



Lettings Policy

This policy covers Senior School, Prep School and Nursery

Governors' Committee normally reviewing policy	Business & Finance Committee
Date policy formally approved by Governors	September 2024
Period of review	1 Years
Last review date	September 2024
Next review date	September 2025

Person responsible for monitoring implementation and effectiveness of the policy	Development Office Director
Other relevant policies	Safeguarding Policies Financial Policies

Kingsley School Bideford is owned and operated by KSI Schools Group Limited; the Proprietary Body also known as the Governing Body. Any reference to Governors means any Director of KSI Schools Group Limited.

The Governors acknowledge their responsibility to ensure that this policy is effective and follows regulatory requirements. Governors undertake a review to satisfy themselves that the implementation of this policy is effective.

The core principle that guides everything we do is **Putting Students First**.

Philosophy:

Kingsley School recognizes that its facilities are a valuable resource within the local and wider community and as such welcomes the opportunity to enable other users to benefit from them. Parts of the school buildings and grounds may be hired to outside bodies, at times defined by the school, including after school, at weekends and during the holidays.

Hire during the school day / year are possible and a direct request for further details to the Development Office will be necessary.

Kingsley School holds ***Inclusivity*** at its very heart and by reaching out to our local and wider communities, we hope to achieve:

- Improved integration into the local community.
- Fulfill the needs of local individuals, groups and organizations.
- Provide a 'Home from Home' to those from wider communities.
- Break down social barriers.
- Link with clubs, organizations and local businesses.
- Help to provide quality facilities and provision for the betterment of Health & Wellbeing.
- Welcome and Introduce individuals to the school, who may become pupils or parents or guardians.
- Share our facilities with a wider community, for both residential and daily hire.
- Raise income for the school.

The purpose of this policy is to provide guidance to an individual or organization wishing to access and hire any of the facilities, buildings or grounds of Kingsley School.

This policy aims to clarify the procedure for 'Hire,' so that all agreements are entered into in a fair and transparent way. With both parties knowing what is expected and agreed.

This includes how to address and report any issues that might arise.

Kingsley School has a fair and transparent charging policy in place. Our Charging Policy can be found on the school's website, along with our Anti-Money Laundering Policy.

Delegated Authority:

The Governing Body has delegated the authority to receive applications for lettings of a routine nature to the Development Office, who will consult with the Headteacher and the Finance Director to accept/decline applications for hire of the premises and facilities at Kingsley School. This includes the authority to determine the recommended status of any organization.

Implementation:

Lettings & Residential Camps:

Bookings are made through the Development Office and confirmed in writing.

A non-refundable deposit will be required at the time of booking. Please refer to the Charging Policy for full deposit information and to the document "Kingsley School Hire Terms & Conditions".

Facility Hire:

Bookings are to be made through the SchoolHire link on the school website.

Bookings will be accepted or rejected by the Development Office. (Rejected bookings will be provided with the reason for this).

Accepted bookings will automatically be added to the booking calendar and an automated update provided to the person booking the facility.

Occasional hire of facilities is done through SchoolHire (accessed via the school's website) directly by the hirer who will be prompted to read and agree to the relevant Terms and Conditions.

Regular or long-term hire of a facility will require a separate Hire Agreement to be signed and

returned to the Development Office.

Any long-term Hire Agreement should be updated and reviewed at least annually.

School and PTA activities have priority over external hirers with 4 weeks' notice required. In such cases, an external letting may be cancelled. 4 weeks' notice will always be given.

Outline charges are set by the Development Office and reviewed annually by the Governors' Business & Finance Committee.

Current charges can be found on the website under Facility Hire.

The VAT liability of the letting is determined at the time of the agreement.

Payment may be in instalments for a series of sports facilities lettings that comply with VAT exemption regulations.

Costings can change, with increased & decreased changes to pricing at any point during the hire / lettings term.

Changes to charges will be transparent and displayed within the booking software and website.

The booking and lettings schedules are maintained, covering all school, PTA and outside use of the premises. When conflicts with bookings or Lettings may occur, discretionary notice will be provided to cancel any bookings or lettings.

Public Entertainment Licence

The Development Office Director will establish what the needs of the hirer are and any specific licensing / regulatory requirements, which may include:

- Public Entertainment Licence

This is required for the staging of a dance, disco, concert or similar type of entertainment if the event is open to the public.

A licence is not required if the event is only by members of the organisation arranging it, (eg PTA or school) and their guests.

The Bursar should contact the local authority to establish whether a licence is required.

- Theatre Licence

This is required for the production of dramatic performances (play, ballet or similar) where the public can attend (for the purposes of a Theatre Licence parents are deemed to be members of the public)

- Alcohol Licence

It may be that a Temporary Event Notice may suffice depending on the nature of the event.

Roles and Responsibilities:

The Development Office is responsible for implementing and updating the lettings diary.

The PTA secretary and individual staff members that wish to hire / use school facilities are responsible for informing the Development Office 12 weeks in advance of any events outside teaching hours which will use the school premises.

Opening and closing the school is undertaken by a caretaker, or by prior agreement with an authorized member of the staff.

Supervision during the letting is the responsibility of the user. The user is also responsible for the security of the area of the school being used.

A risk assessment **must be** completed by the event organiser/user, prior to the event taking place, and uploaded to the SchoolHire site and / or school website. Should a risk assessment not be in place at the time of the event, the booking will be cancelled, and the full charge will applied.

Risk Assessment measures in relation to the premises, activity or equipment involved are the responsibility of the user/s.

All Risk Assessment control measures **must be** complied with.

The recommended Risk Assessment template can be located on the SchoolHire Platform (during

booking process) and on the school website under Facilities Hire.

Post-letting checks are made by either or all: the caretaker, the staff member with responsibility for the area during the school day, CCTV or The Development Office and reported to the Development Office. Issues, faults, risks and damages will be reported to the Operations Manager in the normal way.

Kingsley School will ensure that the facilities are ready and fit for purpose. 'Wear and Tear' of the buildings, facilities and equipment is expected.

Excessive and or non-appropriate use of the facilities, equipment and grounds, can occur additional charges and future bookings may be cancelled.

Code of conduct:

The code of conduct is available on the school website under Facilities Hire and also via the SchoolHire platform. This is supported and highlighted within information boards located within the following areas:

- Sports Hall
- All Weather Pitch (AWP)
- Gymnasium
- Fitness Suite
- Multi Use Games Area (MUGA)
- Theatre
- The Studio

Areas to Hire & Let:

For up-to-date school hire and Lettings facilities, log onto:

- schoolhire.co.uk/bideford/kingsleyschoolbideford
- The Kingsley School website for Facility Hire

Some grounds, facilities and buildings may not always be available. Please check future dates before committing to advanced and long-term bookings.

Pricing & Charges:

For up-to-date pricing log onto:

- SchoolHire (Facilities Hire) and or
- The Kingsley website (Facilities Hire) for Lettings information and pricing.

Advertised prices include VAT.

Prices are based on the fixed rate charge per hiring session. Rate reductions for 2 or more areas may apply (e.g. 2 or more classrooms hired simultaneously). This is discretionary and on an individual basis, subject to approval by the Development Office.

Use of equipment outside of 'normal use', is at an additional charge (e.g. use of sound system, use of projector/AV equipment). These prices are variable and discretionary in line with booking frequency, size of booking etc and are discretionary and on an individual basis, subject to approval by the Development Office.

For bookings outside of SchoolHire (Festivals, Fetes, Competitions, Activity Camps, etc) hirers will be invoiced for 33% of the cost of the booking (at the time of booking). This is a non-refundable deposit. The balancing 67% being invoiced and payable 7 days prior to the start of the hire period.

Insurance:

The prices assume that the hirer has their own public liability insurance. If no insurance is held, then the school's insurance policy will be used and a flat rate charge of £30 per hiring session will be applied.

The Development Office Director should request details of insurance arrangements from the hirer and whether the school policy is appropriate.

Remissions:

The Development Office has the right to use its discretion to remit or waive any charges, or part thereof, on the basis of a proposed hirer's circumstances as it sees fit. The following principles will be applied;

- That there will be a parity of treatment for similar users
- The decision to waive a charge is at the discretion of The Development Office Director.
- That all financial decisions will be reported regularly to the Headteacher and Finance Director in the interests of full transparency and fairness.

This policy aims to clarify the procedure for letting part of the school building and grounds, so that all agreements are entered into with both parties knowing what they can expect and how to address any issues that might arise.

Debt Recovery:

Failure to pay for a booking either from: incorrect details, failed payment, or an insufficient cancellation period may result in the booking being cancelled and full deposits withheld.

Should you be aware that any payment may be delayed or not forthcoming, please notify the Development Office as soon as possible.

Last minute cancellations, that are within two weeks of the booking and or Event, Payment in full will need to be made. Discretionary rolling over of funds for future deposits etc. may be taken into consideration at the discretion of the Development Office.

Complaints procedure:

The following comprises the complaints procedure for hire:

- If the school has a concern over facility hire, the Director of the Development Office or a delegated representative will raise the concern with the hirer.
- If the matter remains unresolved the hirer may receive written notice of termination of the booking or Hire Agreement.
- If the hirer has a concern they should talk to the Director of the Development Office, through the following channels: Schoolhire message portal or the Kingsley School website.
- If this concern is still unresolved, they should follow the school's complaints procedure available on the school website.

Health and safety:

Kingsley school is responsible for ensuring that the means of access or egress are safe for the use of the hirer and that the plant or equipment used by the hirer is safe. If the hirer discovers a hazard, they should take action to make the Director of Development Office aware.

Hirers should familiarise people using the premises with fire and health and safety arrangements for the relevant facility.

Hirers should fully complete a Risk Assessment prior to completion of the booking and uploaded to the SchoolHire Portal and / or the Kingsley School website.

Security:

The hirer should be briefed on the Fire Evacuation Policy and Health & Safety Policy of the school, available on the school website. Specific areas to clarify are:

- the prevention of unauthorised access, including out of normal hours use
- the maintenance of escape routes / emergency access
- specific restrictions on use / rules of the school

The hirer must be briefed on the emergency procedures, including

- knowledge of the evacuation route

- location of escape routes
- access to telephones
- access to first aid provision

The Development Office Director should ensure, in conjunction with the caretaker that:

- relevant escape routes are unlocked and available for use
- the hirer is familiar with the layout, fire arrangements and location of designated assembly points
- the hirer is familiar with fire alarm call points, telephone locations and emergency contact numbers

For any activities that involve overnight stays the Development Office Director should liaise with the local Fire Authority as appropriate.

RJ Pavis

Headmaster