Kirkstall St. Stephen's

Lettings Policy

October 2025

Kirkstall St Stephen's CE Primary

LETTINGS POLICY

1. Adoption

The school governors at their meeting in November 2025 and subsequently (see cover) have adopted this lettings policy below.

2. Policy Objectives

The governors endorse the City Council's Hire of School Premises Policy and recognise the principles therein, namely :-

(i) that school premises represent a significant capital investment and should be utilised as a valuable community resource;
(ii) educational usage of our premises constitute a natural priority;
(iii) that a profit margin is desirable when derived from commercial usage but this is not the overriding objective when facilitating education activity and community activity by recommended users.

3. Priority Usage

The governors have agreed the following categories of priority user :-

(i) statutory users; (See Appendix 2)
(ii) recommended users;
(iii) private / commercial users.

The governors have adhered in each case to the definitions identified in the City Council's Hire of School Premises Policy document (appendix 1).

4. Applications for Recommended Status

The governing body have reserved the right to determine that in addition to any organisation already identified by the City Council, other organisations may have recommended status at Kirkstall St Stephen's Primary School. The governors will review this list each year for the purpose of deciding whether recommended status is still appropriate. At other times of the year applications for recommended status will be dealt with by the governing body on 'an as and when' basis.

5. Categories of Recommended and Commercial

The governors have decided that for the purpose of charging there will be 2 categories – recommended user and commercial user.

Table 1. Allocation of Users of School Premises into Categories

Group A	Group B
Commercial users to be charged at school economic rates – see appendix 2	Recommended users determined by the City Council that are to be charged at the recommended hire charges – see appendix 2.
All users not meeting definition in Appendix 1	**All users covered by Appendix 1**

6. Scale of Charges

In arriving at their scale of charges the governors have followed the following principles:-

(i) that statutory users will be charged an amount commensurate with statutory regulations;
(ii) that recommended users will be charged no more than the set scale of recommended charges identified by Leeds City Council;
(iii) consideration has been given to subsidies being applied to some recommended users;
(iv) that commercial users should be charged at least cost, plus an income margin for the school if desired;

For the purposes of charging, the Governors will determine to which charging group any individual or organisation belongs. Any organisation already identified by the City Council as having recommended status cannot be charged more that the recommended hire charges determined by the City Council (group B). The basis of charging will be determined by the type of organisation hiring the premises, the purpose for which the letting is arranged and the period of time when the letting taken place – as detailed in Appendix 1.

The scale of charges relating to the stated categories of users will be provided by LCC. No member of staff is allowed to vary or to deviate from the governors' published charging policy without the approval of the Resources Sub-Committee of the governing body. The governors are constrained by law to apply value added tax to all transactions where this is appropriate. The Governing Body has the power to use available funding to provide a further subsidy where a particular group is determined by the Governing Body to be making a significant contribution to its extended services provision.

Note: For usages of sports facilities, where VAT is applicable, VAT is in addition to the charges shown in the charges document. **Other specialist facilities and additional equipment may be available at an additional charge.**

7. Conditions of Hire

The Governors endorse the City Council's Hire of School Premises Policy and agree to follow the terms and conditions laid out in the document supplied to the school. No member of staff is allowed to vary the terms and conditions on which the school premises are hired to either individuals or organisations without permission from the sub-committee of the governing body. The governors reserve the right to impose additional hire conditions where necessary and will inform Leeds City Council Lettings Unit in writing where these apply, who will ensure any additional conditions are detailed on the hire agreement.

8. Administration of Lettings

The governors recognise that it would be impossible for them to personally vet every applicant or organisation who wish to make use of the school premises. Accordingly they have delegated the authority to Leeds City Council Lettings Unit to receive applications on their behalf, who will then consult with the Head teacher to accept /decline applications for hire of the premises.

All hiring of the schools premises, including those for which no charge is made, shall be properly documented. All hirers **must** complete a letting via the Education Leeds Lettings Unit before hire of the premises commences. All hirers having completed a letting receive a copy of the conditions of hire and will hold a legal hire agreement. The hire agreement is a contract which the governors may enforce at law.

9. Security / Safeguarding

The governors are mindful of their responsibility to protect the City Council's assets and safeguard young persons and vulnerable adults using school premises. With regard to security of assets governors would normally insist upon continuous caretaking presence in view of leaving the school vulnerable to theft or damage. However they reserve the right and delegate power to the head teacher to make variations where in his/her judgement continuous caretaking presence is not justified. With regard to safeguarding, governors agree to procedures included in the conditions of hire document.

Appendix 1

External Groups and Activities to be recommended at the Leeds City Council charging rates

All organisations must be voluntary and non-profit making. Those organisations that will be considered as recommended and will pay no more than the recommended rate set by Leeds City Council must meet the following criteria;

- all adults involved with the organisation should be employed in a voluntary capacity and not receive any payment/salary for their time/work **(excluding registered voluntary organisations)**
- any income from subscriptions collected should only be to cover the running costs of the organisation such as insurance, DBSs, travel and subsidiary expenses, hire fees and purchase of essential kit and equipment.

Any organisation not meeting the above criteria will be considered a commercial organisation and schools can set their own charges that should be a minimum of cost recovery, examples are;

- operating in a business capacity
- limited company
- charging competitive fees for tuition or admission
- income collected results in the retention of profit and/or equipment that can be considered as a resalable asset

Category	Examples of groups included and any Specific criteria	Type of activity covered	Any activity not covered by recommended rates
Voluntary holiday playscheme	Organisation must be registered with and receive grant aid through LCC.	Holiday playscheme for children only	Fundraising / social events / Adult committee meetings
Voluntary youth	Brownies / Guides / Rainbows / Scouts / Cubs / Beavers / majorettes / music, dance & drama clubs / art & craft / brigades / mixed activity. Term time only Monday to Friday.	Children's regular activity / training sessions	Fundraising / social event / Adult meetings / tournament assessments & grading / competitions / gala / religious teaching observance.
Special Needs / disability	Gateway / social and activity clubs. Term time only Monday to Friday.	Groups with only registered disabled participants on role undertaking an activity session.	Respite care Health / rehabilitation sessions linked to health or social care services / Fundraising / social events
Community groups	Neighbourhood watch / local campaign & environment, groups, historical societies / retired citizens activity clubs Term time only Monday to Friday	Regular activity sessions / committee meetings	Fundraising / social events
Under 18 sports	Any sport club affiliated to the relevant national governing body / achieved clubmark Term time only Monday to Sunday	Training sessions / fixtures and matches arranged between 2 single teams	Fundraising / tournaments / galas / competitions / social events / assessments & grading / adult meeting / training / matches.
Supplementary schools	Any school registered with Ed Leeds learning communities team and working towards the national chartermark Term time only Monday to Sunday	Supplementary education for children in either mother tongue languages / culture or national curriculum	Religious teaching or observance / fundraising / social events
Political parties	Any branch of a nationally registered party Term time only Monday to Friday	Committee meetings	Fundraising / social events / campaign meetings for election candidates

Registered Voluntary Organisations	Any organisation that is a registered charity and provides a charity registration number, or evidences that it operates in a charitable manner. Voluntary organisations may pay the staff running the session but are entirely non-profit making. Many will be working in partnership with schools and clusters to deliver extended services and community activities Monday to Sunday term time only	Regular or project based activity / training sessions Partnership working with clusters and schools / extended services / wider community services	Fundraising / social event / tournaments / assessments & grading / competitions / gala / religious teaching observance.

Internal groups - to be recommended at the Leeds City Council charging rates

All of the following will have to provide an expenditure code and Z order number at the time of booking. The Lettings Unit will raise an internal invoice on FMS in order for the school to receive payment.

LCC – Children's Services - Youth programme
LCC – Leisure and Culture - Leisure classes through SDU
LCC – Members Services - MP / Cllr surgeries and public meetings
LCC – Electoral Services - Polling stations
LCC – all departments - delivering their service / meetings / presentations etc (Social Services / Highways / ALMO / Neighbourhoods/Housing area management teams)
Education – LEA business – individual team's delivering their service / meetings / briefings (Finance / School organisation / Admissions / Communications / IT), Music Centres, Governor Support Services – Governors area meetings

Appendix 2

Definition of Terms

Recommended Community Lettings: These are lettings that fall within the City Council Policy for favourable charging treatment in their use of schools. The Leeds City Council Policy is set out at appendix 1 of this document.

Commercial or Private Lettings: These comprise all lettings other than those falling under the category of Recommended Community Lettings. It is expected that these lettings should be charged at full cost to the hirer. Schools may however consider that, although a group or individual falls outside of the categories set out at section 6, it is desirable to ensure that access is affordable for particular individuals or groups and charge less than economic cost.

Charging Policy: Regard must be paid to the legal principles concerning charging for community facilities. Schools should set out in a governor approved Charging Policy what rates they wish to charge hirers of school facilities. In the case of both Recommended and Commercial Lettings schools should operate within the general principle that the use of school facilities by outside bodies should not be at the expense of school activities.

Statutory Users: These users have their right to use a school backed by specific legislation. No rental may be charged by schools but schools can charge expenses in accordance with legislation as follows.

Use for Elections (Polling Stations) – expenses are met by LCC
(The returning officer shall make good any damage done to, and defray any expense incurred by the persons having control over any such room as mentioned above by reason of its being used for the purpose of taking the poll.)

Use by candidates for public meetings during elections – expenses are met by candidates.

(shall defray any expenses incurred in preparing, warming, lighting and cleaning the room and providing attendance for the meeting and restoring the room to its usual condition after the meeting; and shall defray any damage done to the room or the premises in which it is situated, or to the furniture, fittings or apparatus in the room or premises.)

Use for meetings of Parish and Community Councils, meetings convened by them, or for the administration of public funds on behalf of them – expenses are met by the body concerned.

(If, by reason of the use of a room any expense is incurred by persons having control of the room, or any damage is done to the room or the building of which it is part or to its appurtenances, or to the furniture of the room or any teaching aids, the expense or the cost of making good the damage shall be defrayed as an expense of the parish or community council or parish or community meeting.)

Use for public meetings to discuss any question relating to allotments under the 1908 Smallholding and Allotments Act – expenses are met by the person(s) calling the meeting.

(Any damage done to the room and any expense incurred by the person having control over the room on account of its being so used shall be paid by the persons calling the meeting.)