



**HITCHIN BOYS' SCHOOL**  
An Academy Trust

## **LETTINGS POLICY**

Hitchin Boys' School believes that the School should be a centre for lifelong learning and a resource for the wider community.

The Head Teacher will:

- Establish a booking system for the letting of the School premises.
- Apply the criteria agreed by the governing body and will consult with the Resources Committee on requests for bookings which do not meet them or where there is a potential conflict of interest, or an activity or function which does not meet the ethos of the School.

The day to day management of the lettings will be delegated to the appropriate personnel (Site Manager/Sports Centre Manager).

The Governing Board, with advice from the Head Teacher, will balance the desire to maximize the use of the School facilities for income generation against the other demands of the School itself and will:

- Agree the criteria to be used when deciding which groups are to be allowed to use the premises.
- Take a positive approach to enhancing learning opportunities for the whole school community through promoting community use.
- Ensure the 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 the implications for workload of all staff of any decisions it makes
- Agree charges to be levied and to review this annually.

The Resources Committee of the governing body will receive reports from the School Business Manager at that meeting:

- On the use of the School facilities.
- The School Business Manager will report any Health and Safety issues with regard to lettings to the Health, Safety and Premises Committee.
- The Premises Committee, in conjunction with the School Business Manager, will have power to refuse a booking or stop a booking if they believe the activities are such that they are either
  1. against the ethos of the School.
  2. could result in danger to School property or staff.
  3. might bring financial burdens on the School.

*Reviewed October 2019.*

*Approved by Main Board November 2019.*