



Letting Policy

Review of Policy	Spring 2025
Members of staff responsible	Operations Manager
Policy History	Ratified
People involved	Operations Manager Head Teacher LGB
Signed by Chair of LGB	Christine Robertson
Date	6/3/25
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Lettings Policy

1. Introduction

The Governing Board have agreed to supplement the budget by encouraging the letting of the school premises where possible, provided that any letting is not detrimental to the school or its pupils. The school recognises that its premises are a valuable resource within the community and welcomes the opportunity for others to benefit.

The facilities that are currently available for hire are:

- Hydrotherapy pool
- Hall

2. Definition of a school letting

A letting is defined as 'any use of the school building and grounds by parties other than the school'. Use of the premises for activities such as staff meetings, Governor meetings or where pupils are supervised by school staff, are considered school related and do not require a letting agreement.

3. Management of Lettings

The board of Governors has delegated the responsibility for lettings to the head teacher. Where appropriate the Head Teacher may delegate all or part of this responsibility to the Operations Manager and Business Manager of the trust.

A record of lettings will be kept by the Operations Manager and Finance Office and will include information on users, finances, incidents, accidents, enquiries and refused lettings.

4. Safeguarding

The school's child protection policy and procedures must be consulted and followed when dealing with external organisations that work with children or young people.

5. Radicalisation

Wyvern Academy recognises that protecting pupils from radicalisation and identifying and reporting the potential for, or realisation of radicalisation is part of our holistic approach to safeguarding pupils against any threat to their health and safety and wellbeing. Our safeguarding policy sets out our beliefs, strategies and procedures to protect pupils from being radicalised or exposed to extremism. In line with this, we ensure all of our lettings are appropriately vetted and any activity onsite is sufficiently quality assured and is deemed possible. In the event that we are informed of a safeguarding concern in relation to one of our lettings, we will follow the same reporting procedures as for any safeguarding concern raised within the school.

6. Considering Applications for Lettings

Conditions of Hire for Wyvern Academy Facilities

- All lettings will be at the discretion of the Governing Board or its representatives, who may refuse lettings if they consider it in the interests of the school to do so.
- The hirer shall be the person making the application for a letting and such person will be responsible for payment of all fees or other sums due in respect of the letting to the Hirer and for the observance of regulations imposed by Wyvern Academy or their lawfully appointed agent.
- Hirers of the pool will be expected to have read and be willing to comply with both the Normal Operating Plan and the Emergency Action Plan (contained in the PSOP).
- All hirers must adhere to the school's policies on the use of specific equipment as well as its overall policy for Health and Safety. The school is not liable for any injury or loss due to non-adherence of these procedures and rules.
- Wyvern Academy will not be responsible for any injury to persons or damage to property arising out of the letting of educational premises unless such injury or damage results from the negligence or breach of statutory duty on the part of Wyvern Academy.
- Lettings after 21.30 will not be permitted.
- All hirers must be aged eighteen or over.
- It is the hirer's responsibility to leave the facilities clean and tidy. Cleaning equipment will be made available for this purpose. Any additional cleaning costs incurred by Wyvern, as a result of the letting, will be charged at cost to the hirer. The hirer will not be permitted to book the facilities again until this payment has been received.
- Regular hirers will be encouraged to book sessions on a termly basis.
- The Hirer shall hold Third Party (Public Liability) Insurance with a minimum indemnity limit of £5 million pounds for any occurrence to cover its legal liabilities for accidents resulting in injuries to persons, including participants in the hiring activity, and/or loss of or damage to property, including the hired premises, arising out of the letting of educational premises.
- All school buildings, associated premises and grounds are non-smoking areas.
- The school is not responsible for any loss of or damage to vehicles parked on its premises, or their contents.
- Furniture and fittings shall not be removed or interfaced with in any way. No fittings or decorating of any kind necessitating the driving of nails or screws into fixtures forming part of the school fabric will be permitted. In the event of any damage to premises or property Wyvern Academy shall make it good and the Hirer shall pay the cost of such reparation.
- The Hirer shall be responsible for the prevention of overcrowding such as would endanger public safety and for keeping all gangways, passages and exits clear.
- The Hirer shall be responsible for providing adequate supervision to maintain order and good conduct.
- The Hirer shall risk assess their activities including fire procedures.
- The Hirer shall not, during the occupancy of premises, infringe any subsisting copyright or performing right, and shall indemnify Wyvern Academy against all sums of money which Wyvern Academy may have to pay by reason of an infringement of copyright or performing right occurring during the period of hire covered by this agreement.

- The Hirer shall not sub-let to another person.
- No intoxicants shall be brought on to or consumed on the premises without the prior approval of Wyvern Academy and Governing Board.
- Use of materials for preparing floors for dancing is prohibited.
- The Hirer shall ensure that premises are vacated promptly at the end of the letting.
- Current lettings charges are available from the Operations Manager (for current charges see Appendix A).

7. Charges

- All charges will be subject to periodic review by the Operations Manager (in consultation with the trust CFO).
- The calculation of charges will include consideration of the real costs of heat, light, sewerage and water, chemicals and other specialist materials (e.g. in the case of the hydrotherapy pool) and the cost of caretaking for the event.
- All charges are agreed by the Operations Manager (in consultation with and guided by with the CFO of the trust).
- The Hirer acknowledges that the charges may be increased in accordance with the rates from time to time agreed by Wyvern Academy and the Governing Board, or that the letting may be cancelled provided that in each circumstance at least 28 days' notice either way is given. This does not apply to hiring the hydrotherapy pool which may need to be closed at short notice for health & safety reasons.

8. The application process

- The hirer receives a copy of the booking form (See Appendix B) which sets out the details of the proposed hiring and the precise definition of the premises and facilities to be hired, including changing rooms if required for hall, and toilets. A copy of this booking form should be returned to the school, after signature, to confirm the booking. It is also acceptable to share this information via email exchange.
- Information on maximum permitted numbers, produced by Fire Prevention Officers, will be provided to the hirer along with general fire safety information, including emergency exits.
- The site manager is informed.
- An invoice is issued prior to the letting and must be paid in advance.

9. Cancellation

Cancellation by the hirer within 48 hours of the letting is to result in the loss of the deposit. Cancellation between 7 days and 48 hours before the letting is to result in the loss of 50% of the deposit. Cancellation by the school after the letting has been approved is to be avoided wherever possible, and is to occur only in exceptional circumstances within 14 days of the intended letting.

10. Conduct of Letting

The Operations Manager/Site Manager, or designated member of school staff handling the letting, will inspect the facilities at the end of the letting and report any issues to the Headteacher.

Appendix A

Letting fees from April 2024

Hydrotherapy Pool Hire
£80 per hour

Hall/Room Hire
£15 per hour

All charges are expected to cover costs to the school such as staff, cleaning, heating, electricity and wear & tear.

Tea/coffee/lunches may be available (during term-time) by prior arrangement, at additional cost.

All charges are subject to VAT, where applicable.

Appendix B: Booking Form for use of Educational Premises

Wyvern Academy
Dorchester Road
Weymouth
DT3 5AL

Section A – For Completion by the Hirer

Name of Hirer.....

Organisation.....

Address

Contact email

Facility required.....

Date/Time required.....

Section B – For Completion by Wyvern Academy Finance Office

Permission is granted, subject to the conditions and charges of Wyvern Academy (as detailed in the Lettings Policy), for the use of accommodation and other facilities as follows:

Date of Letting Tues	Duration of Letting		Accommodation/ Facilities Hired	Amount £ p	VAT £ p	Total £ p
	From	To				
Total						

An invoice for the above letting will be sent which should be paid within one month.

Section C - Agreement

Sign and Print - Hirer

Date

Sign and Print – Wyvern Academy

Date

By signing this form, you agree to abide by the conditions and regulations of Hire. Wyvern Academy cannot be held responsible for any issues which may arise out of your letting of these premises. You also agree that the appropriate insurance has been arranged in line with the Conditions of Hire.

Please return a Signed copy of this Booking Form to kschofield@wyvern.email copying in finance@wyvern.email

Please Note: Persons signing this Declaration must be of 18 years of age or over.