



BISHOP VESEY'S GRAMMAR SCHOOL

School Lettings Policy

Staff covered by this procedure:	Teaching and Support Staff
Review prepared by:	Headteacher – Dominic Robson
Reviewed by and date:	Finance and Estates Committee November 2017
Date of Next Review/by whom	Finance and Estates Committee Summer 2018
Signed by Chair of Finance and Estates Committee	

RATIONALE

The Governing Body of Bishop Vesey's Grammar School wishes to enable the letting of the school premises out of school hours for the benefit of Community Activities detailed below

- Facility Lettings
- Community/Family Education Provision
- School Holiday Activities

The Governing Body will in conjunction with a third party lettings management service company Schools Lettings Solutions Limited (SLS) maximise external lettings for community activities outside of the hours of operation for School activities.

The Facility Letting Service will be managed as below in conjunction with the Service Level Agreement signed by the School and Schools Lettings Solutions:

- SLS will be responsible for liaising with the School and the Facility User in order to co-ordinate the provision of Community Activities at the School Facilities.
- SLS will ensure that SLS staff are present at the School Facilities throughout the Community Activities taking place.
- SLS will be responsible for all bookings and payment collection
- SLS will be responsible for all marketing and promotion of Community Activities at the School Facilities

HEALTH AND SAFETY RESPONSIBILITIES

SLS will carry out risk assessments on the School Facilities and will make these available to the School upon written request.

The School shall be responsible for ensuring that the School Facilities are ready for use by the Facility User, including but not limited to ensuring that the School Facilities are of adequate temperature and cleanliness, are well lit and are free from obstructions other than the necessary School Equipment.

Where the School has provided SLS with copies of its existing fire and evacuation procedures (the "Procedures") SLS shall adhere to the Procedures during the Community Activities.

The School shall be responsible for supplying SLS with copies of any revised or updated Procedures.

SLS shall ensure that any accidents or incidents that occur during Community Activities will be reported to the School as soon as reasonably practicable following such incident or accident. SLS Staff are not trained to and do not administer first aid, this remains the responsibility of the Facility Users.

As part of the facility booking process the Facility User Organiser will sign a Conditions of Facility Hire.

INSURANCE

All Facility Users shall provide evidence of their own public liability insurance where applicable, as part of the booking process and before they are given access to use the School Facilities.

SAFEGUARDING

Both SLS and the School expect Facility Users carrying out the Community Activities to comply with the SLS Safeguarding Policy and its related procedures and codes of conduct at all times.

If SLS Staff have any concerns over incidents relating to the safeguarding of young people or adults at risk during the Community Activities being held at the School, they will be instructed to report them to their manager and to SLS's Designated Safeguarding Officer.

SLS will liaise with the Designated Safeguarding Lead at the School to keep the school fully informed, on an anonymised basis, of any incidents or issues. Unless the specific circumstances of the case demand that the school is informed immediately, such information will be given to the school on a quarterly basis.

HIRE CHARGES

The Governing Body and SLS fully recognise the needs of community groups, and the hire charges are structured to enable these groups to take advantage of the School's facilities. However, schools are not permitted to make an overall loss through letting of the premises as the school's budget cannot be used other than for children's education.

The pricing structure is based upon charges for similar local facilities, but the Governing Body may exercise flexibility in setting charges for long-term and large-scale users. It is the intention of the Governing Body to charge the real cost for the use of the premises to all hirers.

All income generated from the use of the School Facilities for the provision of Community Activities will be handled and managed by SLS and not the School.

The current hire charges are detailed below and will be reviewed annually by the Governing Body and SLS.

CHARGES

The schedule of current fees below highlights the lettings cost for various areas of the school.

Facility	Price Per Hour <i>Unless otherwise stated</i>
Astro Pitch (Floodlights till 6.30pm)	£65 full or £25 third
Astro Pitch (Floodlights till 9.00pm)	£85 full or £35 third
Sports Hall	£35
Dining Hall	£25
Main Hall "Big School"	£45
6 th Form Common room	£22
"Old Big School"	£35
The Harold Gray Room M1	£25
Fitness Suite	£20
Grass Pitch	£45 per Fixture
Cricket Pitch	From £65 per Fixture
Outdoor Cricket Nets	£25

Facility	Price Per Hour <i>Unless otherwise stated</i>
Hard Courts	£20 per Court
STEM Meeting Room	£20
STEM 6 th Form Study Area	£25
STEM Atrium Area	£20
Peter Dines Room FF9	£25
Residual Materials Lab	Price on Request
Music IT Suite	£30
Classrooms	£16 normal classrooms, £20 specialist classrooms (i.e. cookery, IT suite)

CONDITIONS OF HIRE

A Schools Lettings Solutions Conditions of Hire document must be signed by the member of the public deemed the hirer once the letting has been agreed and received in the school before any letting commences.