



DEVONPORT HIGH SCHOOL FOR GIRLS

LETTINGS POLICY

Named person: Beverley Bell

Category: School

Review: Annually or When there are significant changes

Date to be reviewed: Autumn 2026

This policy has been reviewed with regard to the work/life balance of staff.

Ratified at the Full Trustees' meeting on: 24/02/2025

LETTINGS POLICY STATEMENT

Policy Objectives

The Trustees recognise the school's buildings and grounds as a community asset and will make every reasonable effort to enable them to be used as much as possible. However, the overriding aim of the Board of Trustees is to support the school in providing the best possible education for its pupils, and any lettings of the premises to outside organisations will be considered with this in mind.

The school's delegated budget (which is provided for the education of its pupils) will not be used to subsidise any lettings by community or commercial organisations. A charge will be levied to meet the additional costs incurred by the school in respect of any lettings of the premises. As a minimum, the actual cost to the school of any use of the premises by an outside organisation must be re-imbursed to the school's budget.

Priority Usage

The Trustees have adopted the following categories of priority user :-

- (i) statutory users;
- (ii) designated users;
- (iii) private users.

Applications for Designated Status

The Board of Trustees have delegated their power to determine designated status to the Head Teacher, Deputy Head Teacher and Business Manager who will exercise discretion on their behalf and determine applications. The Trustees have decided that for the purpose of charging the following will be classified as designated users: Staff and Pupils during the day. The Business Manager will arrange for a list of approved organisations to be maintained. This does not preclude the referring of sensitive applications to the full Board of Trustees. The school recognises, understands and respects the diversity of the communities in which it currently operates and believes that people from all sections of the community should have fair and equal access to its services and decision-making processes and that all members of the community should be equally satisfied with the quality of service they receive.

Due diligence will be applied to all requested lettings in relation to PREVENT and the promotion of British values.

Categories of Designated and Private User

The Trustees have decided that for the purpose of charging the following will be classified as designated users: Trustees, Staff Meetings, Curriculum Activities, School Activities and the School's Parent Teacher Friends Association (PTFA).

The Trustees have decided that for the purpose of charging there will be 2 categories of private user – community and adult education; private and commercial.

These are users not covered by Statutory or Designated status

Conditions of Hire

The Trustees have adopted the standard Plymouth City Council conditions of hire. These terms are printed on all the Lettings Forms completed by the hirers. Organisations will be required to provide proof that

they have current Public Liability Insurance of £2 million. The school will not be responsible for any injury to persons or damage to property arising out of the letting of the premises.

Administration of Lettings

General

The Head Teacher is responsible for the management of lettings, in accordance with the Board of Trustees' policy. Where appropriate, the Head Teacher may delegate all or part of this responsibility to other members of staff, whilst still retaining overall responsibility for the letting process. Accordingly the authority to accept applications for hire has been delegated to the following persons:

Head Teacher, Deputy Head Teacher, Business Manager, Estates Manager

Lettings Documentation

All formal hiring of the schools premises, including those for which there is no charge, shall be properly documented.

All private hirers must complete an initial request form detailing the requirements for the letting (appendix 2).

The school will then provide a quotation and an Application for Hire form together with details of the conditions of hire (letting form).

The Board of Trustees has the right to refuse an application, and no letting should be regarded as "booked" until approval has been given in writing. No public announcement of any activity or function taking place should be made by the organisation concerned until the booking has been formally confirmed.

Once the letting has been approved confirmation will be sent to the hirer by returning a signed copy of the original application for hire form. The hire agreement is a contract which the Board of Trustees may enforce at law.

Payment is required at the time of the booking and before the letting takes place.

All statutory and designated users must contact the Business Manager to arrange a booking.

Payment methods

Direct payment to our bank account.

Extension of Credit

The Board of Trustees will allow the extension of credit to bona fide local organisations and individuals where they are satisfied that these are credit worthy. In all cases the Trustees reserve the right to withdraw credit facilities where prompt payment is not received. In all cases where credit is extended, an official invoice will be issued. The Trustees will not normally extend credit for lettings where the invoice value is less than fifty pounds (£50). The Trustees have chosen to delegate the approval of credit facilities to the Head Teacher, Deputy Head Teacher and Business Manager who are to maintain a list for the guidance of administrative staff. In all cases where credit is advanced the invoice is to be raised at the time of booking.

Scale of Charges

In arriving at their scale of charges the Trustees have followed the following principles :-

- (i) that statutory users will be charged an amount commensurate with cost recovery;
- (ii) that designated users will be charged at no cost or no more than cost;
- (iii) that private users will be charged on a cost plus an income margin for the school ;
- (iv) that there will be parity of treatment for similar users;
- (v) that overall the cost of letting school facilities will be recovered from users.

For the purpose of charging, the Head Teacher, Deputy Head Teacher, Business Manager and Estates Manager are empowered to determine to which group any particular individual or organisation belongs. The basis of charging will be determined by the purpose for which a letting is arranged.

The scale of charges forms Appendix 1 to this policy statement.

Discounts

These form part of the scale of charges (appendix 1) and are the only permitted variations to the standard charges.

Value Added Tax

The Trustees are constrained by law to apply value added tax to all transactions where this is appropriate.

Minimum charges and deposits

The minimum hire period will be two (2) hours except for private users and sports facilities which will be charged by the hour.

The Trustees reserve 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.

Cancellations

Trustees will seek to recover any cost incurred by the school which are unavoidable and result directly from the cancellation of a letting. Details of the charges are shown in the scale of charges in Appendix 1.

Security

The Trustees will not normally insist upon continuous caretaking presence. However they reserve the right and delegate power to the Head Teacher, Deputy Head Teacher, Business Manager or Estates Manager to insist upon caretaking presence where in their view the nature of the hiring may leave the school vulnerable to theft or damage.



Devonport High School for Girls
Lettings charges 2024/2025

Designated Users

PTFA etc No Charge.

Sample costs below – other rooms and facilities available on request

Community - including Adult Education

Charged per LET (average 2 hours) up to 6.00 p.m. then additional security charge of £20 per hr or part of

Facility	Charge	Sat	Sun
General Classroom	20.00	27.00	40.00
Main Hall	30.00	40.00	50.00

Private Users

Charged per HOUR up to 6.00 p.m. then additional security charge of £20 per hour or part of

Facility	Charge	Sat	Sun
General Classroom	20.00	27.00	40.00
Main Hall	30.00	40.00	50.00

Heating/lighting charges will be dependent on length of hire and equipment used

Rates will vary depending on staffing requirement for caretaking/security

Depending on nature of hire, extra cleaning may be arranged and charged

Multiple room prices available on individual request

Full day prices on application according to requirements

Additional charges apply for use of audio, ICT and other equipment

SPORTS FACILITIES (Charged per hour):

Facility	Adult (10 sessions or more)	Concession	Less than 10 sessions
Gymnasium	20.00	15.00	25.00



DEVONPORT HIGH SCHOOL FOR GIRLS

School Letting – Initial Request Form

Details of Hirer

Name of Organisation or Hirer _____	
Activity of Organisation _____	Is this a Business? _____
Address of Hirer _____	
_____	e-mail _____
Post Code _____	Contact Phone Number(s) _____

Details of Premises requested (Hall, gym, sports pitch etc) _____	
Day of week requested _____	
Dates requested _____	
Start time _____	Finish _____ Time _____
(Please allow time for your preparation and cleaning up as you will be charged if you run over)	
Maximum number of participants _____	Age range _____
Number of supervising adults _____	Relevant qualifications of supervising adults _____
Where applicable have DBS/Police checks been carried out?	
By whom _____	and when _____

The Hirer confirms that adequate and appropriate insurance cover is in place for the activity to be carried out and will provide a copy of the documentation before any hiring takes place.

The Hirer undertakes to comply with the regulations regarding the use of own electrical equipment

The Hirer confirms that arrangements are in place with reference to First Aid

The Hirer confirms that the use of the premises will not include the playing of pre-recorded music: YES/NO (please circle as appropriate).

NB: If you have circled no, under the terms of clauses 17 and 19 of the Conditions of Hire form, you are required to provide a copy of the Phonographic Performance Licence to authorise the usage of pre-recorded music before this letting can be approved.

I confirm that I am over 18 years of age, and that the information provided on this form is correct

Signature of Hirer: _____ Date: _____

Name (Printed): _____