



January 2026

Astley St Stephen's CE Primary School Lettings Policy

St Stephen's values being part of the community and therefore the governors of the school are prepared to allow parts of the school to be used by the church and local organisations for functions and meetings outside school hours. However, legislation dictates that the School Budget must not subsidise these lettings.

One person, or their deputy, named on the application form, shall be responsible for the hire. That person is responsible for the security of the building and must remain in the building in charge at all times. The named person will be given a copy of the school's Health and Safety Policy.

There shall be no access to rooms other than those agreed on the lettings agreement.

For security reasons, no access is available to telephones. It is advised that a mobile is brought into school for use in emergencies.

The kitchens (small and large), are only to be used by personnel who have prior permission from the school's catering manager, Ms S Grundy.

Electrical equipment can only be used by prior agreement and must comply with the school's Health and Safety Policy.

PE equipment should not be climbed on or moved unless prior permission has been sought from the Headteacher. Under no circumstances must ICT equipment be used.

Any tables / chairs which are used must be returned to their storage place after use.

Care must be taken not to damage or disturb displays or decoration in the school.

Toilets must be left clean and in a tidy condition.

Should any minor damage arise, this must be reported to the Headteacher the following day. If more serious damage occurs this must be reported immediately to the emergency contact number as detailed in the lettings agreement.

Repair costs for damage must be paid for by the lessee.

Only bona fide members of the club or activity should be allowed to enter the school.

The cost of the hire will include payment of the caretaker for the necessary cleaning and making secure of the building. (Opening / closing the school)

All lettings applications must be submitted to the school's Business Manager, Mr Clark, to whom all payments must subsequently be paid.

The governors reserve the right to refuse any activity which they consider to be wholly or partly at variance with the foundation principles of a church school.

Lettings can only be made for a maximum 12 monthly period. After this time, lettings must be renewed by completing a new Lettings Agreement Form.

Particular support will be given to those who provide activities for school aged children both after school and during the school holidays

Termination of a lettings agreement, by either the lessee or the lessor, must be made in writing giving at least one month's notice. If written notice is given to school then this should be addressed to the Headteacher and sent to school's postal address. (Details to be found at the bottom of this policy)

Invoices detailing the charges for the hire of the school facilities will be sent to the hirer in advance of the hire dates.

Contact details:

**The Headteacher
Astley St Stephen's CE Primary School
Manchester Road
Astley
Manchester
M29 7BT
01942 882412**

Lettings charges for the use of Astley St Stephen's CE Primary School

Reviewed by the Full Governing Body – 20th January 2026

Daily fee: £10.00 per day – between the hours of 8:00am and 6:00pm

Additional costs (if applicable): £17.54 per hour (out of hour caretaker costs which cover opening/closing premises during unsocial times and extra cleaning duties)

To be reviewed annually

Signed: *J. Pollard*

Date: 20/01/26

Next Review: Spring 2027