



LETTINGS POLICY

JUNE 2023

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Version 3.1

Lettings Policy

1. Aims

- To use the school facilities to the full by developing joint use with the community
- To offer facilities which conform to Health and Safety laws and guidelines
- To act as a focal point for community organisations

2. Health and Safety

It is our policy to conform not only to the Health and Safety laws but to carry out, wherever possible, the "good practice" recommended by the relevant organisations. The Premises Team all play a vital role in monitoring the health and safety of the school. People hiring the school facilities are sent a copy of the relevant laws and guidelines, together with a set of conditions laid down by the school. Certain facilities are not available for hire due to health and safety regulations and guidelines; these include use of the "tower" scaffolding and the use of electrical equipment off the school site.

The school reserves the right to cancel the let should the group be seen not adhering to current Health and safety laws and policies.

3. Child Protection

All groups who let the school facilities must conform to this schools' child protection policy and to current child protection laws.

The school will require the groups child protection policy along with the completed safeguarding assurance agreement before it allows the let to proceed and reserves the right to cancel the let should the group be seen not adhering to these policies.

4. Single Equality

We strive for all members of the 'school community' to be treated equally and adhere to the NCLT Equality Policy.

5. Charging

Charges are reviewed once a year by the Trust Estates and Facilities Manager and recommended to the Finance, Risk and Audit Committee. Income generated from letting is used to ensure that the necessary additions and/or repairs are carried out to conform to health and safety laws and guidelines; and that the school's facilities are further enhanced to the benefit of the school and the community.

6. Insurance Policy

A copy of the group's insurance policy must be provided.

7. Order of Lettings

The online booking programme is used to book rooms/areas outside the normal school day. All lettings (internal and external) must be booked using a lettings form. Once the lettings form is submitted along with all relevant paperwork, the Lettings Co-ordinator or Premises Team will review it and advise whether the booking can be accommodated and whether or not the booking can be confirmed.

However, due to the small amount of time that the school is not used for lettings, the order of lettings is usually a compromise negotiated with the relevant parties by the Letting Co-ordinator/Premises Team to ensure that there is a caretaker available to cover the letting.

Lettings Policy

Lettings will be unsupervised and the lead person/s for the booking will be responsible for opening/closing the area unless prior arrangement has been made. The party will be responsible for clearing the area of all personal belonging and waste when their session ends. Failure to do so may result in a penalty charge.

8. Important - Before Lettings Start

Until all the relevant paperwork has been received, checked and a letter of confirmation issued it will not be possible for the activity to take place.

9. Bad Debt

The school will pursue unpaid lettings invoices up to a point where it is considered uneconomical to pursue further, after which no future lettings will be accepted.

The school reserves the right to refuse access to the premises hired if the whole of the fees have not been paid or if the letting regulations have not been complied with.

10. Right to Refuse

The right is reserved to cancel any hiring, without notice, where the school or its representatives consider it necessary for any cause outside their control. In the event of hiring being cancelled, the amount of the scale or other fee payable hereunder will be refunded to the hirer, but the school shall not be held liable or required to pay compensation for any loss sustained as a result of or in any way arising out of the cancellation of the hiring.

Usage will be monitored and in the event of any behaviour not in-keeping with the NCLT Safeguarding and Child Protection Policy, the school will contact the police and terminate the contract.

If you have any thoughts, ideas, or suggestions as to how our aims could be enhanced, please contact the Premises Team.

If you would like this in a different format, please contact the school.

Version and Date		Action/Notes
1.0	April 2021	New NCLT Policy adapted from SJS Policy – Dean Wheable
2.0	March 2022	Reviewed – Dean Wheable
2.1	March 2022	Item 9 reworded to clarify
3.0	June 2023	Amended to reflect new governance and current Policies
3.1	December 2023	Review period extended to 1 st April 2024 as agreed by Trust Board

Policy Reviewed:	June 2023 (December 2023)
Approved by:	FRAC
Approved:	3 rd July 2023
Next Review:	April 2024