

LETTINGS POLICY

Presented to:

**Trustees Resource Committee
2 December 2020**

| | |
|-----------------------------------|-----------------|
| Date approved: ¹ | 5 October 2017 |
| Date reviewed: ² | 2 December 2020 |
| Date of next review: ³ | |

¹ This is the date the policy was approved by the meeting

² This is the date the policy was reviewed prior to its approval above

³ This is the date as set by the policy review clause or the date approved plus three years

Footnote:

- Headteacher also means Head of College and Principal
- School also means College, Academy or Academies
- MAT refers to Multi-Academy Trust

LETTINGS POLICY AND PROCEDURES

POLICY FOR THE LETTING OF SCHOOL FACILITIES

The school is committed to safeguarding and protecting the welfare of children and young people and expects all persons on site to share this commitment.

1 Policy Statement

With a long tradition of providing community support the school seeks to offer its facilities, when not required for educational and curriculum related activities, in a manner that:

- Provides facilities and opportunities for local community use
- Seeks to generate income through the utilisation of its facilities and resources for private hire, commercial activities and other related schemes and activities.

2 Financial and Practical Aspects

In all such cases full and proper consideration will be given to the practical and financial aspects of the proposed letting, scheme or event and projections considered of the anticipated feasibility, costs and income so that decisions on the practicality and benefits of the proposal are made having regard to the impact on school operations and financial viability.

3 Charging Policy

The charges to be applied to such lettings will depend on the nature of the proposed event and be based on either:

- A published scale of charges agreed by the Trustees and effective from each 1 September.
- Subject to individual negotiation between the school and the proposed hirer.

4 Conditions of Letting

All lettings/hire shall be subject to the school's formal Conditions of Letting in force from time to time and as approved by Trustees. All hirers will be required to execute a document agreeing to such Conditions, to observe their responsibilities there under and to confirm they maintain adequate and acceptable insurance covering their liability.

5 Lettings Administration

Booking for hire and lettings shall be via the school's Lettings Administrator who will liaise, usually on a weekly basis, with the Headteacher and Site personnel concerning the nature of the proposed letting, the facilities and support required, its timing, access and practical aspects, including Site Officer attendance and availability. Financial issues or charges proposed outside of the published Scale of Charges will be raised with the Finance Manager. Any final decisions on whether a particular non-standard or unusual letting will be permitted shall be a matter for the decision of the Headteacher.

Footnote:

- Headteacher also means Head of College and Principal
- School also means College, Academy or Academies
- MAT refers to Multi-Academy Trust

6 Financial Administration

The Finance Manager will establish and document suitable finance processes and procedures in order that all income from agreed lettings is properly accounted for and recovered and that appropriate checks and audit trails are available to verify that all such income has been duly accounted for. Such procedures shall be subject to the application of the MAT's Financial Controls Manual and any other relevant Trustee Policy documents.

7 Monitoring and Review

Income from lettings and hire activities shall be reported, via the school's standard reports and analysis, to Senior Management and to the Trustees and any variances against Budget predictions noted and explained.

Income generation from lettings should be subject to annual review at individual Trust Schools and approved at Local Governing Committee level.

The Trust Board will review this policy in line with the procedure for policy review.

Date for Review

If no other reason for review (see policy review procedure) this policy will be reviewed every three years.

Footnote:

- Headteacher also means Head of College and Principal
- School also means College, Academy or Academies
- MAT refers to Multi-Academy Trust