

APPENDIX F: LETTINGS POLICY

INTRODUCTION AND DEFINITION OF LETTINGS

The school regards the school buildings and grounds as a community asset and will make every reasonable effort to enable them to be used as much as possible. However, the overriding aim of the school is the best possible education for its students and lettings of the premises to outside organisations will be considered with this in mind.

A letting is defined as any use of the school buildings and ground by parties other than the school and its partners. This may be a community group or a commercial organisation.

The school's budget (which is provided for the education of its pupils) will not be used to subsidise any lettings by either community or commercial organisations. A charge will be levied to meet the additional costs incurred by the school in respect of the lettings of its premises. As a minimum the actual cost to the school of any use of its premises by an external organisation must be reimbursed to the school budget.

The following activities fall within the corporate life of the school and are not considered to be lettings:

- Governing body meetings;
- Extra-curricular activities for students organised by the school;
- School performances;
- Family learning;
- Parent meetings;
- Meetings associated with the church (where relevant to the RET school) of the school's religious designation;
- Professional organisations associated with the school and the Trust's activities such as local Headteacher groups; and
- Parent-teacher association meetings or their equivalent where established

As corporate activities the costs arising from the uses identified above are therefore a legitimate charge against the school's budget.

PRIORITY FOR LETTINGS

The following lettings are especially encouraged by the school:

- Activities organised by local schools or that that are provided for the benefit of local schools;
- Educational activities open to the school's students and their families;
- Recreational activities open to the school's students and their families;
- Activities organised by local community groups or that are provided for the benefit of the local community;
- Lettings to parents attached to the school;
- Lettings to people living in the school's local community; and
- Lettings to voluntary organisations including but not limited to disability, parent support, children's, youth and women's groups

Events that conflict with the school's vision and values are not considered to be appropriate for lettings.

RESPONSIBILITY FOR LETTINGS

Responsibility for the letting of school facilities rests with the headteacher, supported by the School Finance Lead and CFO. The school's governing body will regularly review the schedule of lettings charges.

CHARGES FOR LETTINGS

The current charges for school lettings should be set out on the school's website.

The minimum hire period will be one hour. The school reserves the right to require a deposit over and above the hiring charge as a surety against damage to the premises (including any equipment) or the premises being left in an unacceptable condition necessitating their incurring additional cost for cleaning, caretaking or other expenses.

Bookings may not be made more than 4 months in advance without the Headteacher and School Finance Lead's approval. Furthermore, hirers may not book facilities for a period extending beyond 4 months without the approval of the Headteacher and School Finance Lead.

The school will seek to recover any costs incurred by the school that are unavoidable and result directly from the cancellation of a letting. The timescale and charges for cancellations are set out in the standard conditions of hire of use.

MANAGING LETTINGS

Organisations or individuals wishing to hire the school premises should contact the school's finance office who will confirm availability. Details of charges and conditions of use will be provided at that stage.

The school will review hire applications with particular consideration to:

- Priorities for lettings agreed by governors and set out in the school's lettings policy
- Availability of the facilities and staff
- Insurance arrangements
- Health and safety considerations such as number of users, type of activity, qualifications of instructors etc. Where appropriate this will include an assessment of the adequacy of the hirer's proposed health and safety arrangements.

Hirers should not assume the event is 'booked' until approval has been given in writing by the school and payment has been received in full.

If the booking is agreed, then confirmation and the standard conditions of hire will be sent to the hirer. This documentation should then be returned to the school by the hirer. The school should be in receipt of these signed copies before a letting takes place.

The hirer will be invoiced for the cost of the letting as per the initial estimate of cost. As a matter of course the school will seek payment in advance to mitigate against any possible bad debts. The School Finance Lead may authorise payment in advance where necessary.

INSURANCE ARRANGEMENTS

The school has procured insurance cover that covers third party use of the school's facilities. However, hirers should state whether they have insurance cover in place before the booking is confirmed.