



CHESTNUT LANE SCHOOL

LETTINGS POLICY May 2026

The Governors wish to maximise the use of the school and to encourage local groups to use the amenities.

AIMS:

Naturally the educational and other statutory requirements for the use of the school will take precedence over all other use. The order of priority is:

1. school purposes, including meeting of Governors,
2. educational activities sponsored by the local community,
3. wider community educational use, eg. Sports, and arts,
4. other approved and appropriate use.

This would maximise the use of the school for the mutual benefit of the school and local community and also generate additional revenue for the school.

Chestnut Lane school is unable to support Holiday time lettings in accordance with the Local Authorities insurance policy.

PROCEDURES:

Full information and guidance detailed in the booklet: "Information and Guidance for the Hirer for the Wider Use of Educational Premises". The procedures outlined should be adhered to.

Charges for the hire of the facilities will be reviewed annually by the Finance Sub-Committee with guidance from the local authority.

LETTING CHARGES: Please see attached appendix for this years' fees.

If more than one area is to be hired then the overall charge can be reduced accordingly. Exact charges will be negotiated by the hirer and the head teacher.

All charges are to be reviewed in the summer term by the Finance Sub-Committee and Headteacher.

Next review May 2027

LETTINGS APPENDIX

After school activities provided for Chestnut Lane School pupils

Up to 10 pupils	-	£ 11 per session
11-15 Pupils	-	£ 16.50 per session
16-19 Pupils	-	£ 22 per session
20+ Pupils	-	£ 27.50 per session

Extended services held during the school day, including Woodlands

£11.00 per session

After school activities for external pupils

Monday to Friday

1st hour £33.00

Additional hours at £24.00 per hour

At the discretion of the Finance Sub-Committee and Headteacher an allowance for regular bookings can be made to charge the Additional Hours fee only.

Before school childcare

Rate to be agreed as a percentage of turnover, calculated in arrears on a termly basis.

Charitable organisations

An allowance will be made to charitable organisations at the discretion of the Headteacher.