



Lettings Policy

1. Policy Statement

The Lincoln Anglican Academy is keen for its academies to foster strong links with their local communities and therefore academies are encouraged to make school buildings and grounds available for community use outside of school hours.

This policy is intended to assist academies in responding to enquiries and managing the lettings process, whilst ensuring that statutory functions in respect of pupils are discharged.

2. Scope

This policy applies to all LAAT academies.

A letting may be defined as 'any use of the school premises by either a community group or a commercial organisation', regardless of whether a letting fee is charged. It must not interfere with the primary activity of the school, which is to provide a high standard of education for all its pupils.

This policy should be read in conjunction with the following documents:

- LAAT Finance Policy
- Conditions of Hire
- Lettings agreement
- Charging and Remissions Policy

3. Principles

The underlying principles of the policy are as follows:

- No lettings should be undertaken without a signed Conditions of Hire Agreement.
- The school buildings and playing fields should be available for the exclusive use of the pupils and staff between the hours of 8.00am and 6.00pm during school term time. Any exceptions to this should be specifically approved by the Head Teacher.
- No lettings outside of these hours in term time weekdays should be allowed to prevent a school extra-curricular activity taking place.
- The Local Governing Body is responsible for setting the charges for the letting of the school premises on an annual basis. Charges must take into account any



associated staff costs such as the cost of locking and unlocking the building and cleaning.

- Lettings are at the discretion of the Head Teacher.
- If the Head Teacher has any concerns about the appropriateness of a particular request for a letting, he/she will consult the Chair of Governors., who has the authority to determine the issue on behalf of the Governing Body.
- Use of the school buildings outside school hours required by the pupils, staff, Governors and P.T.A should, as far as possible, be registered with the school Business Manager/Administrator by the end of July for the following academic year. Any additional requirements will need to be checked against the lettings diary.

4. Lettings application and agreement

An application to use the school premises should be made to the Head Teacher in the first instance.

Once a letting has been approved, a letter will be sent to the hirer, confirming the details of the letting, along with a copy of the terms and conditions (Appendix B) and the letting agreement (Appendix C).

The letting agreement needs to be signed and returned to the school, together with a deposit of 25% of the total fee before the letting can take place. It should be signed by a named individual and the agreement should be in their name, giving their permanent private address.

The named individual applying to hire the premises will be invoiced for the cost of the letting.

The balance of the fee payable is due 7 days in advance of the hire date.

The Headteacher, or the Chairman of the Governing Body, has the immediate power to terminate any letting agreement relating to the hire of the school premises, in accordance with the terms and conditions of the agreement attached.

5. Safeguarding

The Hirer shall ensure that where a hiring involves activities aimed predominantly at children, and/or the activity is positively supported by the school for the attendance of children, they have appropriate safeguarding policies and procedures in place and



that they, themselves and those persons likely to have contact with children, have been subject to Enhanced Disclosure and Barring Service checks. The governors reserve the right to require the Hirer to produce evidence that enhanced DBS checks have been carried out on all persons and to review safeguarding policies and procedures and to impose any additional requirement they consider appropriate in connection with the hiring. If for any reason the governors are not satisfied then they reserve the right to cancel any hiring and there shall be no liability to the Hirer other than to refund any hiring fee or deposit paid.

6. Additional Information

As a minimum the Hirer should be provided with the following additional information prior to the commencement of the period of hire:

1. Arrangements for access to and departing the premises
2. Emergency contact details
3. School Health and Safety Policy
4. Fire Evacuation Arrangements and Fire Action Notice
5. Location of fire extinguishers
6. Location of water, electric, oil, gas shut off points
7. Information about lighting and heating
8. Information about car parking arrangements

7. Review

The Finance Committee will review this policy annually and recommend any changes to the Board of Directors.