the Hirer security of tenure.

Data Protection Statement
The procedures and practice created by this policy have been reviewed in the light of our Data Protection Policy.

All data will be handled in accordance with the school's Data Protection Policy.

What ?	Probable Content	Why ?	Who ?	Where ?	When ?
Personal Data	Name Address Telephone	Communication	Staff (Where Necessary)	Paper letting request form is completed and Stored in Business Managers Office	Held on file for duration of letting period then archived.

As such, our assessment is that this policy :

Has Few / No Data Compliance Requirements	Has A Moderate Level of Data Compliance Requirements	Has a High Level Of Data Compliance Requirements
	x	