

# LETTINGS POLICY

## General

The Governing Body recognises the position of the school in the local community and that encouragement should be given to the use of the school premises by outside organisations.

The Governing Body wishes to take every possible care to ensure that all children / young people and others using the school premises in or out of school hours are safe from abuse and that they are treated with dignity and respect and in line with Keeping Children Safe in Education.

The letting of the school is the responsibility of the Governors and the administration of the letting is the responsibility of the School Office.

## Application Form

All hirers will complete the appropriate lettings application form (see Appendix A). Long term hirers must complete a letting application form at least annually. Day to day approval of requests for hire will be the responsibility of the Headteacher who will sign the letting application form in the designated space, after -

- i) Agreeing the scales of charges to be applied. Abatement of charges can only be made, subject to Governor approval.
- ii) Checking to ensure the application form has been properly signed by the hirer.
- iii) When hiring for children's events - Confirming if the hirer is affiliated to any national association that has its own child protection policy and suitable DBS checks.
- iv) When hiring for children's events - Checking that the hirer has a child protection policy if not affiliated to a national association and leaders have DBS checks,
- v) When hiring for children's events - Checking that a copy of the school's own child protection policy and guidelines has been passed to the hirer and that the hirer has signed to confirm receipt and acceptance.
- vi) Deciding if it is necessary to seek references for the hirer

It is essential that child protection procedures are reviewed to ensure that they cover all aspects of increased provision being offered as per Community Use of School Premises: Guidance Toolkit for Schools.

## Bookings

All requests for hire will be logged by the Admin Assistant. Payment will be required in advance for all one-off lettings or if the hirer is not known to the school. In other instances it may be appropriate to require a deposit. All deposits will be banked immediately and should a refund of the deposit be subsequently required, then a cheque will be issued.

## Payments

Where payment is not made in advance the Finance Manager is responsible for raising and issuing invoices on two-part sequentially numbered stationery. VAT is normally chargeable only on lettings of sports facilities – a concession may be available if certain conditions are met.

## Debt Management

In the absence of specific terms agreed with the hirer, payment terms will be 28 days from date of hire.

If payment has not been received by the due date, the following will apply.

- (a) 28 days after date of hire - First reminder letter to be issued. At this point all future hire dates will be



suspended pending payment in full.

- (b) 14 days after first reminder letter
  - Second reminder letter to be issued advising the hirer that non payment could result in referral to the schools legal services provider.
  
- (c) 14 days after second reminder letter
  - Issue report to the Governing Body for advice on how to proceed e.g. referral to school's legal services provider for recovery of debt.

If, having taken legal advice, it is determined that the debt is not recoverable it will need to be 'written off'.

## **Security**

Entrance to the school will be via the side entrance, which will be opened by the school at an agreed time. For security reasons the keys will not be available to the Hirer. It will be the responsibility of the Hirer to ensure that the school premises are secure during the letting.