

ALAMEDA MIDDLE SCHOOL



Ambitious ■ Motivated
Confident to Soar

LETTINGS POLICY

June 2025

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1. INTRODUCTION

The use of the school premises both during and outside of normal school hours is under the control of the School Governing Body.

The school is willing to let its property for the following reasons:

- To promote the sensible and just use of school property for the mutual benefit of the school and groups and individuals in the community.
- To raise revenue which will be used to the educational advantage of students attending Alameda Middle School.

2. GUIDELINES

The following guidelines will apply when determining whether to permit use of the school premises:

- The school has priority use of the property.
- The school reserves the right to refuse any lettings request.
- The school will always seek to at least cover its costs unless it is the direct beneficiary of a fund-raising activity.
- The school will seek to treat hirers fairly.
- Hirers will be expected to respect school property and honour all school and legal regulations which may be in force at any time.

3. IMPLEMENTATION

- The Resources/Finance and Premises Committee will review this policy every three years.
- Lettings charges and conditions of hire will be reviewed annually by Facilities and Business Manager.
- Individual lettings will be managed by the school in accordance with the Terms and Conditions of Hire policy.