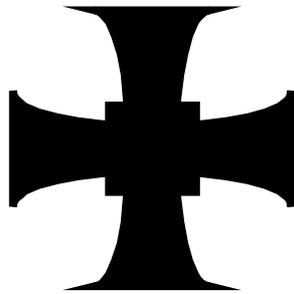


TRINITY SCHOOL



A CHURCH OF ENGLAND ACADEMY

LETTINGS POLICY

Church of England Foundation Statement:

In devising and implementing the policies of the school, we will strive to live up to these words from our SIAS inspection of 2012: “The exceptional quality of care for each student and member of staff reflects its core Christian values.”

Equality Objectives Statement:

In devising and implementing the policies of the school, we will also seek to do so within the provisions of the Equality Act (2010), so that we can work together to eliminate discrimination, advance equality of opportunity, and foster good relationships. In doing so, we will aim to remove or minimise disadvantage, to take all the steps that we can to meet people’s different needs, and to encourage participation, particularly among those who might not join in.

F&GP Committee

Review by the F&GP Committee: March 2015

Ratified by the full Governing Body: May 2015

Next review: March 2018

1. The Governors of Trinity School recognise that the school's buildings, grounds and facilities are a valuable community resource, which should be as fully utilised as possible. The requirements of the school curriculum and the continuing education programme shall always have priority over other types of use.
2. All lettings shall be subject to the standard "Conditions of Hire", which are appended to this policy. Hirers are responsible for their own arrangements concerning licensing, insurance and health & safety.
3. All lettings shall be subject to the current "Scale of Charges", which is appended to this policy, and which shall be reviewed annually by the F&GP Committee. Variations to the "Scale of Charges" must be agreed in advance by the Senior Management team.
4. The administration of lettings of the Arena for weekdays during term time only is the responsibility of the Adult Education office. Weekend/school holiday lettings of the Arena, and of all other school areas during term time and the holidays are the responsibility of the School Business Manager or her deputy. Both must liaise with the Facilities Manager over the arrangements for each letting, and with the Finance Office over invoicing.
5. In operating this policy, Governors will have due regard for fairness and equality of opportunity. However, they reserve absolutely the right to refuse or cancel a letting if, in their opinion, that letting may give rise to harm to the school, its pupils or staff, its property or its reputation.
6. Lettings that involve the attendance of children and young persons under 18 will not be made unless the school has seen evidence of appropriate Safeguarding Children procedures.
7. The Hirer shall indemnify the School against all actions, proceedings, claims and demands that might arise as a result of the use of the premises by the Hirer, except where Occupiers Liability legislation applies.