



ST PHILIP HOWARD CATHOLIC HIGH SCHOOL

Lettings Policy

Approved by governors: 2 February 2016

Review date: February 2019

The letting of the school premises by the community is welcomed and encouraged, subject to the needs of the school being met.

Policy Statements	Monitoring Success Criteria	Reporting Criteria
<p>The school will seek to ensure that it supports the school and local community as fully as possible through letting of the buildings and site.</p>	<p>Governors to review Community use of the buildings and site.</p>	<p>Business Manager to submit a report to the Resources committee annually on regular buildings and site use.</p>
<p>The school or premises will not be let to individuals or organisations which could do harm to the reputation of the school.</p>	<p>All requests to be considered for their suitability.</p>	<p>Business Manager to report to the Resources Committee annually on regular buildings and site use.</p>
<p>The school to ensure that all hirers of the buildings or premises are appropriately insured and, where relevant, qualified.</p>	<p>Copies of all Insurance certificates and professional qualifications to be kept on file.</p>	<p>Resources committee to do an annual spot check on a sample of documentation held.</p>
<p>The school to ensure that all people running clubs or events for children hold the relevant DBS Disclosures.</p>	<p>Copies of all Enhanced Disclosures to be kept on file.</p>	<p>Resources committee to do a termly spot check on a sample of documentation held.</p>
<p>The school to ensure that charges for lettings are set at a realistic rate and reviewed annually.</p>	<p>Lettings charges to be increased annually by a minimum of the rate of inflation as advised by WSCC.</p>	<p>Resources committee to be consulted annually on the change of rates.</p>
<p>The income from Lettings are deemed to be Governors' funds for disbursement at the discretion of the Governors, for the maintenance of the school.</p>	<p>Letting income to be credited to Governors' funds account for payment of costs associated with the lettings programme and surplus income used for general maintenance of the school.</p>	<p>Governors' fund to be reviewed termly.</p>