



St Crispin's School Document: **Letting Policy**

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Approver:	Local Advisors
Owner:	Resources Committee
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Changes History:

Version	Date	Amended by:	Substantive changes:	Purpose
1.0	21.11.18	Headteacher	Adopted from Trust	First release
1.1				
1.2				
1.3				

Purpose of the Policy

The primary purpose of this policy is to set out the arrangements for charges and lettings

1. Introduction

- 1.1. The Circle Trust is committed to work with absolute financial integrity and recognises the importance of proper stewardship of public funds.
- 1.2. The Circle Trust will ensure financial probity and full compliance with charity law requirements. The Circle Trust is a charitable company limited by guarantee, constituted under Articles of Association. This means that the Trust and all the schools within the Trust must comply with
 - Company law as set out in the Companies Act 2006 (and subsequent Acts)
 - Charity law and the requirements of the Charity Commission and its statement of Recommended Practice (SORP) – Accounting and Reporting by Charities (March 2005)
 - The Funding Agreement between the Academy Trust and the DfE and must abide by and have regard to the Academies Financial Handbook, the DfE financial guide for academies, and have regard to other relevant guidance issued by the DfE
- 1.3. Trustees delegate authority to Local Advisors to set arrangements for lettings and charges in their schools in line with the guidelines in this Trust Policy
- 1.4. Schools are able to retain any school generated income for use to fund school projects. Please refer to [The Circle Trust Finance Policy here](#)

2. The Circle Trust had developed this policy to improve the quality of education for all children and young people in the Trust by having a Lettings Policy which:

- 2.1. Supports the core values of the Trust
- 2.2. Shows all stakeholders that The Circle Trust manages its finances in a fair, transparent, consistent, considered and responsible way
- 2.3. Gives clarity regarding the responsibility of decision making for Trustees, the Executive Headteacher, Local Advisory Boards and Headteachers

3. The Benefits of an effective Lettings Policy

- 3.1. An effective Lettings Policy will add value to The Circle Trust, supporting the Trust's objectives by:

- Supporting efficient allocation and use of resources within the Trust
- Protecting and enhancing the Trust's assets
- Helping to implement a school's strategic objectives and improvement priorities
- Enhancing communication between the Trust and all schools
- Ensuring compliance with all legislation

4. Roles and responsibilities

4.1. The Trustees have a fundamental role to:

4.1.1. Agree the model Lettings Policy

4.1.2. Ensure this policy is published on the Trust's website

4.2. The Executive Headteacher will:

4.2.1. Ensure each school adopts and adapts the model Lettings Policy

4.3. The Local Advisors will:

4.3.1. Adopt and adapt the model Lettings Policy to their own school context and publish the local policy on the school website

4.3.2. Set out the Hirer arrangements and regularly review the rates of hire for their school as set out in Hire Arrangements and Commercial Letting Rates

4.3.3. Take into account any advice given to them by Trustees, The Executive Headteacher or Chief Financial Officer

4.3.4. Monitor school generated lettings income

4.4. The Headteacher will:

4.4.1. Operationally adhere to the Lettings Policy for their school

4.4.2. Provide regular, accurate and timely reports to Local Advisors that enables financial oversight, monitoring and review of school generated income

4.4.3. Ensure the conditions of hire are operationally adhered to including: insurance the hirer will need, fire regulations for the school including assembly points and an emergency name and contact number for the school as set out in [The Circle Trust Health and Safety Policy here](#)

4.4.4. Seek the advice and guidance of the Chief Financial Officer in the adoption and adaption of their school's Letting and Charging Policy

5. Lettings

- 5.1. The Local Advisors of the school will maximise the use of the school premises to maximise school generated income that will be for the benefit of children and young people of the school
- 5.2. Charges for the use of the school premises will vary according to the type of letting
- 5.3. Lettings will fall into categories.
 - 5.3.1. School/Trust use
 - 5.3.2. Elections
 - 5.3.3. Local Community/Charity
 - 5.3.4. Commercial
- 5.4. No charges will be made for School/Trust use as follows:
 - 5.4.1. The use of the school outside normal school hours for educational requirements authorised by the Headteacher and involving teaching staff and pupils of the school.
 - 5.4.2. The use of the school outside normal hours for 'after-school' clubs/activities authorised by the Headteacher and conducted by the teaching staff for the pupils of the school.
 - 5.4.3. Meetings outside school hours for parents and/or staff.
 - 5.4.4. Meetings of the Local Advisors, the staff, recognised Trade Unions and PTA Committee meetings and functions.
- 5.5. Additional costs only for Lettings for Elections
 - 5.5.1. Under the relevant "Representations of the People" Acts a school is obliged to provide facilities requested by the Returning Officer.
 - 5.5.2. The Returning Officer is empowered to pay **only for additional costs** incurred by the school as a result of its use as a polling station.
- 5.6. Additional cost may be charged at actual costs or a sum not exceeding commercial rates for Local Community/Charity use at the discretion of the Headteacher
 - 5.6.1. At the Headteacher's discretion with agreement of the Local Advisors local groups or charities, using the premises
 - 5.6.2. Cost may be charged at the actual cost incurred or at a sum up to but not exceeding the normal commercial rates.
- 5.7. Costs will be charged for Commercial Lettings

5.7.1. The commercial rates will be regularly reviewed (and reviewed at least every two years) by Local Advisors

5.7.2. The Local Advisors should seek to maximise lettings' income subject to prevailing market forces.

5.7.3. Commercial charges include the following:

- Energy costs
- Caretaking & cleaning
- Administration
- Wear and tear
- Insurance
- Potential loss of income
- Hiring of School Kitchens/Serveries

5.7.4. The Headteacher with agreement of the Local Advisors may occasionally vary the charges by negotiation with the hirers.

5.7.5. The Headteacher nor the Local Advisors can be compelled to let or hire the school

6. Licences

6.1. Under the Licensing Act 2003, licences for alcohol, music, performance of dance, plays and late night refreshment are not required where an event is not open to the public.

6.2. However, at events where tickets or alcohol are sold, the hirer will be required to obtain a Temporary Event notice

7. Safeguarding

7.1. Where a third party hires the school premises outside school hours, the responsibility for ensuring that safeguarding measures are in place rests with the third party provider.

7.2. It is the responsibility of any third party provider, as the employer, to carry out DBS and other employment checks on its staff

7.3. It will be a condition of any letting to groups (whether commercial or otherwise) who work with children or young people that they will have robust and appropriate safeguarding arrangements as set out in [The Circle Trust Safeguarding Policy here](#)

7.4. Therefore, the school will require the following statement to be attached to a lettings agreement that involves groups who work with children and young people and request the hirer to sign to indicate their agreement:

“This school is committed to safeguarding and promoting the welfare of children and young people and expects all hirers of school premises to share this commitment. All hirers are required to have DBS disclosure at an appropriate level for those individuals working in school premises on behalf of the hirer.”

The Local Advisors' of St Crispin's School have agreed:	
Areas the school that maybe let:	Main Hall Gym Drama studios MUGA Field/Sports Pitches Classrooms Lecture Theatre 6 th Form Atrium Library Dining room Conference room
Any areas that are not available:	Offices Staffrooms
Hire conditions regarding insurance:	Hirer to have own public liability insurance
Hire Conditions regarding Health and Safety:	Provide the hirer with details of emergency procedures, for example the fire evacuation procedure Ensure a telephone is available for emergency calls After the letting, check that the premises have been left in a safe condition

Hire Conditions in respect of security:		<p>Access to the site</p> <p>Individuals who hold keys to the buildings</p> <p>Emergency evacuation procedures</p> <p>Security features in the building design, such as secure entry systems</p> <p>A designated member of staff responsible for overseeing the use of the site out of hours</p>		
Hire Conditions in respect of safeguarding:		Hirers to provide evidence of DBS clearance and provide evidence of their own safeguarding policy and procedures		
Hire Conditions in respect of supervision for any event over 100 participants:		<p>Plans for sufficient number of adults to be stationed to prevent more people being admitted</p> <p>Control the movement of children and other people</p>		
Hire conditions regarding rules for those letting the premises:		Hirer to sign lettings agreement detailing conditions of hire		
Hire conditions regarding consequences of not following the rules:		Cancellation of hire agreement		
Area available to let	Cost per hour (calculation of rate based on 5.7.3 of this policy)	Hours of availability Term Time	Hours of availability out of Term Time	Notes/restrictions/advice
Main Hall	£45	5pm – 10pm	8am – 10pm	<p>Max. No. 350 persons</p> <p>Audio/Sound system, microphones and stage lighting available at</p>

				additional cost. Costs on request. Technician available at £100 per day.
Gym	£35	5pm – 10pm	8am – 10pm	Max. No. dependent on activity but not to exceed 100.
Drama Studio 1	£25	5pm – 10pm	8am – 10pm	Max no 120
Drama Studio 2	£20	5pm – 10pm	8am – 10pm	Max no 30
MUGA	£10 per court £30 all 4 courts	5pm – 9pm	8am – 9pm	
Field/pitches	£25 large £15 small	5pm – 10pm	8am – 10pm	
Classrooms	£20	5pm – 10pm	8am – 10pm	
Lecture Theatre	£30	5pm – 10pm	8am – 10pm	Max no 112
6 th form atrium	£45	5pm – 10pm	8am – 10pm	Max no 182
Library	£30	5pm – 10pm	8am – 10pm	Max no 50
Dining room	£35	5pm – 10pm	8am – 10pm	Max no 140
Conference room	£25	5pm – 10pm	8am – 10pm	Max no 25