



# BEAUCHAMPS HIGH SCHOOL

Beauchamps Drive, Wickford, SS11 8LY  
Headteacher: Mathew Harper BA Hons, NPQH



## Lettings Policy School Policy/Procedure No: 61

*Last Reviewed: March 2018*

*Last Amended: March 2018*

*Next Review: March 2019*

The Governing Body recognises the position of the school in the local community and that encouragement should be given to the use of the school premises by outside organisations.

The Governing Body wishes to take every possible care to ensure that all children / young people and others using the school premises out of school hours are safe and that they are treated with dignity and respect.

The letting of the school is the responsibility of the Governors and the administration of the letting is the responsibility of the Finance Office. The Finance committee will set a scale of charges which will be reviewed annually; this scale will be used as a guideline for the Headteacher in agreeing the charges to be applied in each case where the governing body have agreed that amendments can be applied.

Where the income from a letting is paid into the School Fund, then arrangements must be made for reimbursement to the school's delegated fund of costs involved e.g. site manager's salary, heating and lighting etc.

### **Application Form**

All hirers will complete the appropriate lettings application form and be given a set of the written terms and conditions of hire. Long term hirers must complete a letting application form at least annually. Day to day approval of requests for hire will be the responsibility of the School Business Manager who will sign the letting application form in the designated space, after:

- i) Agreeing the scales of charges to be applied. Abatement of charges can only be made, subject to Finance Committee approval.
- ii) Checking to ensure the application form has been properly signed by the hirer.
- iii) Checking that any hirer whose letting engages with young people follows statutory and best practice safer recruitment and child protection policies and procedures.
- iv) Confirming whether the hirer is affiliated to any national association that has its own child protection policy and if not whether the hirer has their own child protection policy; in either case a copy of the policy must be provided to the school.
- v) Checking that a copy of the school's own child protection policy and guidelines has been passed to the hirer and that the hirer has signed to confirm receipt and acceptance.
- vi) Deciding if it is necessary to seek references for the hirer.
- vii) Obtaining a copy or signed confirmation of the hirer's public liability insurance and, where necessary, PPL licence.
- viii) Ensuring that the hirer is fully aware of their responsibilities as laid down in the Conditions of Hire

## **Bookings**

All requests for hire will be logged in the lettings diary by the School Business Manager. Requests for the hire of the 3g pitch will be logged separately by the Football Development Co-ordinator. Payment will be required in advance for all one-off lettings or for a new regular booking where the hirer is not known to the school. In other instances it may be appropriate to require a deposit. All deposits will be banked immediately and should a refund of the deposit be subsequently required, then a cheque will be issued.

## **Payments**

Where payment is not made in advance the Senior Finance Assistant is responsible for raising and issuing invoices with sequential reference numbers.

## **Debt Management**

In the absence of specific terms agreed with the hirer, invoices will be raised monthly in arrears and payment terms will be seven days from receipt of invoice.

If payment has not been received by the due date, the following will apply:

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| (a) 7 days after original invoice issued | - first reminder letter   |
| (b) 7 days after first reminder letter   | - second reminder letter. At this point, all future hire dates will be suspended pending full payment and the hirer advised that non payment may result in referral to the school's legal services provider |
| (c) 7 days after second reminder letter  | - The School Business Manager will issue a report to the Governing Body for advice on how to proceed e.g. legal process for debt recovery   |

If, having taken legal advice, it is determined that the debt is not recoverable it will need to be 'written off' in accordance with the procedure laid down in the schools financial regulations document.

Note: All data on Lettings stored in school is only shared in accordance with the school's Privacy Notice (eg other educational establishments, Local Authority, DfE)