



Driffield Northfield Infant School



Private Lettings Policy

At Driffield Northfield Infant School we believe it is important to support the local community and enable them to provide as many additional opportunities for our pupils and families as possible. To support this we allow groups to let certain areas of our school, essentially the main school hall, to run groups, activities and clubs. The following conditions and guidelines are used to ensure this is successful:

- The school has adopted the East Riding of Yorkshire Community Use of School Facilities Conditions and Guidelines, which sets out the conditions for different types activities and for using each area of the school.
- Bookings are made either through the school or the East Riding of Yorkshire booking system. Both types of bookings use the Approved School User Scheme application form.
- If bookings are made through the Local Authority, charges are determined by the East Riding of Yorkshire Council.
- Charges for bookings made directly with the school are discretionary and agreed between the Headteacher and client. This agreement is recorded and filed in the school office, along with records of when the premises have been used, amount charged and funds received.
- Funds received from either LA or school bookings are entered directly into the main school budget.

Linked documents:

- East Riding of Yorkshire Community Use of School Facilities Conditions and Guidelines
- Approved School User Scheme Application Form
- Sport, Play Arts Service Approved School User Scheme Process Chart
- East Riding Voluntary Youth Services, Club Accreditation Scheme, Minimum Operating Standards

Adopted by the Governing Body: 15.11.18

Review date: March 25