



Ysgol Uwchradd Y Frenhines Elisabeth  
Queen Elizabeth High School

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## LETTINGS POLICY

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The Governing Body:

- Controls the use of the school premises both during and outside the school day;
- Must have regard to the desirability of making the premises available outside school hours to the local community;
- Has the power to enter into agreements allowing for shared or delegated control of the premises, provided that one of the aims is to encourage community use of the premises;
- Must have the LA's consent before entering into a transfer of control agreement, if it transfers control of use during school hours.
- Must follow any reasonable directions from the LA as to the use of the premises.

Lettings must cover their costs; the Governing Body is not allowed to subsidise non-school activities on the premises by not charging enough for them unless they receive subsidies from the LA.

This policy ensures that the most effective use is made of the school premises. We believe that our school should be a centre for lifelong learning and at the heart of the local community. We recognise that the facilities could generate resources for the school. This policy sets out the criteria for making decisions on requests for use by external organisations.

The Governing Body, with advice from the Headteacher, will:

- Balance the desire to generate income against the desire to support suitable groups within the community, agree the criteria to be used when deciding which groups are to be allowed to use the premises and consider requests for bookings against those criteria;
- Ensure that use by external organisations does not degrade the standards of the facilities to the extent that they are no longer suitable for use by pupils;
- Consider issues of political balance;
- Consider the implications of all requests received on the health, safety and security of pupils and staff;
- Consider the implications for workload of all staff of any decisions it makes;
- Take advice from the LA on the charges to be levied.

The Headteacher, through the school's finance office, will:

- Establish a central booking system;
- Apply the criteria agreed by the Governing Body and consult the Business Operations Committee on requests for bookings which do not meet them or where there is a potential conflict of interest.
- Establish a scale of charges for school facilities which will be reviewed annually by the Governing Body.

The headteacher will provide regular feedback to the Business Operations Committee upon the financial implications of lettings. Upon request the headteacher will provide detailed feedback on the scheduled use of the school premises outside the school day.

**Date established by governing body: 10<sup>th</sup> October 2007**

**Reviewed and agreed on: 27<sup>th</sup> November 2013**

**Next Review Date: 27<sup>th</sup> November 2014**