


Lettings Policy

Ellesmere Port Catholic High School



Approved by:	Mr J Coucill, Chair of Governors 
Lead of Review:	Mr C Jones, Business Manager
Last reviewed on:	August 2023
Next review due by:	August 2024

Status

Recommended

Purpose

The purpose of this policy is to ensure that the most effective use is made of the school premises through being available as a resource for the wider community.

To generate income and make a profit from private or commercial usage but not from facilitating educational activities.

To set out the criteria for making decisions on requests for use by external organisations.

Who was consulted?

The LA, Diocese and staff were consulted when formulating the policy. Relevant DfE guidance has also been considered.

Relationship to other policies

This policy should be read in conjunction with the accessibility plan, equal opportunities policy, the health and safety policy.

Roles and responsibilities of Headteacher, governors and other staff

The **Headteacher** will:

- ensure a central booking system is in place.
- ensure the criteria agreed by the governing body is adopted when requests for bookings are made.
- take decisions as necessary if there is a potential conflict of interest and report to the governing body through the Leadership & Management committee.

The **governing body**, with advice from the headteacher and through the Business Manager will use the following criteria when making a decision on requests from external organisations:

- ensure the support of “worthy” groups within the community is balanced with the desire to generate income.
- take a positive approach to enhancing learning opportunities for the whole school community through promoting community use of the school.
- ensure that use by the organisation(s) does not degrade the standards of the facilities to the extent that they are no longer suitable for use by pupils.
- consider issues of political balance.
- consider the implications of all requests received for the health, safety and security of pupils, staff and premises.
- consider the implications for the workload of all staff ahead of any decisions being made.
- take advice from the LA on the charges to be levied.

The **staff** managing lettings on behalf of the governors will ensure:

- all hiring of school premises, including those for which there is no charge, are properly documented.
- any necessary vetting / safeguarding procedures are carried out.
- all hirers of school premises must complete a letting or hire agreement and receive a copy of the conditions of hire on an annual basis.
- hirers are made aware of when the facilities are not available because of school usage.

Arrangements for monitoring and evaluation

The policy will be reviewed annually by the Leadership & Management committee who will receive:

- a report of the schedule of use of the school premises outside of the school day, the number of groups involved and the net profit (if any) from such activities.
- details of any required intervention by the Headteacher, action taken and outcome(s).
- notice of whether the additional use of the school premises is achieving the purposes set out at the start of this policy.