



Enfield County School for Girls

Lettings Policy

Respect, Responsibility, Co-operation, Equality and Generosity of Spirit

January 2026

Approved by:	The Governing Body	Date: January 2026
Last reviewed on:	January 2026	
Next review due by:	January 2027	

Lettings Policy



Introduction

The Governing Body of Enfield County School for Girls believes that schools are a valuable community resource. It is committed to making every reasonable effort to ensure that the school premises (buildings and grounds) are available for the benefit of the local community and will give priority to the use of premises for educational objectives.

The hiring of school premises at all times outside normal school hours is under the control of the Governing Body. The policy sets out the facilities available and the charges. Some of the responsibilities of the Governors and the users when the school premises are let are included but are set out in more detail in the Council's 'Conditions for the letting of Educational Premises'.

Lettings Policy

A letting is defined as the use of school premises during school hours, evenings, weekends and school holidays by parties other than the school. Our lettings policy will aim to:

- Ensure that the use of school premises and facilities is effectively co-ordinated and managed
- Promote the use of school premises by the wider community
- Give priority for established community providers of services for children, young people and disadvantaged adults
- Provide a clear statement of charges
- Ensure a range of activities for children and young people

Scale of Charges

Our charging policy will:

- Charge statutory, voluntary and community sector organisations at no more than cost (Community Rate)
- Charge commercial private organisations at cost plus an income margin for the school (Commercial Rate)
- Letting charges will increase annually, on the 1 April by 2%.

The Letting charges will be reviewed annually by the Governors.

Application Process

An organisation wishing to hire school premises should, in the first instance, contact Jo Bukin at School Hire Ltd, school.hire@yahoo.co.uk – Mobile number: 07855 042027 – www.school-hire.com

The Agency will issue an Application Form which needs to be completed at least 6 weeks before the date of hire. However, consideration will be given to bookings made with less than 6 weeks' notice.

Where a hirer has any particular complaints about the service or hire they should, in the first instance approach the Agency who will advise them on the procedure to be followed.



Safeguarding Procedures

Lettings who have responsibility for children under the age of 18 will need to provide their Safeguarding and Child Protection policy to the Lettings Agent who will send to the school for review. This would also be required for adults of 18 or over with a special educational need.

Health and Safety

Lettings will need to provide their Health and Safety policy to the Lettings Agent for review.

The Hire Agreement

The approval of a hire will be confirmed by School Hire and Functions Ltd in their invoice which will specify the premises being hired; the nature of the activity or activities taking place; the time and duration of hire; and the cost of the hire.

Permission for the letting to go ahead is subject to the hirer having the required liability insurance certificate, which the letting agent must authorise, and have sight of, prior to the letting going ahead. Also, the payment of the invoice must be undertaken prior to the letting taking place. Payment must be made to School Hire & Functions Ltd before use of any facilities. Payments can also be made via direct bank transfer with the following details:

Bank: Santander Bank

Account Number: 65743686

Sort Code: 09-01-55

The Headteacher or the Chair of Governors has the power to terminate any hire agreement relating to the hire of the school premises.