



Reynalds Cross Vision:
*Reynalds Cross is a safe, supportive and fun environment
that nurtures individuality and enables
every child to flourish to be the best they can be.*

Lettings Policy

Date adopted:

December 2025

Next Review date:

December 2026



Reynalds Cross School - Lettings Policy

The priorities for use of the school's facilities, in particular the swimming pool, are:

1. The school's pupils
2. Other children and adults with disabilities for which the facility is suited which are supported by organisations with charitable status or on an individual basis where deemed appropriate. These lettings need to be supported by adequately trained support staff from the organisation/individual responsible for the letting.
3. Generate income for the school

Bookings shall be arranged such that lower priority requests do not unreasonably prevent higher priority ones.

The level of charges will be recommended by the School Business Manager and agreed to by the Resources Committee of the Governing Body. This will be carried out annually and will be based on:

- A: The marginal cost those additional costs directly associated with the letting.
- B: A fair contribution to the on-going maintenance costs - based on the hours of external/internal use.
The costs A and B should take into account the recoupment rates within current list of hire charges and any other factor which the School Business Manager considers relevant such as staff and cleaning.
- C: For category 3 bookings only an additional amount to maximise income contribution based on a judgement of the market price for similar facilities in the area.

The Governing body may decide to waive some or all of the "B" costs for category 2 users, for example to enable the SOLO play scheme to function, if they judge it is in the overall interests of the community of disabled young people to do so. The school would be no worse off by doing this than if the letting had not happened. If the Governing body decides to additionally waive the "A" costs, so that the school is providing a direct subsidy, this should only be done via a specific resolution documenting the costs and reasons for the decision.

The schedule of current charges is attached as Appendix 1

Appendix 1

SCHOOL HIRE CHARGES Year: 2025/2026

Facility	Priority 1 (Reynalds Cross pupils)	Priority 2 (organisations with charitable status)	Priority 2(a) (individuals)	Priority 3 (other lettings) Standard Rate	Priority 3 (other lettings) Discounted Rate
Hall	£6.15	£6.15	n/a	£27.50	£15.50
Classroom	£2.70	£2.70	n/a	£16.50	£9.85
Swimming Pool	£8.25	£8.25	£16.00	£49.25	£29.50
Specialist Room	£8.25	£8.25	n/a	£21.80	£18.65
School House	£9.85	£9.85	n/a	£27.50	£16.50 £53.25 (per night)

NOTES:

1. All charges are per hour or part hour of use.
2. The standard rate will be charged for the first hour of all Priority 3 lettings, any subsequent hours booked for the same facility on the same day will be charged at the discounted rate.
3. Changing Rooms/Showers/Playgrounds will not be charged for when booked with another facility paid at the standard rate.
4. All charges shown are excluding VAT which is chargeable in certain circumstances for some sports and serial lettings

Additional Charges:

On occasion it may be necessary for additional charges to be levied to cover any extra outlay that the school is required to make as part of the letting. Notification of these will be given at the time of booking and may include:

1. Open & locking charges - 2 hours for each day or part day let
2. Cleaning - 0.5 hours per area per booking
3. Any other actual cost incurred by the school to support the letting e.g. extra waste removal charges or removal of specialist equipment for safekeeping.

Recoupment rates from 1st April 2021:

	Heat & Light per hour	Wear & Tear per hour
Hall	£4.00	£2.40
Classroom	£1.60	£1.35
Swimming Pool	£5.00	£3.45
Specialist Rooms e.g. sensory room, soft play etc.	£5.00	£3.45
School House	£6.65	£3.45
Site Manager pay (open/lock - 2 hours)	£16.50 flat rate per hour	
Cleaning	£10.90 flat rate per hour	