



Brampton Abbotts CE Primary School



Bridstow CE Primary School



Oak Meadow Federation

LETTINGS POLICY

Chapter 2 FINANCE POLICY SUITE

This policy will be reviewed and updated by the Governing Body at least annually.
All references to 'the school' imply both Brampton Abbotts and Bridstow Primary Schools.

Date signed off by Full Governing Body: 21st October 2025

Signed Daniel Brearey, Headteacher

A handwritten signature in black ink, appearing to read 'D. Brearey'.

Paul Mason, GB Chair

A handwritten signature in black ink, appearing to read 'Paul Mason'.

Date next review due: October 2026

Introduction

Our vision is rooted in Psalm 1:3: 'You are like a tree, planted by streams of water that never run dry. Your fruit ripens in its time; your leaves never fade or curl. In all you do, you prosper'. Through our Christian ethos we seek to nurture every child to reach their potential by working together in friendship, growing together in honesty and respect, and flourishing together in happiness. To this end, and in order to create a positive learning environment, it is essential that the budget is well-managed and designed to prioritise spend that enables learners to grow and flourish, and that the financial management systems demonstrate responsible stewardship.

With this in mind, this suite of policies aims:

- to reiterate our commitment to openness, transparency and integrity;
- to ensure that the budget provides for optimum staffing levels, sufficient learning resources, good evidence of pupil progress and attainment, and a safe, nurturing learning environment;
- to steward all resources appropriately and achieve value for money;
- to consider exposure to all forms of risk and to mitigate these risks appropriately;
- to adhere to legal and audit requirements and any local authority policies.

This policy suite contains the following chapters:

[Chapter 1](#): Financial controls

[Chapter 2](#): Alternative income sources including lettings

[Chapter 3](#): Charging and remissions

[Chapter 4](#): Disposal of assets

Other key school documents to refer to include the finance procedures, the Estates Management policy suite and the staff terms and conditions documents.

Complaints and whistleblowing

Complaints should follow the procedures as set out in the Complaints Policy on our website. Staff members also have a responsibility to raise any concerns in line with our whistleblowing policy.

Compliance

This policy is set out in line with the [School and Standards Framework Act \(1988\)](#), noting especially the rules in Chapters III & IV on the governing body's responsibilities for school conduct, school premises and budgeting, and all other relevant legislation and statutory guidance (see Appendix 1).

The school is committed to ensuring that all financial records, including staff payroll information, are processed and stored in accordance with the UK General Data Protection Regulation (UK GDPR). Access to personal financial data is restricted to authorised personnel only, and appropriate technical and organisational measures are in place to safeguard confidentiality and integrity.

CHAPTER 2: ALTERNATIVE INCOME SOURCES including LETTINGS**2.1 Lettings**

The governing body seeks to promote the usage of school premises outside normal school hours, on the following priority basis.

- School functions, formal business meetings of the PTFA or governing body, or school fundraising events;
- Lettings by registered organisations offering opportunities and support to local children and their families;
- Other uses which are consistent with our aims and ethos and approved by the governing body, with priority given to activities which benefit the children of the school and the school community.

Use of the premises for school functions will take priority over lettings.

Lettings will not give full-time exclusive use of all or part of the premises or grounds and must not interfere with the primary activities of the school. Any equipment used by the hirer must be removed from the site or stored as agreed with the school such that it does not restrict the use of the facilities by the school or other approved organisations.

The governing body does not have a 'caretaker' who is continuously present on the school premises or grounds during the period of hire, but reserves the right to do so, and delegates this same right to the headteacher should s/he decide that this is in the best interests of the school property. The governing body including the headteacher, and his/her designate, reserves the right of access to the premises during a period of hire, and the governing body expects the headteacher or his/her designate to monitor activities from time to time.

The school is not legally required to make first-aid facilities available, and its first-aid kits or other resources are not available to the hirer. It is the hirer's responsibility to make arrangements to provide first-aid facilities and trained personnel (e.g. in the case of sports lettings).

School equipment may be used by prior arrangement and with the headteacher's approval, and its safe use and return must be under adult supervision. The hirer is responsible for ensuring that school equipment is used safely and appropriately, and is liable for any damage, loss or theft of any school equipment which it has agreed to use.

Anyone hiring the school hall is required to have adequate public liability insurance and to give details of this insurance on the booking confirmation form. We can arrange public insurance for an additional charge of 10% of the booking fee. No lettings will be made without a contract and insurance indemnity, and the hirer will be reminded of its contractual obligations.

The letting of classrooms is not permitted.

No occasional bookings will be accepted, and all new lettings must be approved by the headteacher.

Rates of hire are determined by the F&R Committee and are designed to ensure that the income covers the additional costs of caretaker hours, lighting and heating; the minimum charge is normally £15/hour. The headteacher has the right to, under special circumstances, to apply a short term booking arrangement.

Either party may give no fewer than 14 days' notice to terminate a single event, and no less than half a term's notice to terminate a regular booking. Termination may be immediate in the event of a breach of contract. Please see the reverse of the booking form for terms and conditions.

2.2 Rental income

Rental rates for Spring Gate nursery are agreed by the F&R Committee. Rent is deposited into the Brampton Abbotts Governors' #2 account, and an agreed figure to cover the costs of heating and lighting is paid into Brampton Abbotts' revenue account.