

LETTINGS POLICY

(FORMS PART OF THE FINANCIAL PROCEDURES – DETERMINED ANNUALLY)

Purpose

The school is willing to let its property for the following reasons:

1. To promote the sensible and just use of school property for the mutual benefit of the school, groups and individuals in the community.
2. To raise revenue which will be used to the educational advantage of the students at St Bart's.

Guidelines

1. The school has priority use of the property.
2. The Governors should consult the Headteacher before deciding to let any particular part of the school property.
3. The school will always seek at least to cover its costs unless it is the direct beneficiary of a fund-raising activity.
4. The school will seek to treat hirers fairly.
5. Hirers will be expected to respect school property and honour all school and legal regulations which may be in force at any time.
6. There will be three categories of letting, a category being determined by the 'purpose' of the letting. The categories are:
 - a) Commercial.
 - b) Community.
 - c) Educational, i.e., to benefit the school directly.

Implementation

1. The Learning Resources Committee will annually set:
 - a) The hire charge for each category and each type of hire.
 - b) Review the category of any individual letting.
2. Individual lettings will be managed by the school in accordance with the Governors' policy.
3. Initially categories will be determined by the Headteacher. In the case of a dispute the decision of the Chair of the Curriculum Resourcing Committee will be final.

Evaluation

Annually, on receipt of a report from the school, the Curriculum Resourcing Committee will review:

- a) The policy.
- b) The charges.
- c) The categories.

This review will take place in the summer term. The charges will then be fixed for the coming academic year, i.e., September to August.

Policy Review Procedure

<u>Reviewing Body</u>	<u>Frequency</u>	<u>When</u>
Learning Resources Committee	Annual	Summer Term