

‘Growing together in the spirit of Christ’s love’

All Hallows Catholic High School



Lettings Policy

Signed by:

Headteacher: Mrs A Cooper

Chair of Governors: Mrs L Kitto

Date: Autumn Term 2026

Review Date: Autumn Term 2027

All Hallows Catholic High School Lettings Policy

1. Statement of Intent

- 1.1. All Hallows Catholic High School acknowledges that its facilities are a valued resource within the local community. As a school grounded in Catholic values, we are committed to supporting organisations whose activities reflect the dignity of the human person and promote the common good.
- 1.2. The purpose of this Lettings Policy is to outline the procedures, expectations, and legal frameworks associated with the hire of school premises, while ensuring the safeguarding of children and young people, compliance with health and safety regulations, and respect for our school's ethos.

2. Legal Framework

- 2.1. This policy is aligned with current legislation and guidance, including:
 - School Premises (England) Regulations 2012
 - Health and Safety at Work etc. Act 1974
 - The Health and Safety (First-Aid) Regulations 1981
 - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
 - Counter Terrorism and Security Act 2015
 - Education Act 1996
 - General Data Protection Regulation (GDPR)
 - Data Protection Act 2018
 - Equality Act 2010
 - DfE 'Keeping Children Safe in Education' (latest version)
 - The Prevent Duty
- 2.2. This policy also complements the following internal policies:
 - Safeguarding and Child Protection Policy
 - Health and Safety Policy
 - Fire Safety Risk Assessment
 - Data Protection Policy
 - Asbestos Management Policy
 - Manual Handling Policy
 - Surveillance and CCTV Policy
 - Letting School Premises Risk Assessment

3. Definitions

- 3.1. A "letting" refers to any use of the school premises by individuals, groups, or organisations (community or commercial) that occurs outside of the school's core educational hours.
- 3.2. A letting must not interfere with the primary activity of the school, which is to provide a high standard of education for all its pupils.
- 3.3. School-organised activities, such as staff or parents' meetings, extracurricular clubs, or revision sessions, are not classed as lettings.

4. Roles and Responsibilities

- 4.1. The detailed roles and responsibilities of all parties involved in the management and operation of school lettings are set out in Appendix A and form part of this policy.

5. Facilities Available for Hire

- 5.1. The School makes a range of facilities available for community, educational, recreational and commercial use, subject to availability, suitability of the proposed activity and compliance with this policy.
- 5.2. The facilities that may be available for hire include:
 - Sports Halls
 - Gymnasium
 - Sports Fields and Outdoor Playing Areas
 - Classrooms
 - Performing Arts Hall
- 5.3. The School reserves the right to determine which facilities are available for hire at any given time and may restrict access where operational, educational, maintenance, safeguarding or health and safety requirements make this necessary.
- 5.4. Availability of facilities will normally be outside of the School day and may be subject to staffing requirements, site access arrangements and any conditions specified within the hire agreement.
- 5.5. The use of all facilities must be appropriate to their intended purpose, and hirers must ensure that activities are conducted in a safe and responsible manner. The School may impose additional conditions of use for specific facilities where necessary.
- 5.6. The School reserves the right to withdraw facilities from hire, amend availability, or cancel bookings where this is required for School activities, emergency situations, maintenance works, health and safety reasons, or any other circumstance deemed necessary by the School.
- 5.7. The availability of facilities for hire does not imply exclusive use of the premises. Hirers may be required to share access routes, parking areas and other common facilities with School staff, contractors or other authorised users. All hirers must comply with

instructions provided by School staff at all times.

6. Booking Procedure

- 6.1. From 1 November 2026, all new lettings applications must be submitted through the School's designated online lettings platform, SchoolHire.
- 6.2. The booking process is as follows:
 - Register for an account and submit a booking request through the SchoolHire platform.
 - Upload any required documentation, including insurance certificates, safeguarding information and risk assessments, where applicable.
 - Read and accept the School's Terms and Conditions of Hire.
 - The School will review the booking request and may seek further information before making a decision.
 - Once approved, the hirer will receive confirmation through the SchoolHire platform and/or by email.
 - A booking is not confirmed until written confirmation has been issued by the School.
 - Payment must be made in accordance with the payment terms specified within SchoolHire or as otherwise agreed by the School.
 - Hirers must promptly notify the School of any changes to their booking or supporting documentation.
- 6.3. Block bookings may be available for regular users and will normally be reviewed annually. Existing hirers may be given priority when renewing established block bookings, subject to satisfactory previous use, continued compliance with the conditions of hire and the operational needs of the School.
- 6.4. Transitional Arrangements Until 31 October 2026, bookings may continue to be made using the School's existing lettings application process. From 1 November 2026, all new bookings and renewals must be submitted through the SchoolHire platform.
 - Complete an online booking or a Lettings Application Form and submit with required documents and accept the 'Terms and Conditions'.
 - If required, await approval by the Business Manager or Governing Body.
 - Upon approval, receive written confirmation including Terms and Conditions.
 - Bookings are valid only upon written confirmation (this could be online).
 - Payment must be made in advance or via an approved method.

7. Charges and Fees

- 7.1. The Governing Body reserves the right to make charges for the hire of School premises and facilities. Charges will be set to recover the costs associated with the letting and may take account of staffing, utilities, cleaning, maintenance, administration and any other relevant costs.

7.2. The schedule of charges for all facilities, services and associated costs is detailed in Appendix B - Charges and Fees.

7.3. The School reserves the right to:

7.3.1. Charges are reviewed annually but may be amended during the year where required to reflect changes in costs or operational requirements.

7.3.2. Charge additional fees for staffing, security, cleaning, equipment hire, or any other services required.

7.3.3. Require payment in advance of the booking.

7.3.4. Recover the cost of any damage, loss, additional cleaning, or other expenses arising from the hire.

7.3.5. Concessions may apply for community groups and charitable organisations.

7.3.6. Cancellations require 48 hours' notice to avoid charges.

8. VAT

8.1. In general, lettings for non-sporting use are VAT exempt. Sports facility lettings are subject to VAT unless booked as a series of 10 with no more than a 7 day gap.

9. Safeguarding Requirements

9.1. All hirers must confirm/submit proof of safeguarding policies and confirm DBS checks have been completed where children are involved.

9.2. Hirers must read and acknowledge the school's safeguarding policy.

9.3. Any concerns regarding inappropriate activity will be reported and may lead to cancellation or legal action.

10. Extremism and Discrimination Disclaimer

10.1. All Hallows Catholic High School reserves the right to refuse or cancel any letting where:

- Activities promote extremist or radical views
- There is discrimination on the grounds of age, disability, gender reassignment, marriage/civil partnership, pregnancy/maternity, race, religion or belief, sex, or sexual orientation
- This policy aligns with the school's duties under the Prevent Duty and Equality Act 2010.

11. Use of Site and Equipment

11.1. Keys/codes will not be issued without approval.

11.2. No alcohol or smoking on site.

11.3. Noise restrictions apply after 9:30pm.

11.4. PA systems must be approved in writing.

11.5. Hirers must not sublet the premises.

11.6. Damage to equipment or property must be reported and may be charged.

11.7. Hirers may bring their own equipment but must ensure it meets safety standards.

12. Emergencies and Health & Safety

12.1. Fire exits and evacuation points will be clearly labelled and easily identifiable.

12.2. Hirers must supply their own First Aider but AED'S are available on site.

12.3. Emergency contacts and incident reporting protocols will be explained on induction.

12.4. Risk assessments will be completed where necessary.

13. Data Protection

13.1. All data related to hirers is managed under the school's Data Protection Policy. The school will:

- Provide statutory privacy notices
- Store data securely
- Assist with data breach investigations (if applicable)

14. Monitoring and Review

14.1. This policy is reviewed annually by the Governing Body. The Senior Finance Manager maintains oversight of day-to-day implementation.

14.2. Contact Information
Senior Finance Manager
All Hallows Catholic High School
Crabtree Avenue
Penwortham
PR1 0LN
01772 746121
wam@allhallows.lancs.sch.uk or enquiries@allhallows.lancs.sch.uk

Appendix A – Roles & Responsibilities

Role	Responsibilities
Governing Body	• Approving and periodically reviewing the lettings policy. • Ensuring that lettings support the school's educational aims, ethos and values. • Setting and reviewing charging rates and any concessions or discounts. • Ensuring compliance with safeguarding, health and safety, insurance, financial and legal requirements. • Monitoring the overall effectiveness of the lettings programme and associated risks. • Delegating operational responsibility for lettings to the Headteacher and relevant staff.
Headteacher	• Implementing the lettings policy on behalf of the Governing Body. • Determining whether individual lettings are appropriate and compatible with the school's ethos and normal operations. • Refusing or terminating bookings where there are concerns regarding safeguarding, health and safety, reputational risk or policy compliance. • Ensuring adequate staffing and supervision arrangements are in place for lettings. • Ensuring that safeguarding and security arrangements are maintained during all lettings. • Reporting significant issues, complaints or incidents relating to lettings to the Governing Body.

Role	Responsibilities
Senior Finance Manager	• Day to day management of the Lettings Supervisor • Managing the financial administration of school lettings. • Maintaining the lettings fee structure as approved by the Governing Body. • Preparing invoices and ensuring timely collection of income. • Monitoring outstanding debts and taking appropriate recovery action. • Maintaining accurate financial records relating to lettings. • Ensuring income and expenditure associated with lettings are correctly accounted for. • Advising the Headteacher and Governing Body on the financial performance of lettings activities.
Letting Officer	• Managing the day-to-day administration of lettings. • Processing bookings and maintaining the lettings calendar. • Ensuring hirers provide all required documentation, including insurance certificates, risk assessments and safeguarding information where applicable. • Issuing hire agreements and confirming booking arrangements. • Acting as the primary point of contact for hirers. • Maintaining records of lettings, incidents and correspondence. • Liaising with the Site Supervisor regarding access, security and facilities requirements.
Lettings / Site Supervisor	• Preparing facilities for approved lettings. • Opening, securing and inspecting the premises as required. • Monitoring the condition of facilities before and after lettings. • Reporting any damage, defects, incidents or breaches of the hire agreement. • Ensuring health and safety requirements are met during lettings. • Providing emergency assistance where necessary. • Ensuring the premises are left safe and secure following each letting.

Role	Responsibilities
Hirers	• Complying with the conditions of hire and all relevant school policies communicated to them. • Using the premises only for the agreed purpose and times specified in the hire agreement. • Maintaining good order and behaviour among participants and attendees. • Ensuring appropriate safeguarding arrangements are in place where activities involve children or vulnerable adults. • Conducting activities in accordance with applicable health and safety legislation. • Leaving the premises in a clean, safe and tidy condition. • Reporting any accidents, incidents, damage or safeguarding concerns to the school immediately. • Reimbursing the school for any damage or additional costs resulting from the hire. • Holding appropriate public liability insurance where required.

Appendix B – Charges & Fees

Facility	Booking option	Weekday / Hr	Weekend /Hr
Classroom (Std)	Full Classroom	£15.00	£15.00
MUGA (Jnr Yard)	1/3 MUGA	£22.50	£22.50
MUGA (Jnr Yard)	Full MUGA	£60.00	£60.00
MUGA (Snr Yard)	1/3 MUGA	£22.50	£22.50
MUGA (Snr Yard)	Full MUGA	£60.00	£60.00
Outdoor Pitches	Full Outdoor Pitch	£25.00	£25.00
Performing Arts Theatre	Full Performing Arts Theatre	£35.00	£35.00
Sports Gym	Full Gym	£20.00	£20.00
Sports Hall 1	1/2 Sports Hall	£19.00	£19.00
Sports Hall 1	1/4 Sports Hall	£9.50	£9.50
Sports Hall 1	Full Sports Hall	£37.50	£37.50
Sports Hall 2	1/2 Sports Hall	£19.00	£19.00
Sports Hall 2	1/4 Sports Hall	£9.50	£9.50
Sports Hall 2	Full Sports Hall	£37.50	£37.50
Year 11 Common Room	Full Common Room	£15.00	£15.00