



LETTINGS POLICY 2021



INTRODUCTION

- Letting arrangements concern the use of school premises accommodation and facilities outside of the normal school day.
- The Governing Body are responsible for the lettings of the school premises and for letting charges.
- The Governing Body of Peafield Lane Academy are responsible for letting arrangements.

THE USE OF THE SCHOOL PREMISES

- School use of premises includes any activity initiated by the school. Such activities are those which relate to statutory educational provision which take place within individual school establishments and other school originated activities.
- No lettings fee will be charged for use of the premises for school activities.
- The Governors are not permitted to subsidise non-school activities out of the school budget other than Extended Services for School.

CONDITIONS OF HIRE

- The hirer must ensure that activities are conducted under adult supervision in a manner unlikely to cause inconvenience to neighbouring property or the public.
- For lettings where the general public are admitted it is the responsibility of the organisers to appoint responsible persons to maintain order throughout the letting.
- The hirer shall make good the cost of making good any damage caused to the premises or other school property.
- The hirer must not remove or stand on school furniture and equipment or remove other fixtures and fittings.
- The Governing Body does not accept liability in respect of parked vehicles at the school site which are in any way connected to the letting.
- It is the responsibility of the hirer to obtain and pay for any necessary licences required in connection with the letting.
- Hirers are responsible for their own insurance to cover any potential liabilities associated with their activities, this would include but not be limited to:
 - Public liability insurance
 - Insurance for personal injury claims
 - Insurance for theft of personal or group possessions
 - Insurance for damage to premises as a direct result of the individual or group activity
- Where hirers determine that it is appropriate not to provide insurance for the items listed above, then it is inherent within the lease/hire agreement that they as individuals or as a group assume responsibility for any personal losses as a consequence of injury, or theft. The

individual or group will also be responsible for the reinstatement of any damage caused as a result of their activities. The school will also accept no responsibility for any claims brought against the school by a third party as a consequence of their activities.

- The use of the School Meal's facilities may only be agreed after full consultation with the Cook Supervisor and Education Catering Department.
- School facilities have first priority for the use of school premises outside normal school hours. The Head Teacher has agreed to give any hirers of the school one month's notice of school activities which require the use of facilities used by the hirer.
- The normal finishing time of any letting is 10.00 p.m. Any extension is subject to Head Teacher approval.
- The hirer may not sublet the letting of the school premises.

THE PREVENT DUTY HIRE OF ROOMS AND PREMISES

Updated guidance for Children, Families and Cultural Services (including schools).

Background

The Prevent Duty, which forms part of the Counter Terrorism and Security Act 2015, came into force across the United Kingdom on the 1st July 2015. The Act requires specific authorities' including local authorities', schools, higher education colleges, health and penal bodies and the police to work together to prevent people from being drawn into terrorism.

Action Taken

It is statutory requirement that all sites, which hire premises, include in their agreement an additional section reinforcing the following terms and conditions:

'The Hirer must not use, permit or allow rooms/site to be used for any extremist or terrorist activities or the dissemination of extremist views or materials.'

Summary

The advice relates to the use of school premises, accommodation and facilities, which are hired to Third Parties, and all sites will need to ensure that their hire agreements are updated to reflect the Prevent Duty.

LETTINGS ADMINISTRATION

- The school operates on a day-to-day basis within guidance contained in the Governors' Handbook. Lettings charges are determined by the School Governors
- No school may subsidise lettings from its formula funded school budget.
- Lettings are available for regular community based groups only (ie no one-off bookings such as parties or wedding receptions, for example).
- Under Caretaker's existing terms of contract they must be paid at the appropriate rate of pay.
- At least twenty four hours' notice of cancellation of a letting should be given to the Head Teacher.

- Hirers will be charged only for the time they use the premises.
- The school has the right to decline any prospective booking and may withdraw existing bookings with immediate effect.
- Payment for lettings must be made at the end of each month.
- The school will invoice the hirer for the letting.

PROPOSED LETTINGS CHARGES FORMULA

Governors reviewed the hourly rate per room to £7.50 from the 1st April 2016 and that commercial lettings rate by application to the Governing Body. Governors determined on 13 March 2019 that this rate will remain unchanged for this year. For March 2020, due to Covid-19 and no lettings took place, the rate did not change. The next review is March 2021.

A flat rate charge of £7.50 per hour per room/Astroturf is to be levied.

REVIEW

The School Governors reserve the right to review and amend this policy statement, the conditions of hire, the administration of lettings and the scale of charges from time to time as appropriate.

March 2021

Signed:

Head Teacher

Date:

Signed:

Chair:

Date: