



LORDSHIP LANE
PRIMARY SCHOOL

Lettings Policy

Statutory or non-statutory	Date reviewed	Date of next review
Non-statutory	December 2025	December 2027

1. Aims

Lordship Lane Primary School is committed to making its premises available to the community in a way that:

- Supports community and educational partnerships.
- Raises additional funds to support school improvement.
- Enhances the school's reputation through positive community engagement.
- Ensures no hire interferes with the school's primary purpose: educating pupils.
- Provides a meeting space for churches, clubs, sports and arts activities, and other community uses.

All lettings are subject to this policy, which outlines our criteria, terms, safeguarding requirements, and hire charges.

2. Areas Available for Hire

The school will permit hire of the following spaces:

- Key Stage 1 Hall
- Key Stage 2 Hall
- Classrooms (subject to capacity)
- Playground (including Astro Turf)
- Nursery Outdoor Classroom
- New Nursery Building
- Kitchen (by agreement only)

Note: No school equipment is included in the hire unless specifically agreed in writing. The hirer is responsible for any damage, accidental or otherwise, to school property.

3. Prohibited Organisations

The school premises will not be let to organisations that:

- Incite hatred, violence, or promote extremist views.
- Contravene the values of the school or the community it serves.

The Headteacher, in consultation with the Governing Body and the Local Authority, reserves the right to refuse any hire on this basis.

4. Criteria for Lettings

Each request for hire is considered individually and subject to:

- The impact on local residents (e.g. noise, parking).
- Availability of the site team.
- The nature and purpose of the activity.
- Health and safety and safeguarding implications.
- The suitability of the space requested.
- First-come, first-served basis (subject to equal opportunities).
- Financial viability and sustainability for the school.

5. Terms and Conditions of Hire

General Conduct

- The hirer must be present for the duration of the event.
- Only the agreed spaces may be used. No access to other areas is permitted.
- Music and noise levels must be controlled to avoid disturbance to neighbours. Doors must remain closed.
- The premises must be left clean and tidy. Cleaning costs may be applied if this is not met.
- No smoking, alcohol, fireworks, or open flames are permitted on school premises.
- No animals are allowed on site, except assistance animals.

Health and Safety

- The hirer must familiarise themselves with fire exits, evacuation routes, and emergency contact numbers.
- A responsible adult must supervise children at all times.
- The hirer must provide their own qualified first aider and first aid kit (we would not expect a on-off booking – e.g. a party – to have a qualified first-aider but would require a regular booking, such as a weekly church meeting, to have a qualified first-aider).
- Risk assessments must be completed for the activities being delivered.

Damage and Insurance

- The hirer is responsible for all damages caused during the hire.
- Public liability insurance (min. £5 million) is required for regular bookings (we would not expect a one-off booking – e.g. a party – to have public liability insurance but would require a regular booking, such as a weekly church meeting, to have insurance in place before their booking begins). A copy of the certificate must be submitted with the application.

Safeguarding

- If children are present, the hirer must confirm safeguarding and child protection measures are in place.
- For lettings that occur during school hours or when children are present, DBS and safeguarding policy checks will be required (we would not expect a one-off booking – e.g. a party – to have DBS and safeguarding policies but would require a regular booking, such as a weekly church meeting, to have these in place).

Use of Kitchen

- Use of the kitchen must be pre-approved and may include access to the gas hob, oven, fridge-freezer, and microwave.
- The kitchen must be cleaned after use.

6. Application Process

- All applications must be submitted using the letting application Form.

- A deposit of £50 may be required to secure the booking. The remaining balance must be paid 3 working days before the hire date.
- Lettings are approved by the school administrator and signed off by the Headteacher.
- We reserve the right to decline any application where the use conflicts with school values or operations.

7. Hire Rates and Capacity

Area	Charges	Availability
Key Stage 1 Hall	Weekday: £40/hour Weekend: £50/hour	6:00pm – 10:00pm
		9:00am – 10:00pm
Key Stage 2 Hall	Weekday: £40/hour Weekend: £55/hour	6:00pm – 10:00pm
		9:00am – 10:00pm
Gymnasium	Weekday: £40/hour Weekend: £55/hour	6:00pm – 10:00pm
		9:00am – 10:00pm
Classrooms	Weekday: £35/hour Weekend: £40/hour	6:00pm – 10:00pm
		9:00am – 10:00pm
Nursery Playground	Weekday: £45/hour Weekend: £55/hour	6:00pm – 10:00pm
		9:00am – 10:00pm
Key Stage 1 Playground	Weekday: £45/hour Weekend: £55/hour	6:00pm – 10:00pm
		9:00am – 10:00pm
Key Stage 2 Playground	Weekday: £45/hour Weekend: £55/hour	6:00pm – 10:00pm
		9:00am – 10:00pm
MUGA	Weekday: £45/hour Weekend: £55/hour	6:00pm – 10:00pm
		9:00am – 10:00pm
Key Stage 2 Back playground	Weekday: £45/hour Weekend: £55/hour	6:00pm – 10:00pm
		9:00am – 10:00pm
Nursery Classroom	Weekday: £45/hour Weekend: £55/hour	6:00pm – 10:00pm
		9:00am – 10:00pm

Discounts for community groups or long-term partners may be considered on a case-by-case basis.

8. Capacity Limits

Area	Seated
Key Stage 1 Hall	100
Key Stage 2 Hall	100
Gymnasium	100

9. Cancellations

- Hirer cancellation with more than 5 days' notice: full refund.
- Hirer cancellation with less than 5 days' notice: no refund.
- School cancellation with 5+ days' notice: full refund.
- The school is not responsible for any indirect or consequential losses.

10. Contact and Further Information

All hire requests and queries should be directed to:

School Administrator

admin@lordship.haringey.sch.uk

020 8888 6541

Lordship Lane Primary School
Ellenborough Road
Wood Green
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