



## LETTINGS POLICY

### 1. Introduction

Section 1.14 of the Tonbridge Grammar School Academy Revised Funding Agreement with the Secretary of State for Education states that Tonbridge Grammar School is *'at the heart of its community, promoting community cohesion and sharing facilities with other schools and the wider community.'* The Trustees recognise that the facilities of Tonbridge Grammar School (Academy) offer a valuable resource for the whole community and are committed to making the facilities of the School available to schools, community groups and organisations where such activity does not conflict with the work of Tonbridge Grammar School, the interests of its students, the wellbeing and workload of its staff, and does not create a statutory nuisance.

The Academy Trust Board recognises and supports the following principles:

- The School premises represent a significant capital investment and should be properly utilised;
- The School premises are a valuable community resource;
- Income generated from lettings should be used to support the School's core educational needs;
- Use of the school premises for educational purposes should be given priority when lettings are considered.

Any residual surplus, after costs have been deducted, will be utilised for the further support of the School's core educational needs. This document details the lettings policy and procedures of the school, available facilities and the roles of both the Academy Trust Board and users of school facilities (hereafter referred to as the Hirer').

### 2. Definition of a Letting

A letting may be defined as:

"Any use of the school buildings and ground by parties other than the School and its partners. This may be a community group (such as a local music group or football team), or a commercial organisation."

The following activities fall within the extra-curricular life of the School. These activities are not considered to be lettings and costs arising from these uses are therefore a legitimate charge

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against the school's delegated budget.

- Academy Trust Board meetings
- Extra-curricular activities for pupils organised by the school
- School performances
- Parents' meetings
- School organised events and activities
- Meetings of the PTA
- PTA organised events
- Services provided by partner organisations such as community outreach programmes.
- Events, clubs or activities organised by Staff members for Staff members. (These must be on a non-profit basis, otherwise the letting will be considered a commercial activity.)

### 3. Priority for Lettings

The School is mindful of the needs in the local area and has carried out a review of local needs. This information, although not exhaustive, has been used to assess the priorities for lettings.

The following lettings are especially encouraged:

- Educational activities open to school pupils and their families
- Recreational activities open to school pupils and their families
- Activities organised by local community groups for the benefit of the local community
- Lettings to parents attached to the school
- Lettings to people living in the school's local community
- Lettings to voluntary organisations
- Lettings to parent support groups
- Lettings to self help groups
- Lettings to Faith groups
- Lettings to ethnic minority groups such as mother tongue or supplementary schools
- Lettings to women's groups
- Lettings to people with a disability
- Lettings to low income groups
- Lettings to children's groups
- Lettings to youth groups

The following activities are not considered to be appropriate for lettings as they are either well provided for in the local area; are not deemed to be compatible with the ethos of the school or are not able to be accommodated within the school's facilities.

- Commercial activities with little potential to generate income or support for the school
- Activities promoting gambling

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#### **4. Types of Lettings**

The School has agreed to define lettings under the following categories:

- School Lettings for activities for pupils or their parents and carers that provide educational benefit to pupils, which the school wishes to subsidise
- Community Lettings for other community activities which should be made on the basis of full cost recovery plus an income margin for the school.
- Staff Lettings – defined as activities organised by staff members for their colleagues. Facilities will be provided at nil cost **unless** that activity incurs additional cost to the School. (for example having to keep the site open solely to accommodate the planned activity.) Any agreed charges will be on the basis of cost recovery only.
- Commercial lettings will be charged on a cost plus an income margin for the school.

#### **5. Charge**

The school is responsible for setting charges for the letting of the school premises. These are set out in the Schedule of Charges for Community Use.

The scale of charges will be reviewed annually for implementation from the beginning of the next Academic Year. Details of current charges will be provided in advance of any letting being agreed.

For the purpose of charging, the Head Teacher on behalf of the Academy Trust Board is empowered to determine to which group any particular individual or organisation belongs. They are also able to offer any discounts or agree a subsidy for any lettings, as they deem appropriate. The basis of charging will be determined by the purpose for which a letting is arranged.

The minimum hire period will be one hour. The School reserves the right to require a deposit over and above the hiring charge as a surety against damage to the premises (including any equipment) or the premises being left in an unacceptable condition necessitating their incurring additional cost for cleaning, caretaking or other expenses.

The School will seek to recover any costs incurred by the School that are unavoidable and result directly from the cancellation of a letting. The timescale and charges for cancellations are set out in the Terms and Conditions of use.

#### **7. Available facilities and Letting times**

The following facilities and times available are agreed as follows:

- Sports Hall
- Drama Studios
- General Classrooms
- Mitchener Hall
- Food Tech Room

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- IBarn Seminar Rooms
- Tarmac tennis/netball courts (external)
- Sports field (external)

**The All Weather Multi-Use Games Area facility is not available for any commercial lettings as prohibited by a Planning restriction.**

### **Other facilities:**

- Canteen space
- Café
- Music – Recording studio and Recital Room

Times during the term: 17:30 – 21:00hrs Monday – Friday (external areas until 20:30hrs).

Weekends: Not promoted. (Exceptions by agreement of the Head Teacher.)

During school holidays: 09.00hrs – 21:00hrs (external areas until 20:30hrs).

Variations to these facilities and times will be subject to the approval of the Head Teacher.

### **8. Conduct of Hirers**

This is set out in the Terms and Conditions for use of school premises (attached).

### **9. Security**

The Head Teacher has delegated authority to determine the security risk for each letting and will be responsible for allocating a continuous security presence or other control measure.

### **10. Management of Lettings**

Management of the day to day lettings is the responsibility of the Facilities & Estates Manager in accordance with the Academy Trust Board's policy. Where appropriate, the Head Teacher may delegate all or part of this responsibility, such as security or child protection, to other members of staff whilst still retaining overall responsibility for the lettings process.

If the Head Teacher has any concern about whether a particular request for a letting is appropriate or not, she will consult with the Chair of the Trustees.

An annual report on lettings will be made to The Academy Trust Board and will include information on users, finances, incidents and accidents, enquiries, and any lettings refused.

### **11. Considering applications for Lettings**

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Organisations seeking to hire the school premises should approach the Facilities & Estates Manager or the Lettings Administrator. Details of charges and conditions of use should be given or referred to.

An Initial Request Form should be completed at this stage. A record of all enquiries should be kept on file.

The Facilities & Estates Manager will decide on the application with consideration to:

- the priorities for lettings agreed by Trustees and set out in the school's lettings policy
- the availability of the facilities and staff
- the School's equal opportunities, health and safety, child protection policies
- The health and safety considerations such as numbers of users, type of activity, qualifications of instructors etc.

### **12. Traffic Management**

Whilst reviewing each application for lettings the Facilities & Estates Manager will assess the traffic implications of the letting in line with the School's current Traffic Plan and Traffic Management Policy to identify any potential areas of concern. Lettings can only be agreed when the Facilities & Estates Manager is satisfied that all vehicles associated with letting can be accommodated on the school site. The School reserves the right, at any time, to impose conditions on any letting relating to Traffic Management.

The School will encourage potential Hirers to demonstrate that they have taken all reasonable steps to minimize vehicular traffic, such as organising car sharing with their members, the use of public transport or sustainable travel to the site, such as walking or cycling.

The School further reserves the right to review any such conditions and to amend, add or withdraw them at any time during the term of the contracted letting. Any such conditions will be agreed by the letting in advance and will become part of the agreed terms and conditions of the letting.

### **13. Issuing a Lettings Contract**

Once a letting has been approved a letter of confirmation will be sent to the Hirer enclosing a copy of the terms and conditions and the Lettings Contract.

The Lettings Contract should then be signed and returned to the School. The School shall be in receipt of these signed copies before a letting takes place.

The person applying to hire the premises will be invoiced for the cost of the letting, in accordance with the Academy Trust Board's current scale of charges. The School will seek payment in advance

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for new lettings in order to reduce any possible bad debts and or a deposit to cover damage. At the discretion of the Head Teacher or delegated person, a letting may be permitted agreed payment terms with invoices raised after the letting has occurred.

An invoice will be issued for all lettings. All lettings fees received will be paid into the School's bank account. The income and expenditure relating to lettings is clearly recorded by the School in a separate Cost Centre.

The Head Teacher, on behalf of the Academy Trust Board, has the right to refuse an application, and no letting should be regarded as "booked" until approval has been given in writing and payment received in full.

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