



North Norfolk Academy Trust

Lettings Policy

Change Log

Date	Change	Author	Version
April 2016	Initial Document	CFO	V1.0
November 2019	Revised	CFO	V1.1

Policy Version: V1.1
Policy Owner: CFO
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Key Changes to previous version

Revised to include safeguarding condition 4

Policy

Priority for the usage of school buildings, facilities and equipment will be given, without exception, to the students of the school.

The letting of the school premises by the community is welcomed, subject to the following conditions: -

1. The school buildings and facilities are only available when not required by North Norfolk Academy Trust or its schools.
2. Use of the buildings and facilities are subject to various conditions and regulations. These are detailed in the various Conditions of Hire. Copies are available from the school.
3. Usage of the buildings and facilities will only be made to reputable individuals, organisations and companies, an association with whom, would not damage the reputation of the school and the Trust.
4. The Hirer shall ensure that where a hiring involves activities aimed predominantly at children, and/or the activity is positively supported by the school for the attendance of children, they have appropriate safeguarding policies and procedures in place and that they, themselves and those persons likely to have contact with children, have been subject to Enhanced Disclosure and Barring Service checks. The governors reserve the right to require the Hirer to produce evidence that enhanced DBS checks have been carried out on all persons and to review safeguarding policies and procedures and to impose any additional requirement they consider appropriate in connection with the hiring. If for any reason the governors are not satisfied, then they reserve the right to cancel any hiring and there shall be no liability to the Hirer other than to refund any hiring fee or deposit paid.



5. Charges for lettings are available from the individual schools.
 - a. N.B. Where it is felt that there is some risk of damage occurring during a function, such as a disco or dance, the Hirer will be required to lodge a refundable deposit of £500 to cover the excess on the school's buildings insurance. This policy will need to be reviewed if the school elects not to effect all risks cover in the future.
6. Specialist facilities such as science laboratories and computer rooms are not available for hire, other than as part of an "Extended schools" programme.
7. Lettings on a Sunday are permissible.
8. School accommodation, including the fields, are not available for pet shows or any activities involving animals for hygiene reasons.
9. Functions requiring catering facilities which would require the use of the kitchens will be considered subject to agreement with the school's appointed catering contractor.
 - a. As a general rule, functions taking place during school hours MUST be catered for by the catering contractor.
 - b. Functions outside of school hours MUST be catered for either by school's appointed catering contractor or by a reputable Caterer and may require the attendance of a catering contractor's employee in a supervisory capacity, if the kitchens are to be used.
10. All current lettings and charges will be reviewed annually by the Local Governing body of the school. Decisions on whether to permit or cancel any lettings or to review charges will be made at that time.

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