



Lettings Policy

December 2024

Policy lead	Vikki Reeves
Date approved by Governing Body	December 2024
Governor signature	W. Wills
Date uploaded to website	December 2024
Review date	December 2026

SCHOOL LETTINGS POLICY

Philosophy:

Provided there is no interruption to school use of the premises, part of the school buildings and grounds may be let to outside bodies after the end of the school day, at weekends and during the holidays, in order to:

- Raise income for the school
- Better integrate the school into the local community
- Familiarise individuals with the school, who may become pupils or their parents
- Satisfy some of the needs of local individuals, groups and organisations
- Increase the use of facilities that are under used by the school

Implementation:

Bookings are made through the representative of the school, as authorised by the Governing Body, and confirmed in writing.

- School activities have priority
- No bookings are confirmed more than 4 months in advance although provisional bookings may be made at any time
- Outline charges are set by the Headteacher/Governors and reviewed annually
- Specific charges are set at the time of the agreement
- The VAT liability of the letting is determined at the time of the agreement
- Payment is in advance for single lettings
- Payment is in instalments for a series of sports facilities lettings that comply with VAT exemption regulations
- The agreement should be updated and reviewed at least annually
- A diary is kept covering all school and outside use of the premises and grounds after school, in evenings, at weekends and in holidays

Users sign an agreement that covers:

- Terms and conditions relating to type of and length of use
- Cancellation
- Damage
- Insurance
- Charging
- Restrictions on use
- Licensing for the sale of alcohol, or public performances
- Parking

Roles and Responsibilities:

The school authorised representative is responsible for the construction and regular update of the lettings diary.

- Individual teachers and PTA are responsible for informing the authorised school representative a term in advance, of events outside teaching hours, which will use the school premises
- Supervision during the letting is the responsibility of the user. The user is also responsible for the security of the area of the school being used
- When a risk assessment is completed by the user or the school, in relation to the premises or activity or equipment involved, the user must ensure any controls are complied with

- Post-letting checks are made by the site manager and reported to the school authorised representative
- The authorised representative will ensure that excess wear and tear on the buildings and equipment is avoided and will follow up unsatisfactory lettings to resolve issues.
- The authorised representative for each letting will be responsible for any activation of the fire alarm or intruder alarm system while they are on site, including evacuating their own group to the designated muster point, conducting a head count to confirm everyone is accounted for and for contacting the fire brigade immediately should it be necessary. Any activation of either system must be reported to the site manager immediately to ensure it is dealt with in the correct manner and as soon as possible.

Monitoring & Evaluation:

Lettings should be evaluated to assess the additional income raised for the school, less the cost of any reasonable wear and tear to the furniture and fabric of the school, made during lets and costs of additional heating and site manager's payments.