



LETTINGS POLICY

Formally adopted by the Trustees of:-	West Norfolk Academies Trust
On:-	April 2025
Chair of Trustees:-	Mr Livesey
Last updated:-	April 2025
Next review date :-	April 2028

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1. Charging

- 1.1** Letting of the school premises by the local community is welcomed, subject to the following conditions:
 - The use of the school premises for school functions will take priority over any lettings.
 - The Trustees will set charges for lettings guided by these principles:
- 1.2** Lettings to bona fide community groups will be charged at cost, to cover caretaking, energy, wear and tear and administration.
- 1.3** Subsidised lettings will be at the discretion of the Head teacher and be related to contributions made to the Academy by the letting organisation.
- 1.4** Lettings to all other hirers will be charged at a fixed cost. Fixed costs will be reviewed annually.
- 1.5** Income derived from lettings will be retained by the school and costs to the school of lettings will be met from this income.
- 1.6** The school premises will not be let to individuals or organisations if there is reason to believe that the name of the school will be brought into disrepute.
- 1.7** Decisions whether to permit lettings will be made by the Headteacher. If the Headteacher believes a letting should not be permitted he/she will report the reasons to the Trustees.
- 1.8** The hirer will be subject to an administration fee for late payment.

2. Regulations

- 2.1** All persons hiring the school premises will be expected to conform to the relevant Health and Safety regulations. All hirers should ensure that users are aware of the fire exits.
- 2.2** The hirer should ensure that appropriate insurance is in place for the purpose of the hire and is sufficient to cover all its legal liabilities for accidents resulting in injuries to persons and/or loss of or damage to property, including the hired premises.
- 2.3** All persons hiring the school premises must carry sufficient Third-Party Liability insurance to satisfy legal requirements.
- 2.4** First Aid is not provided and the hirer is responsible for making his/her own arrangements for first aid cover.
- 2.5** Site Manager Caretakers are to ensure buildings are opened on time and locked securely after the lettings have finished.
- 2.6** West Norfolk Academies Trust Lettings Policy and a booking form to be read/completed by all hirers/organisations and signed by both the lettee and the

Lettings Administrator (delegated role) this will act as a binding contract and understanding of the above points.

- 2.7** It is the responsibility of any Clubs/Organisations/Persons hiring out the school to ensure that appropriate arrangements are in place to safeguard and promote the welfare of children and young people on our school site during the specified times of hiring. The hirers will be responsible for ensuring that their staff/helpers etc. have had all necessary police checks if required.
- 2.8** The Trustees reserve the right to see the hirer's policies/procedures regarding safeguarding and vetting.
- 2.9** Smoking is not permitted on the premises and is against the law.
- 2.10** Alcohol may only be consumed by prior consent of the Headteacher.
- 2.11** Any additional Caretaker/Cleaning costs incurred as a result of the letting will be passed to the lettee (in addition to their standard letting charge). All additional staffing charges will include any associated-on costs.
- 2.12** The hirer shall, at the end of the hire period, leave the accommodation in a reasonably clean and tidy condition, all equipment being returned to the correct place of storage. If this condition is not adhered to, an additional charge may be made.
- 2.13** It is the responsibility of the person/s hiring to ensure that all their staff/helpers etc remain within the hired areas of the school and are not using facilities that do not form part of the original booking.
- 2.14** West Norfolk Academies Trust reserves the right to add additional charges to lettings that may occur as a result of changes to CV-19 requirements, such as, but not limited to, providing additional cleaning/demisting/sanitising etc as required.
- 2.15** The Hirer shall not sub-let the premises to another person.

3. Facilities

- 3.1** School equipment can only be used with prior consent of the Headteacher.
- 3.2** Any electrical equipment brought onto the premises by the hirer must have a certificate of safety from a qualified electrical engineer.
- 3.3** Male and female toilets and disabled facilities will be made available.
- 3.4** The hire charge will be reviewed annually.
- 3.5** In the event of any damage to premises or property arising from the letting, the Hirer shall pay the cost of any reparation required.



Appendix 1 – Lettings Consent Form

I have read this Lettings Policy and agree to uphold all conditions therein.

Organisation: _____

Name of hirer: _____

Signature of hirer: _____

Date: _____

Signed on behalf of West Norfolk Academies Trust _____

Date _____