

Letting Policy

Academic Year 2026-2027



Version and Date		Action/Notes	Date to be Reviewed
12	14.11.2025	Draft to be approved	1 Year – November 2026
13	30.06.2026	Approved by the Trust Board	1 Year - June 2027

To be read alongside the letting charges, the terms and conditions of the letting company or school and the RPA Hiring Academy Premises guidance.

The Trust Board of the Connect Education Trust believes that schools are a valuable community resource. It is, therefore, committed to making every reasonable effort to ensure that the school premises (buildings and grounds) are available for the benefit of the local community. In keeping with the extended school's services agenda, we will give priority to the use of premises for educational objectives.

This hiring of school premises at all times outside normal school hours is under the control of the Board of Trustees. This policy sets out the facilities available and the charges.

Lettings Policy:

A letting is defined as the use of school premises during school hours, evenings, weekends and school holidays by parties other than the school.

Our lettings policy will aim to:

- ensure that the use of school premises and facilities is effectively co-ordinated and managed
- promote the use of school premises by the wider community
- give priority for established community providers of services for children and young people
- provide a clear statement of charges
- ensure a range of activities for children and young people
- ensure that a letting does not interfere with the primary purpose of the school which is to provide a high-quality education for all its pupils.
- ensure that all activities taking place on school premises reflect the Connect Education Trust equalities and safeguarding policies and prevent any extreme views or activities.

Scale of Charges:

Our charging policy will:

- charge statutory and voluntary and community sector organisations at no more than cost i.e. a 'Community Rate'
- charge commercial private organisations at cost plus an income margin for the school i.e. a 'Commercial Rate'
- at the Chief Executive Officer/ Headteacher's discretion charges be amended to suit the needs of the Trust/ school

Application Process:

An organisation wishing to hire school premises should, in the first instance, contact the school they wish to hire directly. The school will advise if they manage their own lettings or use a company.

An application form will be issued which needs to be completed at least 6 weeks before the date of hire. Consideration can be given to bookings made with less than 6 weeks' notice but if accepted may be subject to a late booking fee.

Where a hirer has any particular complaints about the service or hire they should, in the first instance approach the school which will advise them on the procedure to be followed.

The Hire Agreement:

The approval of a hire will be confirmed by the school or lettings agency in the invoice which will specify the premises being hired; the nature of the activity or activities taking place; the time and duration of hire; and the cost of the hire.

The permission for the letting to take place is subject to the payment of the invoice before the actual hire takes place.

The Headteacher, Chief Executive Officer or the Chair of Trustees has the power to terminate any hire agreement relating to the hire of the school premises.

Safeguarding

The Trust is dedicated to ensuring the safeguarding of its pupils at all times. It is a requirement that Hirers abide by the schools' requirements in respect of safeguarding. Any failure from the hirer in this respect will result in the hire being terminated.

It is the responsibility of the Hirers to ensure that safeguarding measures are in place while hiring out the space.

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 the school, we will ask for confirmation that the hirers have an Enhanced DBS check.

The Hirer will be required to have appropriate safeguarding policies in place, including safeguarding and child protection, and shall provide copies of these policies on request to the school.

The Hirer confirms that should any safeguarding concerns present themselves during the hire of the school premises, they shall contact the Headteacher/ Designated Safeguarding Lead as soon as reasonably practicable.

The Hirer understands that if our school 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).

This policy will be reviewed on an annual basis by the Trust Board.