

External Lettings Policy School Policy

Accountable Trust Committee	Local Governing Bodies
Policy Area	Finance
Responsible Officer	School Business Manager
Policy Rationale	Statutory
Categorisation	School-Mandatory
Implementation Date	June 2026
Publication	School Website, statutory
Review Cycle	Annually
Next Review Date	June 2027

Related Documents

Document Control

Date	Version	Comments
9/4/2025	1.1	New policy adapted for Glebelands

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Key Contacts

School	01483 542400
Headteacher	R Mitchell
Chair of Governors	P Hulse
School Business Manager	M Rogers

Please note this list may be updated by the responsible officer when change arises in the organisation, without the need for committee meeting review/approval.

1 Introduction

Glebelands School has a range of excellent facilities available to hire. As part of its commitment to support the local community, the School is pleased to offer facilities for sports, leisure, arts and educational bookings. Priority is always given to School functions and then, to reflect its strong community focus, to educational service users who use the School.

If the Finance Administrator has any concern about the appropriateness of a particular request for a letting, they will consult the School Business Manager (SBM)/Premises Manager who has the authority to determine the issue on behalf of the Governing Body. The School reserves the right to refuse any booking at its discretion. It may consider, but is not restricted to or limited by, the following factors:

- Synergy with the School's mission statement and purpose
- Any potential damage to the School's reputation
- Risk of damage to the School's facilities
- Disruption to the School
- Commercial viability
- Availability of staff

2 Responsibilities

Overall responsibility for external lettings is held by the Governing Body which monitors the policy through the Finance, Premises and Policy Committee. The Headteacher has responsibility to ensure adherence of the policy and practical responsibility for the policy is delegated to the SBM/Premises Manager in liaison with the Finance Administrator.

Finance Administrator responsibilities:

- To manage the day-to-day lettings of the premises and ensure effective communication between all parties concerned.
- To maintain accurate records for enquiries and bookings.
- To confirm bookings in writing and issue contracts.
- To monitor the school diary to ensure lettings do not clash with school activities.
- To maintain a shared calendar of bookings.
- To maintain contact with hirers.
- To inspect insurance documentation.
- To consult with the Premises Manager, SBM and other relevant Departments.
- To raise invoices and keep track of payment.
- To advise the SBM of any outstanding invoices.
- To liaise with the Head of Finance regarding the approval of new lettings.
- Annual checks of Safeguarding adherence, DBS bridging letter for lettings involving under 18s and for all parties, confirmation of Public Liability Insurance.

Premises Manager responsibilities:

- To work with the Finance administrator and monitor the shared calendar of all lets
- To ensure premises assistants are available for lets.
- To organise cleaners when necessary.

Premises Assistants responsibilities

- To ensure facilities are as required by hirers.
- To provide assistance for setting up and putting away of equipment in an organised way so that it is ready for school use.
- To monitor all hirers to ensure all aspects of the contract are being adhered to and that facilities are left ready for school use.
- To provide a professional service to users of the school's premises and ensure good customer care.
- To keep Premises Manager/SBM informed as necessary.

3 Charging Rates

Charging rates are reviewed by the Finance Administrator and approved by the SBM, in consultation with the Headteacher. Hirers will be given as much reasonable notice as possible before any increase is made. Lettings and income are reviewed in line with rising costs to ensure commercial viability. Fees charged will be as per the lettings price list. Any changes to these fees or special rates will require Headteacher approval.

4 VAT

Learning Partners Academy Trust VAT guidance should be followed when ascertaining if VAT is to be charged on a let. The school will offer guidance to hirers to inform them of the VAT rates applicable and how best to hire accommodating their needs.

5 Payment of Caretakers

Payments to Premises Assistants for lettings are generally in line with guidelines set out in the Surrey County Council LMS Finance Manual section M – Community Use of Schools. The School does however reserve the right to vary this practice in exceptional circumstances, such as where multiple lettings occur on the same night. In such instances, matters such as the number of rooms used, their location on the site and the timing of the individual lettings are considered. Such situations are reviewed in advance by the Premises Manager.

6 Safeguarding

Any lettings taking place on the school site or involving activities aimed predominantly at children, and/or the activity is positively supported by the school for the attendance of children, are required to confirm that they have appropriate safeguarding policies and procedures in place and that they, themselves and those persons likely to have contact with children, have been subject to Enhanced Disclosure and Barring Service checks. The School reserves the right to require the production of evidence that enhanced DBS checks have been carried out on all persons and to review safeguarding policies and procedures and to impose any additional requirement they consider appropriate in connection with the hiring.

All hirers are required to familiarise themselves with the school Keeping Children Safe In Education document along with the Terms and Conditions of lettings. Proceeding with the letting constitutes agreement to abide by these terms.

7 Health & Safety

Hirers are asked to confirm they are aware of evacuation procedures and who to contact in case of an emergency. Details of these procedures are available on the School website. It is the responsibility of the Hirer to provide their own medical supplies. There is a basic first aid kits in the Sports Centre, but all clubs should provide their own First Aid Kits.

8 Insurance

Hirers must confirm they have taken out a minimum of £5,000,000 public liability insurance with a reputable insurer or adequate security.

9 Appendices for Hire

The following appendices are available and should be issued to hirers at the beginning of their hire and then and to be reissued to hirers each September.

To be issued to all hirers:

- Terms and Conditions from Trust Premises Lettings Policy Framework
- Appendix for Standard Tariffs

To be issued to hirers depending on area booked:

- Appendix for 3G Pitch Hire
- Appendix for School Hire
- Appendix for Sports Hall Hire