



Beaupré
COMMUNITY PRIMARY SCHOOL

Lettings Charging Policy

This policy was approved

December 2025

This policy should be reviewed annually

“Together unlocking the potential of every child, inspiring children and changing lives”

Lettings Charging Policy

LETTING CHARGES

With effect from 01 December 2025

Facilities available for hire:

- **School Hall**
- **Children's Kitchen**
- **Playing Field**

Community activities which the school can accommodate, within and outside of the school day, will be individually priced.

For regular bookings for the school hall, the children's kitchen can be requested at an additional charge of £10.00 per session.

Beaupré Under 5's Centre - Preschool

To be charged at £8.80 (excluding VAT) per session run, to cover the costs of the hall usage. A new Legal Tenancy agreement is awaiting completion. Governors will continue to review this charge based on costs incurred.

Invoices will be raised on a half termly basis for regular bookings.

One-off bookings will be immediately thereafter the event.

Premier Education - Wraparound Care Provider

To be charged at £10.00 (excluding VAT) per day, to provide a service to the school community. Governors will continue to review this charge based on costs incurred. Tenancy agreement to be completed.

Outwell and Upwell Youth Club - Community Group

To be charged at £20.00 (excluding VAT) per session run, to cover the costs of the hall usage and provide a service to the local community. Charge covers a maximum of 2 hours onsite. Any arrangement for more than 2 hours will be charged at an additional £10 per hour. Governors will continue to review this charge based on costs incurred. Tenancy agreement to be completed.

Invoices

Invoices are payable strictly within 14 days from the date of invoice. Late payment may incur additional charge of £5.00 admin fee.

Payment is preferred via BACs and details will be provided.