



## The Eliot Bank and Gordonbrock Schools Federation



# Lettings Policy

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## **1. Definition Of Letting**

The letting is defined as “use of part of the school premises (buildings and grounds) by a commercial organisation (i.e. Breakfast Club / After School Club providers) for the sole purpose of providing extended or extra-curriculum enrichment for the pupils of each school, provided there is no interruption to, or curtailment of, school use of the premises.

The Eliot Bank and Gordonbrock Primary Schools Federation will not enter in to any other lettings agreement apart from the purposes outlined above.

## **2. Type Of Letting**

The Eliot Bank and Gordonbrock Primary Schools Federation will only enter in to single letting- or a continuous letting agreement for the purpose given above.

Continuous lettings are those that run for a number of weeks or terms.

Single lettings are those where an individual or organisation wishes to hire facilities on a one off basis, these lettings should still be subject to a formal hire lettings agreement and follow the same principles as a continuous letting.

## **3. Letting Agreement**

All lettings must be subject to a formal Service Provider Contract between the school and the provider. This will detail the terms of the letting and must be signed by both the school and the provider. A letting should only be confirmed as accepted when a signed letting agreement is in place. Any amendments to an agreement will require a new agreement form to be signed.

A template of the Service Provider Contract is attached as Appendix 1 to this policy.

## **4. Considering Applications For Extended Provision**

Organisations seeking to use the school premises for Breakfast Club or After School Club provision should approach either the Executive Headteacher or the Head of School or his/her delegated authority.

The federation (school) will ask for a formal meeting and presentation to the Executive Headteacher / Head of School, a minimum of one representative for the Governing Body and any other delegated authority.

At this initial meeting, information will be given by the school regarding charges and conditions of use.

A decision whether the school will enter in to a formal agreement will be communicated to the provider within reasonable time, but not later than one week.

## **5. Considering Applications For Extra Curricular Clubs**

Organisations seeking to use the school premises for extra-curricular clubs should approach the Head of School or his/her delegated authority, who will then make a decision with the support of the Senior Leadership Team and Federation Business Manager/SAO.

## **6. Charges**

The Governing Body and the Executive Headteacher / Head of School are responsible for setting charges for the use of school premises.

The scale of charges is determined by the

- Nature of the activity and the cost to pupils.
- Cost of services (heating and lighting);
- Cost of staffing (additional security, caretaking and cleaning) - including “on-costs”;
- Cost of administration;
- Cost of “wear and tear”;
- Cost of use of school equipment (if applicable);
- Profit element (if appropriate).

Where there are multiple lettings taking place at the same time, the costs for services and staffing will normally be shared between the organisations involved.

These charges are subject to change and are determined after consultation with the Executive Headteacher / Head of School or a person to whom s/he has delegated authority.

Once the club has been approved, the Service Provider Contract for the provision of the Extended Breakfast / After School Provision will be submitted to the provider by the school and signed by all parties involved.

### **6.1 VAT**

In general, the letting of rooms for non-sporting activities is exempt of VAT.

## **7. Terms & Conditions (Incl. Safeguarding And Health & Safety)**

The school expects the provider to adhere to all terms & conditions, which are outlined in detail in the Service Provider Contract template under Appendix 1 to this policy.

### **7.1 Safeguarding**

The Eliot Bank and Gordonbrock Primary Schools Federation recognise our moral and statutory responsibility to safeguard and promote the welfare of all children. We endeavour to provide a safe and welcoming environment where children are respected and valued. We will act quickly and follow our procedures to ensure children receive early help and effective support, protection and justice. This statement applies to all staff, governors, professionals and volunteers working in or for the federation.

The Service Provider's child protection procedure(s) must be in line with the School's Safeguarding Policy and its Child Protection Procedures. This is outlined in more details under Appendix 1 to this policy.

## **Appendices**

Appendix 1      Service Provider Contract Template