

LETTINGS POLICY

For

THE FIRST FEDERATION TRUST

Adopted:	19 th March 2026
Review cycle:	Three years
Next review due by:	March 2029

1. Policy Objectives

The directors have developed this policy taking into account the aim of the First Federation Trust, its status as a school Trust and charitable company, and the following principles:

- the First Federation Trust premises represent a valuable community resource;
- educational use of educational premises is a natural priority;
- the education and safeguarding of children are paramount and each lettings request will be considered on an individual basis;
- lettings are made on a non profit making basis for educational activities by designated users, but a small profit may be made from lettings for private or commercial use. Any profits generated will be used to support school based initiatives identified in the Federation Improvement Plan;
- lettings should not add a significant administrative burden to the schools.

2. Priority Use and categories of users

2.1. Priority Use

The directors have adopted the following categories of users, which by order of priority are:

1. statutory users;
2. designated users;
3. private users.

Statutory users are users that may use school premises by statute (e.g. use of the schools as a polling station for an election, or to hold parish or parochial church council meetings).

Designated users are normally educational and/or community, non profit making, organisations.

Those that are not statutory or designate users will be private users.

2.2. Categories of Designated and Private Users

The directors have decided that for the purpose of charging there will be two categories of designated user. These are:

1. Organisations sharing the aims of the school (eg directors, school clubs run by staff and/or volunteers, PTFA)
2. Non profit making organisations serving the community (eg local churches, playgroups, cubs, beavers and scouts, rainbows, brownies and guides.)

The directors have decided that for the purpose of charging there will be three categories of private user. These are:

1. Private users for social events (eg for social or recreational use eg party)
2. Private users to make a profit (eg evening classes)
3. Commercial users to make a profit (eg sale of goods)

3. Conditions of Hire

The directors have agreed First Federation Trust conditions of hire, which form Appendix 1 to this policy. Hirers should note that smoking is not permitted on any First Federation Trust premises. **For organisations or individuals running children activities, failure to comply with safeguarding requirements will lead to termination of the agreement.**

4. Administration of Lettings

4.1. General

The directors recognise that it would be impossible for them to personally vet every applicant or organisation wishing to make use of the school premises. Accordingly they have delegated the authority to accept applications for hire to the following persons:

- The school administrators
- The Heads of Schools

School administrators and Heads of Schools must be mindful of the Prevent duty and ensure that school premises are not let to extremist organisations or individuals. Administrators and Heads of Schools must also ensure that organisations or individuals hiring the school premises to run children activities have appropriate arrangements in place to keep children safe and that there are arrangements in place for hirers to liaise with the school on safeguarding and child protection matters where appropriate.

4.2. Lettings Documentation

All formal hiring of the school premises, including those for which no charge is made shall be properly documented. All hirers **must** complete a lettings hire agreement (see appendix 2) and are to receive a copy of the conditions of hire (appendix 1), even if no charges are made. The hire agreement is a contract which the directors may enforce in law.

School administrators will ensure that the hirer has public liability insurance and will share with the hirer all relevant school health and safety information. The hirer will be required to provide a copy of their risk assessment where their activities present a significant hazard either to the building itself or to the safety or health of the occupants within it.

School administrators will ensure that hirers running children activities have appropriate safeguarding and child protection policies and procedures in place, and those hirers are aware of the arrangements in place to liaise with the school on safeguarding and child protection matters where appropriate.

It is the responsibility of the school administrators to ensure that hirers complete and receive the right forms, to keep records and to inform the School Support Manager and/or Director of Operations of all formal hiring of the school premises.

4.3. Scale of Charges

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

- overall the cost of letting school facilities will be recovered from users;
- statutory users will be charged an amount commensurate with cost recovery and normally at cost;
- designated users will be charged no more than cost;
- private users will be charged at cost plus an income margin for the school;
- there will be parity of treatment for similar users,
- the Heads of Schools will have the discretion to offer discounted costs to reflect their school priorities.

For the purpose of charging the school administrators 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.

Each school will establish a lettings fee list, which will detail the fees for each room and/or facility that can be hired within the school as well as additional fees, such as locking and unlocking fees and cleaning costs. This list will be reviewed annually by the school administrator, with the support from the School Support Manager and/or Director of Operations as needed.

Charges will be calculated based on the lettings fee list, using the First Federation Trust lettings charge calculator (see appendix 3).

4.4. Value Added Tax

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

4.5. Minimum charges and deposits

The minimum hire period will be one hour.

The directors reserve the right to require a deposit over and above the hiring charge as a security against damage to the premises (including any equipment) or the premises being left in an unacceptable condition and incurring additional cost for cleaning, caretaking or other expenses.

4.6. Cancellations

The directors will seek to recover any cost incurred by the First Federation Trust which are unavoidable and result directly from the cancellation of a letting.

4.7. Payment methods

The directors are mindful of their responsibilities in safeguarding the First Federation Trust from bad debt. Therefore payment at the time of booking is the norm. Cheques (payable to the First Federation Trust) or cash are both acceptable. A receipt will be issued for all payments, which will be processed in accordance with the Trust financial procedures.

For long term bookings (e.g. weekly bookings over a term), the directors will allow the extension of credit to local organisations and individuals where the school administrators are satisfied that these organisation and individuals are credit worthy. The directors reserve the right to withdraw credit facilities where prompt payment is not received. In all cases where credit is extended, a First Federation sales invoice will be issued.

4.6. Security

The directors will not normally insist upon continuous caretaking presence. However they reserve the right to do so, and delegate power to the Heads of Schools, Link Directors, Finance Director, Operations Director and school administrators to insist upon caretaking presence where in their view the nature of the hiring may leave the First Federation Trust vulnerable to theft or damage.

5. Review of Policy

The directors will review this policy every three year. The scale of hire charges for the forthcoming year will be reviewed and updated annually by the school administrators with the support from the School Support Manager and/or Operations Director as needed.