

Wigginton Primary School Policy for the Control and Use of Premises.



1. It is the policy of the Governing Body to support the use of premises for educational purposes, as a School for Primary aged pupils. The interests of the school are regarded as being of first importance and the premises will be used and maintained principally for this purpose.
2. It is also the policy of the school to support and encourage additional use of the premises which have educational, social and recreational value to the community.
3. The use of the school premises will be controlled by the Governing Body of the School. All matters relating to the control and use of premises will be delegated to the Headteacher who will refer matters of concern to the Finance Committee.

4. PRIVATE LETTINGS

The Headteacher will consider all applications for private use of the premises under the conditions laid out in this policy.

A series of charges, reviewed annually, will be set out by the school for private and community lettings. The charges will be available upon request from the School Office.

Charges will be set in order to cover all costs to the school for the lettings arranged together with a small profit margin for the school. Charges for community lettings will be set to cover costs only.

Letters of acceptance for lettings will be sent to all bodies granted a letting together with a statement of charge and contract for the letting.

USE OF SCHOOL KITCHENS

The school will refer application for use of the School Kitchens to the Catering Organisation when the hirer proposes to cook food on the premises and/or employ outside caterers before approving such use.

5. LETTINGS FREE OF CHARGES

The Governors may wish to provide the use of the premises free of charge in certain special cases. This facility will be for the particular benefit of the school's immediate community and will be considered by the Headteacher.

The costs for such a letting will be met from the School's Delegated Budget.

This policy has been agreed by the Governors and is reviewed annually.

Signed _____ (Chair of Governors)

Signed _____ (Headteacher)