

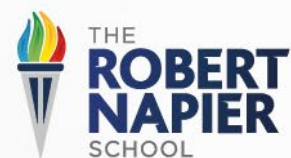
Beyond

SCHOOLS TRUST

LETTINGS POLICY

September 2021

Next Review: September 2024



Lettings Policy

The Trust's aims are to ensure that all children within our schools gain a first rate education, develop the skills necessary for the next stage in their lives and are equipped with the personal values and attributes that will make them successful in a fast changing world. The Trust view the use of the school's buildings and grounds to be primarily for the education of the children at the school, however they are aware that they can also be a valuable source of revenue to enhance facilities on offer to children within its schools.

The Trust welcomes the opportunity to work with partner organisations by extending the range of provisions and services on offer to children, young people and families in the local community through the use of their facilities and available resources, while being mindful of the need to protect future use by planning for re-investment.

Definition of a 'Letting'

A letting may be defined as 'any use of the school premises (buildings & grounds) by either a community group, commercial organisation, private business or an individual'

The letting must not interfere with the primary activities of the school, which is to provide a high standard teaching & learning environment for all of its pupils, and school activities should always take precedence over a letting.

Charges & Fees

The Trust will centrally determine the charges & fees for the letting of all the school premises and these will be reviewed regularly as part of this policy or earlier if required. The calculation of charges & fees will be determined taking into account the following criteria

- Cost of utilities
- Cost of staffing
- Cost of administration
- Cost of 'wear & tear'
- Cost of Insurance (if applicable)
- Cost of equipment
- Profit element (if applicable)

Whilst the standard fees/charges are set by the Trustees, the Headteacher at each school will have the discretion to discount or waive any fees charged for a letting should they wish to do so, after taking into account the potential benefits the hire could provide for the local community and their School. Any reduction provided in hire fees however should not have a detrimental effect on the schools delegated budget not the longer term maintenance of the premises and facilities.

Procedures for Booking

The Trust Finance Office will deal with all lettings enquiries and should be the first point of contact. Site viewings may be requested by hirers and these should be undertaken by School staff where appropriate.

Management & Administration

The management of the letting will be the responsibility of the School at which the hire is taking place. This includes ensuring that all Health and Safety, Security, Child Protection and Staffing arrangements are managed in accordance with the current Trust policies and the local procedures for the site.

Administration of the letting will be centrally managed by the Trust finance office who must ensure all necessary documentation required for the hire of the premises is in place and that all charges are levied in accordance with the charging schedule set by the Trustees.

Documentation required for a letting must include all of the following:-

- Lettings Application form
- Signed Indemnity Form
- Conditions of Letting
- Evidence of Public Liability Insurance
- Risk Assessment

Trust-Wide Letting procedures:

- Trust wide price structure
- Lettings application process for hirers
- Lettings management and administration procedure
- Lettings application form
- Letting indemnity form
- Conditions of letting

Monitoring & Review

This policy will be reviewed every 3 years or earlier following a significant incident or a change in guidance or legislation.

Policy Reviewed:	Autumn Term 2018
Policy Updated:	Autumn Term 2021
Next Review:	Autumn Term 2024
Signature of Chair of Trustees:	Signature of Chief Executive Officer/Accounting Officer: