



LETTINGS POLICY STATEMENT

This is a Trust-Wide Policy Statement.
It applies to all the schools within the Trust

Date of Statement Approval: 21 March 2017

Owner of Statement: Finance Director

Authorised By: Operations Board

Review Date: February 2018

Distribution: **SLTs, Facilities
and Finance Staff**

Vision

The vision of Bright Futures Educational Trust is to create a world class education to enable every young person to reach their full potential, and in particular, their full academic potential.

Through the creation of appropriate lettings procedures, and the generation of additional income streams, expenditure on resources can be increased to assist with the provision of education.

Definition

A letting is defined as ‘any use of school buildings and grounds by parties other than the school’. This includes subsidised use of premises or where there is no charge.

Rationale

Schools should only engage in lettings where there is a clear beneficial output. It is recognised that, in most circumstances, the benefit will be financial. However, there may also be non-profit making events which provide a tangible educational benefit or align with the Trust’s vision and ethos of community.

Guidelines

Schools lettings should be carried out in accordance with the following guidelines:

1. Schools should try to ensure that lettings are profitable, with the proviso that Principals and LGBs may agree to run an event at a loss where there is a clear and tangible benefit to the school and/or the community it serves.
2. Schools should seek to maximise revenue through lettings wherever possible.
3. All lettings will be in line with each school’s matrix of charges as determined by the Hub Facilities and Finance Managers.
4. An annual outturn statement will be produced by the Hub Finance Manager clearly showing the income and expenditure from lettings.
5. Term time lettings should be carried out, wherever possible, within the standard hours of occupancy which are:
 - a. 6:00 a.m. – 8:00 p.m. for Cedar Mount Academy, Melland High School, Connell Sixth Form College, and South Shore Academy .
 - b. 7:00 a.m. – 8:30 p.m. for Altrincham Grammar School for Girls.
 - c. 6:30 a.m. – 6:30 p.m. for Stanley Grove Primary Academy, Rushbrook Primary Academy and Marton Primary Academy.
 - d. Weekend opening hours will vary for different schools and will be as agreed with the Principal and the Head of Facilities & Estates.
6. Any variation to the standard term time opening hours as above should be in consultation with the Principal and the Head of Facilities & Estates.

7. Schools will be closed from the last public working day before Christmas until the first public working day in the New Year, unless specifically approved by the Head of Facilities & Estates, in consultation with the Principal.
8. Standard hours of opening to be reduced during other holiday periods in line with local requirements and as agreed by the Principal and the Head of Facilities & Estates.
9. Schools to be closed over the weekend during the Easter and summer holiday periods.
10. Any variances to any of the above must be approved by the Head of Facilities & Estates in consultation with the Principal

School Policies and Procedures

Each school within the Trust will have its own Lettings Policy and Procedures that are bespoke to the school and ensure compliance with this statement.