

# Lettings Policy

## Ellesmere Port Catholic High School



<b>Approved by:</b>	Mr J Coucill, Chair of Governors 
<b>Lead of Review:</b>	Mr C Jones, Business Manager
<b>Last reviewed on:</b>	October 2020
<b>Next review due by:</b>	September 2021

## **Status**

Recommended

## **Purpose**

The purpose of this policy is to ensure that the most effective use is made of the school premises through being available as a resource for the wider community.

To generate income and make a profit from private or commercial usage but not from facilitating educational activities.

To set out the criteria for making decisions on requests for use by external organisations.

## **Who was consulted?**

The LA, Diocese and staff were consulted when formulating the policy. Relevant DfE guidance has also been considered.

## **Relationship to other policies**

This policy should be read in conjunction with the accessibility plan, equal opportunities policy, the health and safety policy.

## **Roles and responsibilities of Headteacher, governors and other staff**

The **Headteacher** will:

- ensure a central booking system is in place
- ensure the criteria agreed by the governing body is adopted when requests for bookings are made.
- take decisions as necessary if there is a potential conflict of interest and report to the governing body through the Leadership & Management committee

The **governing body**, with advice from the headteacher and through the Business Manager will use the following criteria when making a decision on requests from external organisations:

- ensure the support of “worthy” groups within the community is balanced with the desire to generate income.
- take a positive approach to enhancing learning opportunities for the whole school community through promoting community use of the school.
- ensure that use by the organisation(s) does not degrade the standards of the facilities to the extent that they are no longer suitable for use by pupils.
- consider issues of political balance.
- consider the implications of all requests received for the health, safety and security of pupils, staff and premises.
- consider the implications for workload of all staff ahead of any decisions being made
- take advice from the LA on the charges to be levied.

The **staff** managing lettings on behalf of the governors will ensure:

- all hiring of school premises, including those for which there is no charge, are properly documented.
- any necessary vetting / safeguarding procedures are carried out.
- all hirers of school premises must complete a letting or hire agreement and receive a copy of the conditions of hire on an annual basis.
- hirers are made aware of when the facilities are not available because of school usage.

### **Arrangements for monitoring and evaluation**

The policy will be reviewed annually by the Leadership & Management committee who will receive:

- a report of the schedule of use of the school premises outside of the school day, the number of groups involved and the net profit (if any) from such activities.
- details of any required intervention by the Headteacher, action taken and outcome(s).
- notice of whether the additional use of the school premises is achieving the purposes set out at the start of this policy.