



# North Kidlington School

## Lettings

### A POLICY STATEMENT

- The school will always have priority over the use of accommodation out of school hours.
- Approval is at the discretion of the Head Teacher, with ultimate responsibility resting with the Governing Body.
- The premises must be left in good order and repeated failure by anyone who hires the premises will result in an additional charge being levied.
- Charges are reviewed by the Governing Body annually and invoiced as appropriate.
- Hirers must have current public liability insurance for a minimum of £5 million, and provide a copy of the certificate of insurance in advance of the letting date.
- Either a deposit or payment in full may be requested in advance according to the circumstances. Deposits may only be returned with at least one weeks notice of cancellation. In the case of commercial organisations, the full fee must be paid by cheque, cash or direct to the school bank account and cleared by the letting date.
- All letting agreements must be signed and returned with payment.
- **All lettings involving activities for children will only be granted if the hirer can ensure that all adults have been suitably vetted and any required safeguarding documentation has been provided to the school.\*\***
- **All hirers will be required to follow Local Authority procedures for managing allegations against staff and, where necessary, the suspension of adults from the premises.**
- The County Council has a '**No Smoking**' policy, therefore no smoking or vaping is allowed on the school site. Smoking or vaping must take place outside of the school premises.
- Please report any breakages, hazards or concerns to the office.

**\*\* Suitably vetted means that the following has been carried out/completed**

- 1. Disclosure and Barring Service Checks have been made**
- 2. Prevent Duty and Channel Process Training has been checked/carried out.**
- 3. Up-to-date Safeguarding Training has been completed**

Reviewed: October 2025

Next review: October 2026