



Lettings Policy 2024-25

Applicable to:	✓	Astley Community High School
	✓	Seaton Sluice Middle School
	✓	Whytrig Middle School
Approval body:	Resources Committee	

Status:

Statutory policy or document	No
Review frequency	Governing Body to determine
Approval by	Governing Body to determine

Publication:

Statutory requirement to publish on school website	No
Agreed to publish on school website	Yes

Review:

Frequency	Next Review Due
Annually	Summer 2025

Version Control:

Author	Creation Date	Version	Status
Business Director (BW)	30 April 2024	0.1	Initial draft based on Lettings Policy 2023-24
Changed by	Revision Date		
Business Director (BW)	13 May 2024	1.0	Final approved version for publication

1 Overview

- 1.1 This policy applies to all lettings for the Seaton Valley Federation (Elsdon Avenue site shared by Astley Community High School and Whytrig Middle School, and Seaton Sluice Middle School) for the period 1 September 2024 to 31 August 2025.

2 Definitions

- 2.1 A letting is any use of the school buildings and grounds by parties other than the school. This may include community groups, commercial organisations or private individuals.
- 2.2 Activities that fall within the corporate life of the school are not considered to be lettings. These include extra-curricular activities for students of our schools, school functions, events and performances and governing body meetings. Agreed arrangements with Northumberland County Council for the use of school premises by the Library Service are not considered to be lettings as alternative financial arrangements are in place.

3 Policy statement

- 3.1 The governing body regards the school buildings and grounds (which are owned by Northumberland County Council) as unique community assets and will make every reasonable effort to enable them to be used when not required by our schools.
- 3.2 We aim to:
- ensure that the delegated budget shares of the schools are not used to subsidise the community use of premises
 - generate additional income and reinvest this in the schools
 - provide open and consistent charges that are publicly shared which differentiate between community groups/private individuals and commercial organisations
 - ensure that buildings and grounds are in good working order and compliant with relevant standards of health and safety
 - provide efficient administrative and financial procedures for bookings

4 Charges for lettings

- 4.1 The governing body is responsible for setting charges for letting of the school premises. The charges for lettings are provided at Appendix 1 and will be reviewed annually by the Resources Committee, usually with effect from 1 September each year. The Executive Headteacher and Business Director will have sole discretion to discount the charges for any new hirers by up to 20% for a maximum period of three months. Details of charges will be published and made available to the potential hirer in advance of any letting being agreed.
- 4.2 The Executive Headteacher and Business Director can determine which category of charge applies to any particular individual or organisation.

5 Management of lettings

- 5.1 The governing body has delegated day-to-day responsibility for lettings in accordance with this policy to the Executive Headteacher. Where appropriate, the Executive Headteacher may delegate all or part of this responsibility to the Business

Director, such as administration, security and health and safety, whilst still retaining overall responsibility for the lettings process.

- 5.2 All bookings will be subject to both parties entering into a formal lettings agreement which will set out the terms and conditions of use. No letting will be regarded as booked until the lettings agreement has been authorised by the Executive Headteacher or Business Director, any requirements to inspect the organisation's insurance, child protection policy or other formal documents have been met, and payment has been received in accordance with the terms of the Letting Agreement and the charges in Appendix 1 (taking into account any discretion exercised under section 4 above).
- 5.3 The Executive Headteacher has the sole right to refuse to enter into a lettings agreement with a potential hirer but will not unreasonably do so. For example, this may be based on an assessment of the risks associated with the activity and the capacity of the school to meet any specific legal requirements in relation to its role as operator of the facility. The reason for refusal will be recorded and explained to the individual or organisation.

6 Insurance

- 6.1 All hirers from commercial organisations and formal community groups will be responsible for providing evidence at the time of booking that they have adequate Public Liability Insurance and, where they engage employees, Employer's Liability Insurance to the values deemed appropriate by the Insurance Section of Northumberland County Council (currently a minimum of £5 million for each incident for Public Liability Insurance and a minimum of £10 million for each incident for Employer's Liability Insurance).
- 6.2 Subject to any prior approval required by the insurers, the governing body may at its sole discretion provide Hirer's Public Liability Insurance for the benefit of informal community groups and private individuals at no additional cost, where that person or organisation does not have and would not be expected to have Public Liability Insurance.

7 Safeguarding of children and vulnerable adults

- 7.1 The federation is dedicated to ensuring the safeguarding of its pupils at all times. It is a requirement of hire that hirers abide by the federation's requirements in respect of safeguarding. Any failure from the hirer in this respect will result in the hire being terminated.
- 7.2 It is the responsibility of the hirers to ensure that safeguarding measures are in place while hiring out the space. Any hirer whose use of the premises will include activities that fall within the definition of "regulated activity" with children or vulnerable adults will be required to adopt and implement appropriate recruitment practices including vetting and barring checks which meet at least minimum statutory requirements.
- 7.3 If there is a chance that those hiring the premises will come into contact with pupils, for example if the hire occurs during school hours, or when pupils may be present in school (during after-school clubs or extra-curricular activities), we will ask for confirmation that the hirers have had the appropriate level of DBS check.

- 7.4 The hirer will be required to have appropriate safeguarding policies in place, including safeguarding and child protection. A copy of this policy must be provided in advance of any letting agreement being signed by the federation.
- 7.5 The hirer confirms that, should any safeguarding concerns present themselves during the hire of the school premises, they shall contact the federation's Partnerships and Marketing Officer as soon as reasonably practicable.
- 7.6 The hirer understands that if our federation receives an allegation relating to an incident where an individual or organisation is using our school premises for running an activity for children, we will follow our usual safeguarding procedures and inform our local authority designated officer (LADO).

8 Monitoring and review

- 8.1 An annual report on lettings will be made to the governing body and will include information on users, income and expenditure, any incidents/accidents and any lettings refused.

Appendix 1: Hourly Lettings Charges - 1 September 2024 to 31 August 2025

Area	Category 1 - Private individuals and charitable/non-profit making community groups	Category 2 - Commercial organisations or organisations that charge a fee for activities
Sports Hall, Changing Rooms and Toilets		
Off Peak	£30.75	£36.00
Peak	£36.00	£43.75
Swimming Pool, Changing Rooms and Toilets		
Off Peak	£46.00	£55.50
Peak	£55.50	£66.00
Main Hall		
Off Peak	£30.75	£36.00
Peak	£36.00	£43.75
Gym, Changing Rooms and Toilets		
Off Peak	£21.60	£25.75
Peak	£25.75	£32.00
Outdoor Pitches (e.g. football or rugby pitches), Changing Rooms and Toilets		
Off Peak	£26.25	£31.75
Peak	£31.75	£37.25
Car Park Only (all other bookings include use of a car park)		
Off Peak	£26.25	£31.75
Peak	£31.75	£37.25
Classrooms/Meeting Rooms		
Off Peak	£16.75	£20.50
Peak	£20.50	£26.75

Peak / Off Peak

- Off peak lets are Monday to Friday during term time
- Peak lets are all weekends and Monday to Friday during school holidays

Minimum Charge

- All weekend lettings are subject to a minimum charge of £65.00 per day

Regular bookings

- A single booking of the same area for 38 weeks or more per year will be discounted by 10%

Simultaneous bookings of two areas or more

- Hirers will be charged 100% of the charge for the area with the highest charge and receive a 50% discount for each additional area booked
- This includes 'retainer' bookings where hirers wish to guarantee that two areas are available but will only use one area (e.g. the sports hall or outdoor pitches depending on weather conditions)
- Where relevant, the regular booking discount above will also apply

Cancellations

- Cancellation fees will be charged based upon the notice given by the hirer
- Cancellation charges are as follows:
 - 14 or more days before commencement of the let - 10% of the total value of the cancelled let
 - 7-13 days before commencement of the let - 25% of the total value of the cancelled let
 - 2-6 days before commencement of the let - 50% of the total value of the cancelled let
 - Less than 48 hours before commencement of the let - 100% of the total value of the cancelled let
- Any let cancelled by the school will incur no charge

Chairs/Tables

- Bookings at weekends that require chairs and tables to be set up may incur an additional charge
- Any charge will be confirmed before a booking is made

VAT

- General (non-sports) lettings are exempt from VAT (includes use of table and chairs)
- General lettings which require use of school equipment e.g. projector, computer incur VAT at the standard rate (currently 20%)
- Sports lettings are standard rated unless the booking is a one off for a continuous period exceeding 24 hours, or is a series of 10 or more lettings booked by an **eligible body** with at least 10 lets booked in advance (and each let in the series must be for the same activity at the same location, and the interval between each let must be at least one day and no more than 14 days)
- An **eligible body** is defined as a school, club, association, or organisation:
 - whose articles/memorandum of association or constitution demonstrate that they are non-profit making;
 - representing affiliated clubs or constituent associations (e.g. a league);
 - who have in their constitution restriction preventing the distribution of any profits except to other non-profit making bodies or on winding up; and
 - who do not have any paid officers or paid connected officers
- Lettings to commercial organisations are always subject to VAT

Appendix 2: Schedule of Dates - 1 September 2024 to 31 August 2025

We have allocated a number to each week of the 2024-25 school year as follows (each week starts on a Monday):

Autumn - Half Term 1		Spring - Half Term 1		Summer Half Term 1	
1	2 September	19	6 January	35	28 April
2	9 September	20	13 January	36	5 May (Bank Holiday)
3	16 September	21	20 January	37	12 May
4	23 September	22	27 January	38	19 May
5	30 September	23	3 February		
6	7 October	24	10 February	Half Term holiday	
7	14 October	25	17 February	39	26 May (Bank Holiday)
8	21 October				
		Half Term holiday		Summer - Half Term 2	
Half Term holiday		26	24 February	40	2 June
9	28 October			41	9 June
		27	3 March	42	16 June
Autumn - Half Term 2		28	10 March	43	23 June
10	4 November	29	17 March	44	30 June
11	11 November	30	24 March	45	7 July
12	18 November	31	31 March	46	14 July
13	25 November	32	7 April		
14	2 December			Summer holidays	
15	9 December	Easter holidays		S1	21 July
16	16 December	33	14 April	S2	28 July
		34	21 April (Bank Holiday)	S3	4 August
Christmas holiday				S4	11 August
17	23 December			S5	18 August
18	30 December			S6	25 August (Bank Holiday)

Please note that our facilities are not open on the following public holidays:

- 25 December 2024
- 26 December 2024
- 1 January 2025
- 18 April 2025
- 21 April 2025
- 5 May 2025
- 26 May 2025
- 25 August 2025

**NO BOOKINGS WILL BE TAKEN FOR SCHOOL HOLIDAY PERIODS
UNTIL SITE WORK HAS BEEN CONFIRMED**

WE RESERVE THE RIGHT TO CANCEL BOOKINGS DURING EXAM PERIODS