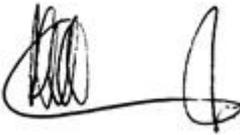


## Lettings Policy

SCHOOL

3

BFS

Headteacher	Chair of Governors	Review Dates
		Last Review: July 2021
Lisa Keighley	Philip Cavalier-Lumley	Next Review: July 2024

### 1. Policy

We acknowledge Section 42 of the Education Act 1986 that the use of the school premises at all times other than during the school day is under the control of the Governing Body of this school.

We recognise the school premises are a valuable resource within the community and therefore we are very keen that they are used for the benefit of the local community.

### 2. Purpose

- To ensure the school premises are used for the benefit of the local community
- To further integrate the school into the local community in order to pursue the extended schools' agenda
- To raise money in order to develop school projects and activities.

### 3. Scope

This policy applies to teaching, non-teaching staff, volunteers and Governors working within Blakehill Primary School.

### 4. Principles

We will let the school premises to groups or individuals in the community for:

- educational use that will benefit the school
- social or community use
- commercial or private use.

We will not let to any group that promotes or supports racism, sexism, ageism, homophobia or any other type of discriminatory behaviour or whose presence would otherwise be incompatible with the schools ethos and policies.

Also, before letting the school premises we will have regard to the likelihood of any damage being caused to the premises or any nuisance that may arise as a result of accepting the booking.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

## **5. Responsibilities**

### **Role of the Governing Body**

- Decide policy
- Give strategic guidance
- Monitor and review Lettings issues through the Buildings, Finance & Staffing Committee, reporting back through the Chair of this Committee to the Full Governing Body
- Delegate responsibility of letting the school premises to the Buildings, Finance & Staffing Committee and the Executive Headteacher / Head of School
- the responsibility of operating this policy within the framework of:
  - the Community Cohesion and Equality Policy of the Council
  - the Sex Discrimination Act 1985
  - the Race Relations Act 1976
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy
- responsibility for ensuring policies are made available to parents
- responsibility for the effective implementation, monitoring and evaluation of this policy.

### **Role of the Headteacher**

#### **The Headteacher will:**

- consult with the Buildings, Finance & Staffing Committee for approval of all applications for lettings & licences
- consult with the Buildings, Finance & Staffing Committee regarding the hire charge for each category of letting
- consult the Site Manager on applications for lettings
- ensure all school personnel, pupils and parents are aware of and comply with this policy
- monitor the effectiveness of this policy
- annually report to the Governing Body on the success and development of this policy.

### **Role of the Senior Management Team**

Assume the role of the Headteacher in their absence in overseeing this policy.

### **Role of the School Business Manager**

### **The School Business Manager will:**

- Monitor and administer the lettings agreement
- Keep a copy of the agreement on file
- a letter of confirmation;
- an invoice to cover the cost of the let.

## **6. Procedures**

All licences should have a signed licence agreement.

**Refer to Appendix A - General Letting Agreement**

**Refer to Appendix B - Junior Football Club**

Applications for longer term licenses of more than a week (7 days) must be submitted in advance to the Buildings, Finance & Staffing Committee for agreement.

The lettings agreement will be reviewed by the Buildings, Finance & Staffing Committee annually.

## **7. Monitoring & Review**

This policy and its effectiveness will be reviewed at least every three years, but also when the need arises by the Policy Committee.

## **8. Distribution**

This policy will be available on the school website and from the School Business Manager.

## **9. Contacts**

Please contact a member of the Governing body or the Headteacher if you require support or guidance on this policy.

## **10. Cross Referencing**

This policy refers to the following other school policies:

- *Safeguarding Policy*
- *Health & Safety Policy*

## **11. Appendices – please see SBM for information**