



To nurture each individual's aspirations and talent

To provide outstanding learning experiences and opportunities

To promote respect for one another and the environment

To encourage collaboration and partnership

Lettings Policy

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Status:	Recommended

1. PURPOSE

Farmor's school wishes, wherever possible, to make its premises available for community use, in order to maximise the use of the buildings outside of school hours and to foster further links with the local community. However, the letting of school premises shall not detract from the primary objective of the school as an educational establishment. Whilst the links to the community and other organisations are important, any lettings will be organised so that there is no disruption to the delivery of the curriculum and at no cost to the school.

2. RELATIONSHIP TO OTHER POLICIES

This policy should be read in conjunction with other relevant documents, including:

- Finance Policy
- Health and Safety Policy

3. SCOPE, PRINCIPLES AND DEFINITIONS

3.1 Responsibilities and Accountability

The Governing Board of the school are responsible for the school's Lettings Policy, for agreeing the lettings charges and for reviewing them annually.

The Business Manager is responsible for reviewing and managing the lettings protocols outlined within the lettings agreement, for promoting and developing letting opportunities and is accountable to the Headteacher.

A member of the administrative team is responsible as 'Lettings Manager', for liaising with the clients, arranging lettings and invoicing for them, keeping a Lettings Diary and liaising with the Site Manager and Catering Supervisor as appropriate. He/she is accountable to the Business Manager.

The Site Manager and the Lettings Manager are responsible for showing the accommodation to the client prior to the letting. During the letting, the Site Manager is responsible for overseeing the use of the premises and ensuring the buildings are secured after the letting. Both the Lettings Manager and the Site Manager are accountable to the Business Manager.

The Governing Board has adopted terms for lettings agreements which are attached to this policy as an appendix.

3.2 Facilities Available

The school facilities available for letting are defined in the lettings agreement and identified in the lettings brochure.

3.3 Income and Charges

The Business Manager is responsible for presenting charges to the Finance, Resources and Business Development Committee of the Governing Board for review on an annual basis.

The income received from lettings will be wholly accounted for within the school's financial systems and will be used to enhance the education and working environment of the pupils at Farmor's school.

3.4 Equal Opportunities

The Governing Board positively encourages individuals or groups who wish to make reasonable use of the school premises, regardless of their race, gender, disability, sexuality, sexual orientation or religion.

The Governing Body will not consider applications for letting from people under 21 years of age. The hirer must accept responsibility for being on the premises, being in charge of the premises let and ensuring that all conditions of the lettings agreement are observed.

4. CATEGORIES OF USER

4.1 Designated users

The Governing Board reserves the right to set charges at the level of cost recovery in order not to deter use of facilities by designated users. Within this category, priority booking will be given for extended use as follows:

- Within the school: the school's own activity – for example, Governors, staff or Friends of Farmor's School, curriculum activities and fund raising activities for school funds;
- Extended school activities: for example extra curricular activities and clubs, community education or training events, approved childcare activities, non-profit making sport and interest courses and clubs.

4.2 Private users

Those that are not defined as Designated Users are defined by the Governing Body as Private Users.

5. CONSULTATION

Senior Leadership Team

Governors'

6. MONITORING, REPORTING AND EVALUATION

Farmor's school recognises that monitoring of this policy and lettings is essential so that the premises are let on a fair and equitable basis, meeting the needs of the school and the local community.

The Business Manager will produce a summary report to the Finance, Resources and Business Development Committee of the Governing Board at the end of each year financial year.