



Integrity, Fellowship and Endeavour

Lettings Policy

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Review period:	3 Years
Status:	Recommended

1. PURPOSE

Farmor's School wishes, wherever possible, to make its premises available for community use, in order to maximise the use of the buildings outside of school hours, and to foster further links with the local community. The letting of School premises shall not detract from the primary objective of the school as an educational establishment. Whilst the link to the community and other organisations are important to the School, any lettings will be organised so that there is no disruption to the delivery of the curriculum and at no cost to the School.

2. RELATIONSHIP TO OTHER POLICIES

This policy should be read in conjunction with other relevant documents, including:

- Finance Policy
- Health and Safety Policy

3. SCOPE, PRINCIPLES AND DEFINITIONS

3.1 Responsibilities and Accountability

The Governors of the school are responsible for the School's Lettings Policy, for agreeing the lettings charges and for reviewing them annually

The Business Manager is responsible for reviewing and managing the lettings protocols outlined within the letting's agreement, for promoting and developing letting opportunities and is accountable to the Headteacher

A member of the administrative team is responsible as 'Lettings Manager', for liaising with the clients, arranging lettings and invoicing for them, keeping a Lettings Diary, and liaising with the Site Manager and Catering contractor as appropriate. He/she is accountable to the Business Manager

The Site Manager and the Lettings Manager are responsible for showing the accommodation to the client prior to the letting. During the letting, the Site Manager is responsible for overseeing the use of the premises and ensuring the buildings are secured after the lettings. Both the Lettings Manager and the Site Manager are accountable to the Business Manager.

The Governing Body have adopted terms for letting agreements which are attached to this policy as an appendix.

3.2 Facilities Available

The school facilities available for letting are as defined in the lettings agreement and also clearly identified in the lettings agreement brochure.

3.3 Income and Charges

The Business Manager is responsible for presenting charges to the Finance, Resources and Business Development Committee for review on an annual basis. Any changes in charges approved by the Committee will apply to lettings agreed after the date of such approval as of set out in the Appendix to this policy.

The income received from the letting will be wholly accounted for within the Schools financial systems and will be used to enhance the education and working environment of the pupils at Farmor's School.

3.4 Equal Opportunities

The Governing Body positively encourages individuals or groups who wish to make reasonable use of the School premises, regardless of their race, gender, disability, sexuality or religion.

The Governing Body will not consider applications for letting from people under 21 years of age. The hirer must accept responsibility for being on the premises, being in charge of the premises let, and ensuring that all condition of the letting agreement are observed.

4. CATEGORIES OF USER

4.1 Designated users

The Governing Body reserves the right to waive charges or to set charges at cost recovery for certain designated users so as not to deter such use. The following are Designated Users and they will have priority booking rights for extended use:

- Within the school: the School's own activity – for example, Governors, staff or Friends of Farmor's School meetings, curriculum activities, fund raising activities for school funds;
- Extended school activities: for example, extra curricular activities and clubs, community education or training events, approved childcare activities, non-profit making sport and interest courses and clubs.

4.2 Private users

Those that are not defined as Designated Users are defined by the Governing Body as private users.

5. CONSULTATION

Senior Leadership Team
Governors'

6. MONITORING, REPORTING AND EVALUATION

Farmor's School recognises that monitoring is essential so that the premises are let on a fair and equitable basis, meeting the needs of the school and the local community.

The Business Manager will produce a summary report to Governors' Finance, Resources and Business Development Committee at the end of each year.