

# LETTINGS POLICY

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Owner of Statement:	Chief Finance Officer
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Distribution:	SLTs, Facilities and Finance Staff websites

This is a Trust-Wide Policy Statement.

## Vision

Bright Futures Educational Trust's vision is *The best for everyone the best from everyone*. Having a robust, well implemented and maintained statement regarding lettings is an integral part of achieving this vision and ensuring the safety of our pupils, staff and visitors.

## Definition

A letting is defined as 'any use of school buildings and grounds by parties other than the school'. This includes subsidised use of premises or where there is no charge.

## Rationale

Schools should only engage in lettings where there is a clear beneficial output. It is recognised that, in most circumstances, the benefit will be financial. However, there may also be non-profit making events which provide a tangible educational benefit or align with the Trust's vision and ethos of community.

## Aims

We aim to:

- Make sure the school's premises and facilities can be used, where appropriate, to support community or commercial organisations
- Allow the hiring of the premises without using the school's budget to subsidise this
- Charge for the use of the premises to cover the costs of hire, and where appropriate, raise additional funds for the school
- Not let any hiring out of the premises interfere with the school's primary purpose of providing education to its pupils

## Guidelines

Schools' lettings should be carried out in accordance with the following guidelines:

1. Schools should try to ensure that lettings are profitable, with the proviso that Principals/Heads may agree to run an event at a loss where there is a clear and tangible benefit to the school and/or the community it serves.
2. Schools should seek to maximise revenue through lettings wherever possible.
3. All lettings will be in line with each school's matrix of charges as determined by Central Finance. Prices will be set appropriately for the locality, space utilised, cost considerations and in line with local competition. These charges should be reviewed and updated accordingly each academic year by the Central Finance Team to ensure Financial Viability after taking costs into consideration. Schools must not set their own pricing.
4. An annual outturn statement will be produced by Central Finance clearly showing the income and expenditure from lettings.
5. Term time lettings should be carried out, wherever possible, within the standard hours of occupancy which are:

- a. 6:00 a.m. – 8:00 p.m. for Cedar Mount Academy, Melland High School, and South Shore Academy.
  - b. 7:00 a.m. – 8:30 p.m. for Altrincham Grammar School for Girls.
  - c. 6:30 a.m. – 6:30 p.m. for Stanley Grove Primary Academy, Rushbrook Primary Academy and Marton Primary Academy.
  - d. 6:15 a.m. – 6:00 p.m. for Acre Hall Primary School
  - e. 6:30 a.m. – 6:00 p.m. for Barton Clough Primary School
  - f. 7:00 a.m. – 5:00 p.m. for Elmridge Primary School
  - g. 7:00 a.m. – 7:00 p.m. for Lime Tree Primary Academy.
  - h. 6:30 a.m. – 6:15 p.m. for The Orchards.
  - i. Weekend opening hours will vary for different schools and will be as agreed with the Principal and the School's Site Manager.
6. Any variation to the standard term time opening hours as above should be in consultation with the Principal and the School's Site Manager.
  7. Schools will be closed from the last public working day before Christmas until the first public working day in the New Year, unless specifically approved by the School's Site Manager, in consultation with the Principal.
  8. Standard hours of opening to be reduced during other holiday periods in line with local requirements and as agreed by the Principal and the School's Site Manager.
  9. Schools to be closed over the weekend during the Easter and summer holiday periods.
  10. Any variances to any of the above must be approved by the School's Site Manager in consultation with the Principal.
  11. Where Schools are letting their facilities/premises to organisations or individuals they should ensure that appropriate arrangements are in place to keep children safe (see Safeguarding below)
  12. Where the School is letting their facilities/premises to organisations or individuals for activities for 'Junior Groups' (U18's), they should seek assurance that the body concerned has appropriate safeguarding and child protection policies and procedures in place.
  13. Where Schools are letting their facilities/premises to organisations or individuals, they should ensure the body concerned has appropriate public liability insurance in place.

## Safeguarding

The Trust is dedicated to always ensuring the safeguarding of its pupils and all young people. It is a requirement of hire that the hirer's abide by the school's requirements in respect of safeguarding. Any failure from the hirer in this respect will result in the hirer being terminated.

It is the responsibility of the hirers to ensure safeguarding measures are in place while hiring out of any space/area at the schools.

If there is a chance that those hiring out the premises will encounter any pupils, the schools will ask for confirmation that the hirers have had the appropriate level of DBS check.

The hirer will be required to have appropriate safeguarding policies in place, including safeguarding and child protection, and shall provide copies at the time of application for hire.

## **School Policies and Procedures**

Each school within the Trust will have its own Lettings Policy/Procedures/Hirers agreement that are bespoke to the school and ensure compliance with these Guidelines.

Please see an example of the School's Lettings Policy/Agreement Template