

MAYFIELD SCHOOL



Lettings Policy

Issue No	Date Written	Author / Reviewed By	Date of Review	Approved by Governors
1	July 2006	Headteacher		Autumn Term 2006
2		Lynne C Brownrigg / / Admin	Autumn term 2007	Autumn Term 2007
3		S&F committee / Full Governing Body	Summer Term 2013	Summer Term 2013
4		PHS Committee, on behalf of full GB	Summer Term 2015	Summer Term 2015
5		PHS Committee, on behalf of full GB	Summer Term 2017	Summer Term 2017

Mayfield School



Lettings policy

Rationale

The purpose of this policy is to ensure that the most effective use is made of Mayfield School premises. We believe that Mayfield School should be a centre for lifelong learning. We recognise that some facilities and resources could generate income for the school. This policy sets out the criteria for making decisions on requests for use by external organisations.

This policy should be read in conjunction with the

- Overarching Safeguarding Statement
- Child Protection Policy
- Health and Safety policy

All are available for reference by external organisations via the school website www.mayfield.cumbria.sch.uk

'Roles and Responsibilities'

The Governing Body

- Controls the use of the school premises both during and outside the school day, ie evenings, weekends and holiday times
- Must have regard to the desirability of making the premises available outside school hours to the local community
- Seeks to maximise the use of school resources for that of learners and the local community outside of the school day,
- Has the power to enter into agreements allowing for shared or delegated control of the school premises, provided that one of the aims is to encourage community use of the premises
- Must follow any reasonable directions from the LA as to the use of the premises
- **Must ensure that lettings cover their costs,**
 - **the governing body is not allowed to subsidise non-school activities by not charging enough for the provision of resources.**

The Governing Body, with advice and recommendation from the Headteacher, will

- Balance the desire to generate income against the desire to support "worthy" groups within the community, for example, other educational establishments, charitable causes, groups that benefit the local community.
- Balance the desire to generate income against the desire to support individual parties and private requests
- Ensure that use by external organisations and/or individuals, does not degrade the standards of the school facilities to the extent that they are no longer suitable for use by pupil's
- Consider the implications of all requests received from the health, safety and security of pupils and staff
- Consider the implications for workload of all staff of any decision it makes

Monitoring and Evaluation

The governing body will receive notification from the Headteacher, of the schedule of use of the school outside of the school day, the number of groups involved and the income from any activity that has taken place from a lettings agreement.

Issues that required intervention by the Headteacher will be noted, together with the action taken and the outcome. The committee will consider whether the additional use of the school premises is achieving the purposes set out at the start of this policy.

This Policy will be reviewed every two years.