



LETTINGS	Revision No	11
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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 hirers and potential hirers.

4. Implementation

4.1 Introduction

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.

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 usually available for hire during term time after 5.00 pm, 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 and school holidays. All bookings should be made via the Schoolhire online system.
 - 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. The school does not provide a catering service for lettings.

4.4 Charging

Charges are reviewed annually and approved by the Governing Board. Discounts are at the discretion of the Headteacher. The school reserves the right to charge a cancellation fee; if the hirer cancels with less than 24 hours' notice, the full fee is payable. VAT will be added to sports lettings which are less than 10 weeks and with a gap of 2 weeks between, in line with Government legislation.

4.5 Risk Assessments and Safeguarding

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. There is a safeguarding checklist for hirers. The school reserves the right to request to see insurance certificates and proof of DBS clearance where required.

5. Review Process

Each policy is reviewed by the lead person, Senior Leadership Team 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.

- 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 staff member 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.
- Management and administration of the Schoolhire online booking system.
- Ensuring that all clients and lessees are made aware of the need to comply with the school's terms and conditions for lettings including payment methods and safeguarding procedures.
- 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.

6.4 Operations 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. Enquiries should be made 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. Enquiries should be made 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. Enquiries should be made to the Lettings Manager in the first instance.

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.
- The school does not hire out the all-weather pitch for casual play – all hirers should be part of a club/organisation.
- 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. It is preferable for a member of school or security staff to be in attendance throughout the event where practicable; 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 annually by the Governing Board.

9. Associated Documents

9.1 Associated Policies

Health and Safety Policy
Equal Opportunities Policy
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 Hirer information pack
9.2.4 Safeguarding checklist for hirers
9.2.5 Event organiser's checklist
9.2.6 General teaching areas risk assessment
9.2.7 Sports hall risk assessment
9.2.8 All weather (3G) pitch risk assessment
9.2.9 Concerts, productions and performances - procedures and risk assessments