

STOPSLEY HIGH SCHOOL **LETTINGS POLICY**

The Governors wish to encourage parents and other voluntary community groups to provide help and support in the learning process: in particular contributing their own skills, knowledge and understanding to pupil's development. The school should actively seek to provide out-of-school learning opportunities, which may be for pupils, community or both groups simultaneously e.g. family learning programmes.

The staff and governors see the school and grounds as a valuable resource which can be made available to the community when that use matches the aims, objectives and ethos of the school. Lettings recharges must at least cover all costs incurred by the school. The premises will not be made available for private parties or weddings or any organisation not appropriate for our environment

Responsibility:

The Governors have delegated to the Business Manager the overall responsibility for the hire of the school premises and will make the final decision, in consultation with the Site Manager on queries regarding lettings.

Recharges:

Lettings are charged at a rate applicable to the room/s hired, as agreed by the Governing Body.

Recharges for regular lettings are reviewed annually and will increase by at least the current rate of inflation. These are approved by the Full Governing Body in the Spring Term.

The Finance Officer will send a letter to notify the regular lettings of the revised cost for the coming year. The Finance Assistant issues new application forms annually for regular lettings, with the revised costs and requests current insurance details.

The Finance Assistant is responsible for ensuring all paperwork is returned promptly and contacting the organisations if required.

Procedures:

All initial enquiries are to be handled by the Business Manager, in conjunction with the Site Manager. For new hirers the Business Manager/Site Manager should complete a template covering all aspects of required background checks, so that they are able to effectively appraise whether the hirer is suitable. The Business Manager will confirm room availability and whether the Site Manager or his team are available to cover the letting. The Business Manager is responsible for costing the letting. If the quotation is verbally accepted the Site Manager will email the following:

- An 'Application for use of School Premises' form, conditions of hire is on the reverse.
- A letter of confirmation stating the hiring charge, a deposit request (if required) and requesting a copy of a valid insurance policy (Public Liability not less than £2M.)

- Where applicable a copy of a current Public Entertainment and Alcohol Licence is requested.
- Request a Risk Assessment of the rooms/area being hired, if required.

By signing the Application Form the hirer agrees with the terms and conditions of hire. The Application Form clearly shows the times and dates of the let and the facilities required. Times will include setting up and clearing away.

The Finance Assistant is responsible for checking that all the documents received are accurate and the insurance policy is valid and in date for the period of hire. The lettings details will be entered in the 'Lettings Diary.' A copy of the Application Form will be forwarded to the Business Manager and Site Manager. The master copy of the 'Application for use of School Premises' is kept in the Lettings folder.

The Finance Assistant will forward a copy of the following month's 'Schedule of Lettings' spreadsheet to the Site Manager who will confirm all lettings he has agreed to cover.

Prior to issuing an invoice the Finance Assistant will seek final confirmation from the Site Manager that the lettings included in the Schedule were not cancelled and for any additional dates.

The Finance Assistant updates a 'Lettings to be Invoiced' spreadsheet with this information which is used for invoicing purposes each month.

The Finance Officer generates Sales Invoices using the SIMS Accounts Receivable software and ensures all invoices are paid within the terms granted. Receipts of income are banked intact by the Finance Officer and recorded on SIMS Accounts Receivable by the Finance Officer.

The Business Manager will approve Site Teams additional hours claim forms and that they have not taken time in lieu for the extra hours worked to cover the letting.

Safeguarding Policy:

This Policy should be read in conjunction with the Safeguarding Policy.

Accessibility Policy:

This Policy should be read in conjunction with the Accessibility Policy.

Smoking Policy:

The school operates a Non-Smoking Policy throughout its workplaces, internally and externally. As from 1st July 2007 all workplaces in England became smoke free (Health Act 2006 and Smoke-free (premises and Enforcement) Regulations 2006.) From that date it became a criminal offence to smoke in a smoke-free place.

Health & Safety:

All external lettings receive a 'Health, Safety and Evacuation' sheet to formalise procedures and outline the fire Assembly Points in case of fire.

Cost of Lettings

The current letting charges are as follows:

	Mon – Friday	Sunday
Summer (1 June to 30 September)	£40.00	£50.00
Winter (1 October to 31 May)	£45.00	£55.00

For casual lettings a £200 deposit is required upon acceptance of the letting. The deposit will be refunded to the Hirer within 14 days of the letting, subject to the premises being left to required standard. The full cost of any damage or excess cleaning will be charged and deducted from the deposit.