



Unity Education Trust

POLICY No 6	LETTINGS POLICY
STATUS/DATE OF THIS VERSION	Review by AJ Oct 2018
APPROVED BY	Board of Trustees 6 November 2018 School specific sections to be added
RATIFIED BY	Board of Trustees 14 December 2017
REVIEW	

Key points and summary

1. The Board of Trustees of UET regards the buildings and grounds of its academies community assets and will make every reasonable effort to enable them to be used as much as possible. However, the overriding aim of the Trust is to support schools in providing the best possible education for their students, and any lettings of the premises to outside organisations will be considered with this in mind. The Trust's delegated budget (which is provided for the education of its students) cannot be used to subsidise any lettings by community or commercial organisations. A charge will be levied to meet the additional costs incurred by the Trust/school in respect of any lettings of the premises. As a minimum, the actual cost to the Trust/school of any use of the premises by an outside organisation must be reimbursed to the school's budget.

2. This policy aims:

- To ensure that lettings are not in conflict with the fundamental purpose of the Trust/schools.
- To support community involvement in the life of the Trust/schools.
- To support the community in sporting, cultural and educational pursuits.
- To be consistent with the Trust's equal opportunities policy.
- To maximize the commercial opportunity for lettings.
- To ensure costs are fully calculated and covered.
- To provide a professional service to users of the Trust's/school's premises and ensure good customer care.
- To monitor the maintenance of the high standards of the premises and grounds.

3. Each of UET's schools will manage its own lettings in accordance with the points set out above.

The detailed arrangements for **King's Park Infant School** are as follows

The emphasis is to ensure staff are aware of their responsibilities and hirers' compliance with health and safety and insurance requirements.

- i. For the purposes of shared use, premises may normally be considered to be available:
 - From 8.00am to 10.30pm
 - For seven days a week
 - For 48 weeks in the year
- ii. The School will share with hirers the identification of the people responsible for the management and administration of the school's lettings policy.
- iii. The School agrees the arrangements to be made with regular users of the premises to determine a programme for each academic year.
- iv. The School will seek written assurance from groups that they have appropriate policies and DBS checks in place to safeguard children.
- v. The School will agree the arrangements for making casual bookings.
- vi. The School will agree the method of informing hirers about the conditions of use.
- vii. The School will advise hirers of the security arrangements which must be followed.
- viii. The School will advise hires of the arrangements if the School has to be temporarily closed.
- ix. The School will advise hirers of how the school will fulfil its health and safety responsibilities
- x. The school is mindful of its responsibilities in safeguarding the school from bad debt and invoices are raised in line with the bad debt policy guidelines.
