

## SCHOOL LETTINGS POLICY

Governors Committee Responsible for the Policy:  
Date Policy Approved:  
End Date:  
Leadership Team Role Responsible for Operation  
of the Policy:

**General Purposes and Finance**  
**January 2011**  
**31<sup>st</sup> August 2011**  
**Business Operations Manager**

### Introduction

The school will operate a fair and legitimate process for the lettings of its facilities to relevant persons and organisations in order to engender a community ethos.

### The Policy:

- Will enable bona fide community clubs and organisations with a bias toward sport/healthy lifestyles and the promotion of Life Long Learning to share the out of hours use of the facility and to feel a part of Carisbrooke High School Sports College community.

### The Aims of the Policy

The School will:

- Ensure that Priority for all 'lets' should go to bona fide clubs that are affiliated to their National Organising Body and fit the profile of Carisbrooke High School as a Sports College
- Ensure that priority be given to serial 'lets' rather than 'lets' for one-off events.
- Ensure that bookings for 'lets' by bona fide clubs will be via the Sports College.
- Ensure commitment to both the spirit of 'Extended Schools' and any statutory requirements.
- Ensure that the spirit of the Disability and Discrimination Act April 1995, 2005, Equality Act 2010 and the Health & Safety at Work Act 2004 are observed.
- Ensure that equality of opportunity is promoted.
- Ensure that the activities of the 'lets' and the procedures adopted by the Lettings Policy will not harm or detract from the day to day business of the school and that the school budget does not support such 'lets'
- Ensure that the 'lets' arranged are chargeable in such a way as to be *at least* cost neutral, reflect the principles of good financial management and be subject to annual review.

### Reference:

The Local Authority Access and Inclusion Policy  
Eduwight website 'School Administration' sub section 'Lettings'  
Staff Handbook  
School Network