

# Thomas A' Becket Infant School



## Lettings Policy

As part of its commitment to Community Cohesion, the Governing Body is keen to see that the premises at our School are used for the benefit of the whole local community. The education of children is the prime purpose of our School; however we believe education is a life-long process which should be open and accessible to all. This document outlines the policy of our School with regards to letting. It sets out the facilities available, the charges and the responsibilities of the Governors and the users when the School premises are hired.

The use of our School premises, at all times, is under the control of the Governing Body of our School. (Education Act 1986, sect.42 no.2).

Our Lettings Policy operates within the framework of West Sussex County Council's Equal Opportunities Policy.

The Equality Act 2010 applies throughout this policy and will be adhered to throughout all stages of our lettings procedures.

Having regard to its Public Sector Equality Duty, the Governing Body will not let the School premises to organisations whose purpose is, amongst other things, to encourage racial discrimination and/or disharmony between persons of different racial groups, or are otherwise involved in activities prejudicial to good race relations.

In deciding whether or not to let our premises, the Governing Body will also have regard to the likelihood of any damage being caused to the premises, or neighbouring premises, and any nuisance that may arise as a result of accepting the booking.

The Governing Body reserves the right to require a reference from a hirer before any booking is accepted.

We will consider letting to any group able to comply with this policy and the terms and conditions outlined in our Conditions of Usage and Booking Procedures documents, which will be sent out with all application forms. All external clubs running activities directly for the children of the School must also abide by the Protocol for external clubs.

All charges are subject to the discretion of the Headteacher and are reviewed annually by the Governing Body.

New applications will be considered by the School Business Manager in conjunction with the Headteacher if appropriate; however the final decision on acceptance lies with the Governing Body.

### Governing Body's Statement of Intent

It is the Governing Body's policy to encourage, where practicable, the use of the School premises to earn income for the School to supplement the School budget, to be used for the benefit of the school.

The Governing Body will issue West Sussex Council Conditions of Hire Lettings conditions and Forms of Indemnity to all prospective hirers (available from [finance@tabinfant.org.uk](mailto:finance@tabinfant.org.uk)).

All charges are subject to the discretion of the Headteacher and are reviewed annually by the Governing Body.

### Guidance for Approving Lettings

- Lettings must not interfere with the day to day running of the School - i.e. with its core purposes 'the highest quality of teaching and learning possible';
- Those responsible for the hiring of the School premises agree to take responsibility for the behaviour of all the people involved in their activity, including those dropping off and collecting participants;
- Letting will only be approved if the activity is considered suitable for the School to host;
- Lettings must be approved by the Headteacher or School Business Manager (except for lettings to staff which must be approved by the Headteacher);
- The Headteacher or School Business Manager will consider each letting application on its individual merits, taking into consideration the purpose of the hire;
- Lettings must only take place within the specific area of the School hire;
- Lettings will have a latest finish time of 23.00 hours and any specific restrictions must be adhered to.
- All lettings will be reviewed on an annual basis in June, with revised charges to apply from the following September.
- A timetable of lettings will be maintained by the School Business Manager/Finance Officer and displayed in the School diary system.

All hirers will be asked to complete Form SL1 (obtained from [finance@tainfant.org.uk](mailto:finance@tainfant.org.uk)) incorporating an Evacuation and Fire Emergency Agreement. All lettings details are kept in the School office and maintained by the School Business Manager and Finance Officer.

### Responsibilities of the Headteacher under the Policy

- Issue and keep on file approved lettings forms and current schedules of Public Liability Insurance.
- Maintain a lettings register.
- Issue directives to Hirers on Health and Safety issues as they arise.
- Invoice Hirers on a monthly basis (unless otherwise agreed) in accordance with charges as set by the Governing Body.
- Issue reminders of overdue payments.
- Report debts to the Governing Body.
- Report to Governing Body on any issues arising from hiring agreements.
- Report to Governing Body on Income received.

These functions have been delegated to the School Business Manager.

<b>Approved by:</b>	<b>Signed by:</b>	<b>Date</b>
<b>Policies Governor</b>	<b>Lucy Doherty</b>	<b>20 May 2024</b>

<b>Review Date</b>	<b>Summer 2027</b>
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