

External Lettings Policy School Policy

Accountable Trust Committee	Local Governing Bodies
Policy Area	Finance
Responsible Officer	Head of Finance
Policy Rationale	Statutory
Categorisation	School-Mandatory
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Related Documents

Document Control

Date	Version	Comments
23/11/22	1.1	Updated: - job titles - removed price list from policy to make a stand-alone document - references to VAT, due to VAT registration

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Key Contacts

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Please note this list may be updated by the responsible officer when change arises in the organisation, without the need for committee meeting review/approval.

1 Introduction

George Abbot School has a range of excellent facilities available to hire. As part of its commitment to support the local community, the School is pleased to offer facilities for sports, leisure, arts and educational bookings. Priority is always given to School functions and then, to reflect its strong community focus, to educational service users who use the School.

If the Finance Administrator has any concern about the appropriateness of a particular request for a letting, they will consult the Head of Finance/Premises who has the authority to determine the issue on behalf of the Governing Body. The School reserves the right to refuse any booking at its discretion. It may take into account, but is not restricted to or limited by, the following factors:

- Synergy with the School's mission statement and purpose
- Any potential damage to the School's reputation
- Risk of damage to the School's facilities
- Disruption to the School
- Commercial viability
- Availability of staff

2 Responsibilities

Overall responsibility for external lettings is held by the Governing Body which monitors the policy through the Finance and Resources Committee. The Headteacher has responsibility to ensure adherence of the policy and practical responsibility for the policy is delegated to the Head of Finance/Premises in liaison with the Finance Administrator.

Finance Administrator responsibilities:

- To manage the day-to-day lettings of the premises and ensure effective communication between all parties concerned.
- To maintain accurate records for enquiries and bookings.
- To confirm bookings in writing and issue contracts.
- To monitor the school diary to ensure lettings do not clash with school activities.
- To maintain a shared calendar of bookings.
- To maintain contact with hirers.
- To inspect insurance documentation.
- To consult with the Head of Premises, Head of Finance and other relevant Departments.
- To raise invoices and keep track of payment.
- To advise the Head of Finance of any outstanding invoices.
- To liaise with the Head of Finance regarding the approval of new lettings.

Head of Premises & Supervisor responsibilities:

- To work with the Finance administrator and monitor the shared calendar of all lets
- To book Caretaking Staff for lets.
- To organise cleaners when necessary.

Caretaking staff responsibilities

- To ensure facilities are as required by hirers.
- To monitor all hirers to ensure all aspects of the contract are being adhered to and that facilities are left ready for school use.
- To provide a professional service to users of the school's premises and ensure good customer care.
- To keep head of Premises informed as necessary.

3 Charging Rates

Charging rates are reviewed by the Finance Administrator and approved by the Head of Finance, in consultation with the Headteacher. Hirers will be given as much reasonable notice as possible before any increase is made. Lettings and income are reviewed in line with rising costs to ensure commercial viability. Fees charged will be as per the lettings price list. Any changes to these fees or special rates will require Headteacher approval.

4 VAT

Learning Partners Academy Trust VAT guidance should be followed when ascertaining if VAT is to be charged on a let. The school will offer guidance to hirers to inform them of the VAT rates applicable and how best to hire accommodating their needs.

5 Payment of Caretakers

Payments to Caretakers for lettings are generally in line with guidelines set out in the Surrey County Council LMS Finance Manual section M – Community Use of Schools. The School does however reserve the right to vary this practice in exceptional circumstances, such as where multiple lettings occur on the same night. In such instances, matters such as the number of rooms used, their location on the site and the timing of the individual lettings are considered. Such situations are reviewed in advance by the Premises Supervisor and authorised by the Head of Premises.

6 Safeguarding

Any lettings taking place prior to 5pm or involving activities aimed predominantly at children, and/or the activity is positively supported by the school for the attendance of children, are required to confirm that they have appropriate safeguarding policies and procedures in place and that they, themselves and those persons likely to have contact with children, have been subject to Enhanced Criminal Record Bureau checks. The School reserves the right to require the production of evidence that enhanced DBS checks have been carried out on all persons and to review safeguarding policies and procedures and to impose any additional requirement they consider appropriate in connection with the hiring.

All hirers are required to familiarise themselves with the school Keeping Children Safe In Education Document along with the Terms and Conditions of lettings. Proceeding with the letting constitutes agreement to abide by these terms.

7 Health & Safety

Hirers are asked to confirm they are aware of evacuation procedures and who to contact in case of an emergency. Details of these procedures are available on the School website. It is the responsibility of the Hirer to provide their own medical supplies. No first aid kits are available at the school for the Hirer's use.

8 Insurance

Hirers must confirm they have taken out a minimum of £5,000,000 public liability insurance with a reputable insurer or adequate security.