



POLICY NO: 30	Revision No	7
	Date Issued	Sept 2021
LETTINGS	Authorised by	Full Governors
	Date approved	23 Sept 21
	Minute number	10.2
	Implementation Date	Oct 2021
	Review Date	August 2022

Contents

Purpose, Values and Aims of Highfields School.....	2
1. Summary	3
2. Purpose	3
3. Scope.....	3
4. Implementation	3
4.1 Introduction.....	3
4.2 Categories of lettings	3
4.3 Organisation	4
4.4 Charging, including discounts	4
4.5 Risk assessments.....	4
5. Review Process	5
6. Responsibilities	5
6.1 The Governors have responsibility for:.....	5
6.2 The Headteacher is responsible for:	5
6.3 The Lettings Manager is responsible for:	5-6
6.4 Site Manager/caretaking staff are responsible for:	6
6.5 External security company is responsible for:	6
7. Special events	6
7.1 Premises Licence	6
7.2 Temporary Events Notices	6
7.3 Gaming and gambling laws	6
7.4 Sales and auctions	6-7
8. Monitoring, evaluation and Policy review.....	7
9. Associated Documents	7
9.1 Associated Policies.....	7
9.2 Appendices.....	7





Purpose, Values and Aims of Highfields School

Our Core Purpose

To be an inclusive, happy community that values every individual and inspires them to achieve their full potential.

Our Values

Inclusion, fairness and equality
Respect and tolerance
Celebration of achievement
Personal reflection, honesty and mutual trust
Care for our environment

Aims – to achieve our core purpose and values we aim to:

- Respect all students and staff as individuals
- Celebrate diversity and promote equality
- Provide appropriate levels of challenge
- Develop understanding and enjoyment of learning
- Support and encourage individuals to make a valuable contribution to society
- Be a reflective school seeking continuous improvement
- Play an active part in our community
- Nurture physical and emotional well being
- Promote a happy, safe and stable environment





1. Summary

The intention of this policy is:

- To ensure that lettings are not in conflict with the teaching and learning or business operations of the school.
- To support community involvement in the life of the school.
- To support the community in sporting, cultural and educational pursuits.
- To be consistent with the school's Equalities Policy.
- To ensure the Health and Safety Policy is adhered to.
- To maximise the commercial opportunity for lettings.
- To ensure costs are fully calculated and covered.
- To provide a professional service to users of the school's premises and ensure good customer care.
- To monitor the maintenance of the high standards of the premises and grounds.

2. Purpose

To interpret legislation, directives and advice about the lettings of Highfields School premises.

3. Scope

This document applies to all lessees and potential lessees.

4. Implementation

4.1 Introduction

Section 42 of the 1986 Education Act provides for the Governing Board of a school with delegated budgets to have control over use of the school's premises outside school hours, subject to directions by the local authority (further details in the 1988 Education Act) and to the statutory requirements of any other Act and having regard to the desirability of use by the local community.

The use of premises outside school hours is delegated to Governing Boards in accordance with the Education Committee's Regulations for the letting of school premises R9. The Education Reform Act requires that finances be delegated for statutory school activities, ie Community Education, local authority initiatives etc, and that this delegation is subject to any direction issued by the local authority to maintain community provision.

Highfields School Governing Board has delegated approval of lettings to the Headteacher.

4.2 Categories of lettings

- a. There will be no charge for Governors' meetings, PTA meetings, extra-curricular activities, staff professional and recreational activities or other school linked activities, but arrangements will be made with the Lettings Manager for all such events so as to ensure no room clashes and full insurance cover.
- b. All other lettings will be charged in accordance with the criteria in the school lettings charging procedure (Appendix 9.2.1A).



4.3 Organisation

- a. The Governors delegate to the Headteacher the responsibility for the organisation of lettings within the school.
- b. The Lettings Manager is the first point of contact for lettings purposes.
- c. Events are cross-checked against requests for bookings from Examination Boards, Highfields School Association events, after school clubs, rehearsals, parents' evenings, school trip meetings with parents, open days and welcome evenings, discos, school performance events and so on.
- d. The final version of the calendar and timetable of all internal events will be given to the Lettings Manager during the summer holidays each year.
- e. With the school calendar being agreed in advance of the academic year starting, there should be no clashes in bookings between external and internal parties. However, should the school require a space that is already booked, they should discuss this with the Lettings Manager in the first instance to try to reach a compromise. In the unlikely event that an external hirer is requested to cancel, there will be no cost to either party.
- f. The facilities are available for hire during term time after 5.00 pm Monday to Thursday and 4.00 pm Friday, although consideration should be given to allow cleaning staff time to complete their tasks before the start of a letting. Lettings requesting access before these times will be considered against the needs of the school. The facilities are also available for hire at weekends, bank holidays and school holidays. A request for a letting should be made by contacting the Lettings Manager directly.
- g. For use during school time (ie during term time weekdays up to 5.00 pm), internal bookings which also require additional work by caretakers, cleaners or which also require additional rooms or sports areas over and above the usual teaching demands, should be requested by contacting the Lettings Manager.
- h. The Lettings Manager will liaise with caretaking/cleaning staff and/or external security company to discuss the requirements of forthcoming internal and external events, so that they can be properly planned for and costed out. For larger and more elaborate events, this may involve meetings with the organisers of those events.
- i. The fees for use of the school premises should be reviewed annually towards the end of the academic year and new fees, if appropriate, agreed in readiness for the new academic year's bookings.
- j. People who wish to have catering provided for them should contact the catering manager directly to make these arrangements.
- k. The Lettings Manager should keep databases and other electronic records of all bookings and invoices.

4.4 Charging

See charging procedures document (Appendix 9.2.1A) including cancellation charges.

4.5 Risk Assessments

The school has risk assessments for rooms/spaces and activities, which must be adhered to. Hirers may have their own risk assessments relating to specific activities. The general teaching area, sports hall and productions risk assessments are attached (Appendices 9.2.3, 9.2.4, 9.2.5 and 9.2.6). The school's Covid-19 guidelines for lettings must also be followed (Appendix 9.2.10)





5. Review Process

Each policy is reviewed by the lead person, Senior Leadership Group and approved by the Governing Board.

6. Responsibilities

6.1 The Governors have responsibility for:

- Deciding which activities to allow Highfields School premises to be used for other than those required to serve the delivery of the school's curriculum.
- Ensuring that this policy is in place, is continually monitored and reviewed periodically.
- Considering requests from Highfields School itself and community groups, individuals and general groups to use the school premises and deciding, according to their suitability and within the regulations governing, the use of buildings in conjunction with Derbyshire local authority.
- Ensuring that all lettings and other usage is carried out within the scope of the equal opportunities and health and safety policies of the school.
- Delegating to the Headteacher the responsibility for the organisation of lettings and other usage within the school.
- Reviewing any fees for use of the school premises, annually, towards the end of the academic year and agreeing new fees (if appropriate) in readiness for the new academic year's bookings.
- Encouraging, supporting and acclaiming good practice.
- Ensuring that any complaints arising from the operation of this policy are dealt with in accordance with the school's Complaints Policy.

6.2 The Headteacher has responsibility for:

- Implementing this policy.
- Ensuring staff are aware of their responsibilities within this policy, eliciting their support for it and allowing them an opportunity to comment on its effectiveness.
- Evaluating the quality and consistency of operation of the policy.
- Monitoring the implementation of this policy and reporting to Governors, periodically, on these matters.
- Providing any relating training to those with responsibilities in this policy.
- Encouraging, supporting and acclaiming good practice.
- Ensuring that the school complies with the terms and conditions of the Premises Licence, where applicable. Ensuring that training is provided if required and that holders comply with licensing laws.
- Appointing, where necessary, a Designated Premises Manager and ensuring that this person has the necessary authority to carry out the legal requirements of that role.

6.3 The Lettings Manager has responsibility for:

- Acting as first point of contact for lettings purposes.
- Acting as first point of contact for ad-hoc bookings made by the school.
- Cross-checking events against requests for bookings and the calendar of internal events.
- Ensuring that caretakers have appropriate training to fulfil their lettings



duties, as required.

- Liaising with caretaking staff to discuss the requirements of forthcoming internal and external events so that they can be properly planned and costed.
- The invoicing and settlement of lettings accounts.
- Ensuring that all clients and lessees are made aware of the need to comply with the school's terms and conditions for lettings and the payment of final invoices.
- Ensuring that clients and lessees are made aware of instructions relating to the specialist sports areas – all-weather pitch, fields and tennis courts.
- Reporting to the Headteacher and Governors periodically on the operation of this policy.
- Leading on the development of this policy.
- Keeping records of all enquiries, bookings and invoices.

6.4 Site Manager/site staff are responsible for:

- Liaising with the Lettings Manager on all out of hours use.
- Setting up and clearing up as required by the lessee.
- Monitoring and maintaining specialist areas (eg the all-weather pitch).
- Maintaining and monitoring the security of the building during and at the end of lettings between their normal hours of work.
- Maintaining and monitoring the heating, cleaning and layout of facilities for lettings between their normal hours of work.

6.5 The external security company is responsible for:

- Unlocking and locking for out of hours lettings.
- Monitoring the security of the building during out of hours lettings.

7. Special events

7.1 Premises Licence

- The school holds a premises licence for entertainment. The conditions of this licence must be strictly adhered to. Please refer to the Lettings Manager for details.

7.2 Temporary Events Notices

- A member of school staff must submit a TENS if they are to serve/sell alcohol at a school event. Please refer to the Lettings Manager for guidance.
- External hirers are responsible for obtaining their own TENS should they wish to serve/sell alcohol at an event and should supply a copy to school.

7.3 Gaming and Gambling Laws

- If any gambling activity is to take place at an event, e.g. a prize draw; gaming and gambling laws must be adhered to. Please refer to the School Business Services Manager or Lettings Manager for details.

7.4 Sales, Auctions and Other Lettings/Out-of-hours School Use

- Organisers of school sales and auctions must ensure they follow all school and legal procedures in their planning.





- The school does not let out premises to external organisations or individuals for unticketed events or those without a register of attendees.
- Consideration should be given, if a letting or out-of-hours school event is to be held outdoors, whether local residents should be consulted and their responses taken into account.
- For events held by external organisations, all school and legal procedures must be followed. A member of school or security staff must be in attendance throughout the event, this would need to be factored into the cost.

8. Monitoring, evaluation and Policy review

We will collect, study and use quantitative and qualitative data relating to the implementation of this policy, and make adjustments as appropriate. This policy will be reviewed every two years by the Governors' Finance & Resources sub-committee.

9. Associated Documents

9.1 Associated Policies

- 9.1.1 Health and Safety Policy
- 9.1.2 Concerts, Productions and Performances Procedures
- 9.1.3 Equal Opportunities Policy
- 9.1.4 Complaints Policy

9.2 Appendices

- 9.2.1A Charges and discounts
- 9.2.1B Charges for all-weather pitch
- 9.2.2 Terms and conditions of lettings
- 9.2.3 General teaching areas risk assessment
- 9.2.4 Sports hall risk assessment
- 9.2.5 Risk assessment for concerts
- 9.2.6 DCC risk assessment for lighting
- 9.2.7 Lettings offer letter template
- 9.2.8 Lettings invoice template
- 9.2.9 Information sheet and evacuation procedure for lettings
- 9.2.10 School's Covid-19 guidelines for lettings
- 9.2.11 Information on all-weather pitch