



THE PIGGOTT SCHOOL

'...to be a school which inspires and encourages the highest achievement'

LETTINGS POLICY

Last reviewed: Autumn term 2020

Responsibility: Headteacher and Governors' Finance Committee

Review Period: Annually

THIS POLICY WILL HELP THE SCHOOL TO FULFILL ITS AIMS BY:

The school recognises that its premises are a valuable resource within the community and as such welcomes the opportunity to enable other users to benefit from them when they are able to do so. This policy aims to clarify the procedure for letting part of the school building so that all agreements are entered into with both parties knowing what they can expect and how to address any issues that might arise.

BY SUPPORTING LOCAL PROCEDURES, THE OBJECTIVES OF THIS POLICY WILL BE TO PROMOTE:

By letting our premises we intend to:

- maximise the use of the school for the benefit of the community
- ensure that the educational use of the building is prioritised without prohibiting other users
- raise money to support the activities of the school

TO FULFIL THIS POLICY THE SENIOR LEADERSHIP TEAM AND GOVERNORS FINANCE COMMITTEE OF THE SCHOOL WILL ENSURE THAT:

- charges are reviewed annually
- appropriate insurance cover is arranged by users and risk assessments are provided
- the application process is completed fully and on time
- users are aware of and comply with the arrangements for deposits and full payments
- appropriate representation by a member of the school staff is available during a letting or alternative arrangements are put in place to ensure the security of the premises
- hirers are aware of their responsibilities to keep the school site safe and available for use by pupils and staff during the working day
- Users comply with the school's/Government guidance and/or requirements regarding minimising the spread of Covid-19.
- Users have a complaints policy/procedure.
- the School maximises revenue where appropriate for the benefit of the school community.

ASSOCIATED POLICIES: FINANCE PROCEDURE MANUAL