

HELLESDON HIGH SCHOOL

LETTINGS POLICY

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Signed:



Chair

Introduction

Hellesdon High School is committed to the principle of shared use of School premises and facilities with the local community.

The School will have priority use of the premises and facilities.

Charges will be made for external lettings in line with the charging schedule.

The Community Sports Business Manager is responsible for all booking arrangements and he/she should be informed of all requests and requirements for use of any School areas, to ensure clashes do not occur.

All users of the premises must comply with the Regulations and Conditions of Use, defined on the Application to Hire School Premises form.

Procedures for Managing School Premises and Facilities Lettings

- The School's Finance and Premises Committee will manage the Policy for the School Premises and Facilities Lettings. The Committee will establish charges for non-subsidised use. These will be reviewed annually.
- The Community Sports Business Manager will liaise with all regular users of the premises to determine letting needs for each year.
- The Community Sports Business Manager will ensure all School calendar dates involving use of premises outside of normal School hours are entered onto the booking system.
- The Community Sports Business Manager ensures that all School calendar dates involving use of premises or facilities for exam purposes are entered onto the booking system.
- All bookings, checking of the hirer's registration number and monitoring of usage for the School will be undertaken by the Community Sports Business Manager.
- All users will complete the School's standard Application to Hire School Premises which incorporates conditions of use.
- All lettings invoices will be issue by the Community Sports Business Manager.
- All lettings income will be collected and receipted by the Community Sports Business Manager and passed to the Finance Officer on a regular basis.
- Funds will be reconciled and banked by the Finance Office.
- Any subsidies will be claimed from the County Council by the Community Sports Business Manager.
- All lettings are detailed on the School's weekly bulletin and any requirements re. room set-up discussed with the caretaking team by the Community Sports Business Manager.
- The Community Sports Business Manager or Caretaking staff will advise all users of requirements for security which must be observed at all times whilst on site.
- A decision to close any part of the School will ultimately be made by the Head Teacher and advised to the Community Sports Business Manager for liaising with all users.
- All potential users will be advised of their health and safety responsibilities **in writing**.
- The nature of activities proposed must be acceptable by the Head Teacher and be defined in writing in terms of times and duration.