



Lettings Policy

For all schools in the Bosco Catholic Education Trust

This Policy has been approved and adopted by the Bosco Catholic Education Trust.

Approved:	For review:
February 2022	February 2025

The letting of the school premises by the community is welcomed and encouraged, subject to the needs of the school being met.

Policy Statements	Monitoring Success Criteria	Reporting Criteria
<p>The school will seek to ensure that it supports the school and local community as fully as possible through letting of the buildings and site.</p> <p>The school or premises will not be let to individuals or organisations which could do harm to the reputation of the school.</p> <p>The school to ensure that all hirers of the buildings or premises are appropriately insured and, where relevant, qualified.</p> <p>The school to ensure that all people running clubs or events for children hold the relevant DBS Disclosures.</p> <p>The school to ensure that charges for lettings are set at a realistic rate and reviewed annually.</p> <p>The income from Lettings are deemed to be Governors' funds for disbursement at the discretion of the Governors, for the maintenance of the school.</p>	<p>Governors to review Community use of the buildings and site.</p> <p>All requests to be considered for their suitability by the School Business Manager.</p> <p>Copies of all Insurance certificates and professional qualifications to be kept on file.</p> <p>Copies of all Enhanced Disclosures to be kept on file.</p> <p>Lettings charges to be increased annually by a minimum of the rate of inflation.</p> <p>Letting income to be credited to Governors' funds account for payment of costs associated with the lettings programme and surplus income used for general maintenance of the school.</p>	<p>School Business Manager to submit a report to the LGC (or Resources committee) annually on regular buildings and site use.</p> <p>School Business Manager to report to the LGC (or Resources Committee) annually on regular buildings and site use.</p> <p>LGC (or Resources committee) to do an annual spot check on a sample of documentation held.</p> <p>LGC (or Resources committee) to do a termly spot check on a sample of documentation held.</p> <p>LGC (or Resources committee) to be consulted annually on the change of rates.</p> <p>Governors' fund to be reviewed termly.</p>