

**St. Anthony's School**

A BEHAVIOUR & LEARNING SCHOOL IN MARGATE, KENT



**St Anthony's School**

**No:39 Lettings**

**May 2019**

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## **St Anthony's School Lettings Policy**

- Provided there is no interruption to school use of the premises, part of the school buildings and grounds may be let to outside bodies after the end of the school day, at weekends and during the holidays, in order to:
- Raise income for the school
- Better integrate the school into the local community
- Familiarise individuals with the school, who may become pupils or their parents
- Satisfy some of the needs of local individuals, groups and organisations
- Increase the use of facilities that are under used by the school

### **Implement:**

Bookings are made through the representative of the school, as authorised by the Headteacher/Governing Body and confirmed in writing.

- School activities have priority
- No bookings are confirmed more than 4 months in advance although provisional bookings may be made at any time
- Outline charges are set by the Headteacher/Governors and reviewed annually
- Specific charges are set at the time of the agreement
- The VAT liability of the letting is determined at the time of the agreement
- Payment is in instalments for a series of sports facilities lettings that comply with VAT exemption regulations
- The agreement should be updated and reviewed at least annually
- A diary is kept covering all school and outside use of the premises and grounds after school, in evenings, at weekends and in holidays

Users sign an agreement that covers:

- Terms and conditions relating to type of and length of use
- Cancellation
- Damage
- Insurance

Charging: *This should be in accordance with the school's lettings price list.*

*A copy of this should be attached to the approved lettings policy \**

*Where no charge is made the school must still comply with KCC requirements regarding Lettings.*

- Restrictions on use
- The sale of alcohol is not permitted
- Parking

### **Roles and Responsibilities.**

The school's business manager (SBM) is responsible for the construction and regular update of the lettings diary.

- Office staff are responsible for informing the authorised school representative a term in advance, of events outside teaching hours, which will use the school premises
- Opening and closing the school is undertaken by the site manager, or a casual caretaker, or by prior agreement with an authorised member of the staff. Long term renters will have a set of keys and security fob to allow them to access sports hall and lock up when they finish. Site manager is responsible to show the key holder how to use the keys and fobs.
- Supervision during the letting is the responsibility of the user. The user is also responsible for the security of the area of the school being used
- When a risk assessment is completed by the user or the school, in relation to the premises or activity or equipment involved, the user must ensure any controls are complied with
- Post-letting checks are made by the site manager and reported to the (SBM)

- SBM will ensure that excess wear and tear on the buildings and equipment is avoided and will follow up unsatisfactory lettings to resolve issues

### **Monitoring & Evaluation:**

Lettings should be evaluated to assess the additional income raised for the school, less the cost of any reasonable wear and tear to the furniture and fabric of the school, made during lets and costs of additional heating and caretaker's payments.

<b>Document Title:</b>	Lettings Policy
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