



LETTINGS POLICY


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Signed – Chair of Governors

Dawn Laverick-Brown
Print Name

Date: November 2019

Review: November 2020

1. AIM

To ensure that schools lettings are dealt with against clear criteria for deciding hiring costs and availability of accommodation

2. GUIDELINES

Use of site

2.1 School Use

The school has priority use of the school buildings for student use, whenever a planned activity is taking place. This includes:

- Parent's consultation events
- Open evenings
- Sporting fixtures
- School productions (music, dance, drama, artistic)
- House activities
- Other student led activities (by agreement)
- Staff social events
- Academic use (homework clubs, presentation evenings, holiday revision and summer schools)
- Meetings (staff, governors)

2.2 Community Use

The school will encourage community use of the buildings. This will include:

- Local clubs (dance, drama, sporting)
- Local interest groups (stamp collectors etc)
- Local individuals (social events)

3. DECISION MAKING PROCESS

3.1 Priority of Use

The Site Manager will normally make decisions on use of buildings except in cases of dispute, where the Headteacher will make a final decision on priority.

3.2 Hire charges

The Finance Manager and caretaker will consider the hire charge schedule to determine the charge for each activity in the main school. This charge may reflect individual circumstances including continuous booking and loyalty discount, staff use, county use etc. Any deviations from the school's published lettings rates must be approved by the Finance Manager or Headteacher.

All charges must be met in full and account kept to ensure the school does not make a loss. The scale of charges to be reviewed in the summer term, and changes of rates to be notified to regular users to give a period of 3 months notice of any increase before the start of the new academic year.

4. HIRE CHARGES AND AVAILABILITY SCHEDULE

4.1 Availability

Weekdays 4.30 p.m. - 10.00 p.m

Weekends 8.30 a.m. - 11.00 p.m

The school is not (normally) available for hire on Bank Holidays.

4.3 VAT

- a) Will be charged as per application to hire form
- b) Except none is charged if hire is for 10 or more consecutive dates – as long as the let is to a school, club, association or organisation with affiliated status.
- c) Unless there is a break of 12 or more days, when VAT will apply

4.4 Insurance

Public liability insurance must be held by the hirer.

4.5 Music & Drama

Hirers must obtain their own licensee's e.g. copyright, performing rights society

4.6 Public Entertainment

The school does not have a public entertainment licence.

4.7 Other Issues

In consultation with the kitchen supervisor, kitchen may be used for serving light refreshments and the preparation of food.

GDPR stipulates that Lettings is personal/ sensitive data. Our school provides Data Subjects (individuals to whom "personal data" relate) with a right to data held about themselves, including those obtained by means of this report. Requests for Data Subject Access should be made to our data protection officer Katie Harris (gdprkharris@gmail.com) or the Headteacher Mr Kemp (head@batchwood.herts.sch.uk)