

# **The Bellbird Primary School**



## **Lettings Policy**

**January 2021**

**(To be reviewed February, 2023)**

The Governing Body of The Bellbird Primary School welcomes the use of the school's facilities by groups within the local community. This will generate income, which will be used to benefit the education of pupils at The Bellbird Primary School, provided there is no detriment to the primary purpose of the school or the welfare of local residents. Facilities can be made available for extra-curricular clubs run for the benefit of the pupils of The Bellbird Primary and the local community.

### **Equal Opportunities and Inclusion**

It is the aim of the school to operate a fair and inclusive policy at all times. We welcome enquiries from potential hirers and will consider all applications, regardless of the potential hirer's gender, ethnicity, physical disability, ability, linguistic, cultural or home background. We recognise that certain groups and individuals may be discriminated against and therefore are strongly committed to positive action to ensure the building and grounds are fully accessible to all potential users.

The Board of Governors has ultimately discretion over lettings and in doing so consider the implications of political balance.

### **Other Policies**

This policy should also be read in conjunction with our Safeguarding and Child Protection policy, The Prevent Duty, Health and Safety policy, Fire Safety and Site Security policies.

### **Aims of the Lettings Policy**

- To safeguard the needs of the pupils within the school above consideration of potential lettings at all times.
- To provide a fair system for determining lettings.
- To maintain a safe and secure environment for all users of the site.
- To ensure the school is well maintained, clean, tidy and ready for use at all times.
- To maintain a good reputation for the school within the community by ensuring high standards of behaviour by those using the premises during lettings.
- To offer extra provision for children to attend camps and clubs during the holiday breaks.

### **Roles and Responsibilities**

#### **The Governing Body**

- To develop the lettings policy in accordance with legislative and Local Authority requirements.
- To agree with the Headteacher what facilities can be used for lettings
- To set lettings charges
- To ensure the policy and lettings charges are maintained and reviewed
- To delegate the day-to-day management of the lettings policy to the Headteachers

#### **The Headteachers**

- To ensure the lettings policy and procedures are followed.
  - To oversee lettings with regard to commitments of the Site Manager, ensuring a healthy work/life balance for those directly involved with lettings.
  - To monitor the success of lettings and take immediate action should any difficulties arise, mediating in disputes if necessary.
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- To regularly update the Governing Body of lettings and to monitor any detrimental events – regarding interactions with the local community, lettee’s activities and/or financial loss.

### **The School Administration Team**

- To communicate the lettings conditions and procedures to potential hirers.
- To inform the Headteacher of all lettings bookings and any issues arising.
- To administer lettings in accordance with the policy.
- To keep up to date records of all lettings and to monitor income.
- To book, confirm and invoice lettings.
- To collect income and arrange for it to be banked promptly.
- To ensure the following information is given to all potential hirers; pricing, lettings conditions, lettings enquiry /booking form, fire safety and evacuation procedures.
- Administer the process to gain approval from the Headteacher for any refunds due when the school has to cancel a let or due to a complaint.
- Authorise refunds of any deposits providing the terms of the let have been met.

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### **The Site Manager**

- To prepare the site (school or outside environment) for a letting at least half an hour before the letting commences.
- To check that the hirer has left the school as they found it, ready for pupil use after the let.
- To report any health and safety concerns, accidents or near misses to the Headteacher as soon as practically possible.
- To secure the premises as soon as possible after a letting has finished.
- To liaise with the School Administration Team regarding additional charges and any necessary withholding of deposits.

### **The Hirer**

- To make the school ready for pupil use by cleaning any areas used by the hirers and clear away any remaining rubbish, furnishings or equipment immediately after a letting.

### **Monitoring and Evaluation**

For long-term lettings, there will be a review of the success of the letting at the end of each term/academic year between the Office Manager, Caretaker and the Headteacher. The Headteacher will address any issues arising. There will be a review after each one-off letting.

The Governors should consider whether the additional use of the school premises is achieving the purposes set out at the start of this policy.