



## **LETTINGS POLICY**

The Governing Body of Hockliffe Lower School (the School) is committed to serving the needs of its pupils, staff and parents and will make every reasonable effort to facilitate the use of the school by the community. Money can be raised from outside bookings and therefore a clear policy is needed to facilitate the smooth running of such lettings.

### **AIMS**

- To ensure that the school, staff and pupils have priority in the use of the school facilities.
- To clarify the letting / hiring arrangements for school facilities.
- To define the division between community use and private use, and to encourage community use in accordance with the school's general aim of serving the community.

### **CONDITIONS OF HIRE**

Use of the school and its facilities is subject to the Terms and Conditions of Hire.

- **Community Use** shall be classified as local organisations and those with an educational aim.
- **Private Use** shall be classified as parties and business ventures.

### **POLICY ON LETTINGS**

- Applications for hire of the school shall be made to the School Governors. All rights and duties of the Governing Body are delegated to the Finance and Personnel Committee as in the terms of reference for that committee. The Headteacher shall have delegated powers to arrange and negotiate lettings within the terms of this policy. All hirers must complete an Application for Hire Form confirming that they agree to the Terms and Conditions prior to the commencement of the letting.
- The school's Safeguarding policy will be consulted and followed when dealing with external organisations that work with children or young people.
- All hirers must state the purpose of the hire. The purpose of each application for hire will be checked and any concerns over the nature of the letting or gathering will be reported to the Headteacher before approval is given. The school will contact the Access and Referral Hub if they suspect that the letting or gathering has been used for political purposes, not previously authorised by the Headteacher, the dissemination of inappropriate material or other purposes which could be reportable under the new statutory Prevent duties or which contravene current legislation in any way.

- Considering applications for lettings the Headteacher will decide on the approval of the application with consideration to:
  - Interference with school activities- priority at all times will be given to school functions.
  - The availability of facilities.
  - The availability of staff to open and close the premises.
  - The school's Safeguarding policy.
  - Health & safety considerations in relation to the number of users, type of activity, qualifications of instructors, etc.
  - Type of activity and our duty with regard to the prevention of terrorism and radicalisation.
  - Adequacy of management procedures in place during the hire.
  - Appropriateness of the letting and whether it is deemed compatible with the ethos of the school.
- The Headteacher shall defer to the Governing Body in any case where there is doubt about the suitability, or classification of a proposed letting.
- The right to refuse any application for the use of the school facilities rests with the Governing Body.
- The Governing Body reserves the right to cancel bookings if at any time the Headteacher or Governors feel that the normal activities of the school may be compromised by the letting, in accordance with the first aim of this policy or if there is a breach of the Terms and Conditions.
- The School/Governing Body reserves the right to access the premises during the hire for emergency or monitoring purposes.
- Lettings will not be made to persons under the age of 21, or to any organisation or group with an unlawful or extremist background.
- The school adopts an equal opportunities policy and will give sympathetic consideration to all reasonable applications by any club or society, community group, private individual or a commercial organisation subject to a risk assessment.
- Hire charges and the Terms and Conditions are reviewed annually in June.
- The Headteacher is responsible for the management of lettings, but may delegate the administration of lettings to other members of staff, whilst retaining overall responsibility.
- The Headteacher will ensure there are documented procedures in place to administer and manage the letting.
- A letting is not confirmed until the Application for Hire Form has been signed by the Headteacher and a governor; a copy will be given to the Hirer, in advance of the letting.
- All letting will be subject to a risk assessment.

## **POLICY ON CHARGING**

- The governing body is responsible for setting the charges for the hiring of the school premises. Charges are reviewed annually in June effective from 1<sup>st</sup> September.
- Lettings are expected to generate a profit after covering expenses such as staff costs, heating and lighting, cleaning, water, wear and tear; any surplus generated from lettings shall be used to benefit the pupils who attend the school. To cover the costs to the school, lettings will be charged for a minimum of 2 hours per session.

- In exceptional circumstances and at the discretion of the Headteacher or Governing Body, charges may be reduced to a nominal amount or waived completely.
- Exceptional circumstances may include circumstances where the school has invited an individual or organisation to provide an extra-curricular activity, exclusively for Hockliffes’ pupils (even when parents pay a fee for the activity directly to the provider).
- Invoices will be issued and payable in advance of the letting (except for regular long-term lettings, which are charged monthly or termly).
- For ease of administration, winter & summer charges will be the same.

**TERMINATION OF AN AGREEMENT**

- The Headteacher or Chair of Governors may terminate a letting agreement immediately if there is a breach of the Terms and Conditions.

**COMPLAINTS AND APPEALS**

- If a hirer has a letting application rejected or agreement withdrawn, they have a right to appeal to the Governing Body. The appeal should be made in writing and will be presented at the next full meeting of the Governing Body. The hirer will be informed of any action and/or decision taken by the Governing Body and the Governing Body’s decision will be final.

**Adopted by the Governing Body November 2021**

..... (Chairperson)      ..... (Date)