Redfield Educate Together

Lettings Policy 2026 - 2027

Approval by:	Redfield LGB
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Version	Date	Summary of changes	Author
26.1	March 2026	Fees updated	CFO

Redfield Educate Together Lettings Policy

1. Adoption

ETAT (Educate Together Academy Trust) for Redfield ET have adopted the lettings policy set out below.

2. Introduction

ETAT regard the Academy building and grounds, including the playground and astro pitch, as a community asset and will make every reasonable effort to enable them to be used as much as possible.

However, the overriding aim of ETAT is to support the Academy in providing the best possible education for its pupils, the promotion of equality of opportunity and the community cohesion of the local area. Any lettings of the premises to outside organisations will be considered with this in mind.

The purpose of the letting policy is to:

- maximise the use of the school for the benefit of the community
- raise money to support the activities of the school
- ensure that the educational use of the building is prioritised without prohibiting others from using it.

3. Definition of a letting

A letting may be defined as:

“Any use of the Academy buildings and grounds by parties other than the Academy and its partners. This may be a community group (such as a local music group or rugby team), or a commercial organisation (such as the local branch of ‘Weight Watchers’)”.

The following activities fall within the corporate life of the Academy. These activities are not considered to be lettings and costs arising from these uses are therefore a legitimate charge against the Academy’s delegated budget.

- LGB/Trust Board meetings
- Extra-curricular activities for pupils organised by the Academy
- Academy performances
- Family learning
- Parents’ meetings
- Parent workshops or coffee mornings
- Meetings of the PTA
- PTA organised events
- Services provided by partner organisations.

4. Priority for lettings

ETAT is mindful of the needs in the local area and has carried out an assessment of local needs. This information has been used to assess the priorities for lettings.

The following lettings are especially encouraged:

- Educational activities open to Redfield ET pupils and their families
- Recreational activities open to Redfield ET pupils and their families
- Activities organised by local community groups for the benefit of the local community
- Lettings to people living in the Academy's local community
- Lettings to children's groups
- Lettings youth groups

The following activities are not considered to be appropriate for lettings as they are either well provided for in the local area; are not deemed to be compatible with the ethos of the Academy or are not able to be accommodated within the Academy's facilities.

- Commercial activities with little potential to generate income or support for the Academy
- Events selling alcohol
- Activities promoting gambling

Priority will be given to regular lettings.

5. Types of Lettings

ETAT has agreed to define lettings under the following categories:

- Academy Lettings for activities for pupils or their parents and carers' that provide educational benefit to pupils, which the Academy wishes to subsidise
- Community Lettings for other community activities which should be made on the basis of full cost recovery
- Commercial lettings will be charged on a cost plus an income margin for the school

6. Charges

ETAT is responsible for setting charges for the letting of the Academy premises. These are set out in the Schedule of Charges for Community Use.

The scale of charges will be reviewed annually, during the month of April, for implementation from the 1st of September that year. Details of current charges will be provided in advance of any letting being agreed.

For the purpose of charging, the Head Teacher and Trust CFO are empowered to determine to which group any particular individual or organisation belongs. They are also able to offer any discounts or agree a subsidy for any lettings, as they deem appropriate. The basis of charging will be determined by the purpose for which a letting is arranged.

The minimum hire period will be one hour. The Academy reserves the right to require a deposit over and above the hiring charge as a surety against damage to the premises (including any equipment) or the premises being left in an unacceptable condition necessitating their incurring additional cost for cleaning, caretaking or other expenses

ETAT will seek to recover any cost incurred by the Academy that are unavoidable and result directly from the cancellation of a letting. The timescale and charges for cancellations are set out in the Terms and Conditions of use.

All sessions will be invoiced on a half termly basis with invoices sent out during the last week of the term prior with payment needed before the first session.

7. Letting times, available facilities and equipment

The following times, facilities and equipment available are agreed as follows:

Monday – Friday 6pm until 8:30pm
Saturday – Sunday 9am until 4pm

- Main Hall
- Playground (including astro pitch)

All booking of the above and/or variations to these facilities and times will be subject to the approval of the Headteacher.

8. Conduct of users

This is set out in the Terms and Conditions for use of school premises (attached).

9. Security

The Head teacher has delegated authority to determine the security risk for each letting and will be responsible for allocating a continuous security presence or other control measures.

10. Management of lettings

ETAT has delegated day-to-day responsibility for lettings to the Headteacher and Trust CFO in accordance with ETAT's policy. Where appropriate, the Headteacher may delegate all or part of this responsibility, such as security, child protection to other members of staff, whilst still retaining overall responsibility for the lettings process.

If the Headteacher has any concern about whether a particular request for a letting is appropriate or not, they will consult ETAT's CFO.

11. Considering applications for lettings

Organisations seeking to hire the Academy premises should request and then submit a booking form via info@redfieldet.org.uk

An Initial Request Form, a copy of which is attached to this policy, should be completed at this stage. A record of all enquiries will be kept on file.

The Headteacher **will** decide on the application with consideration to:

- the priorities for lettings agreed by ETAT and set out in the Academy's lettings policy.
- the availability of the facilities and staff
- the Academy's Equality, Health and Safety, Child Protection (Safeguarding) policies
- the health and safety considerations such as numbers of users, type of activity, qualifications of instructors etc.

12. Letting Confirmation

Once a letting has been approved, a letter or email of confirmation will be sent to the hirer, enclosing a copy of the terms and conditions and the Lettings Contract.

The person applying to hire the premises will be invoiced for the cost of the letting, in accordance with ETAT's current scale of charges. We will seek payment in advance in order to reduce any possible negative debts and or a deposit to cover damage.

All lettings fees received will be paid into the ETAT's bank account. The income and expenditure relating to lettings should be clearly recorded by the school and reported under the guidelines in the Financial Regulations Manual.

The Headteacher on behalf of ETAT has the right to refuse an application, and no letting should be regarded as "booked" until approval has been given in writing and payment received in full. The reason for refusal will be recorded on the bottom of the application for lettings form and fully explained to the enquirer.

13. Termination of a Lettings contract

The Headteacher on behalf of ETAT has the immediate power to terminate any letting agreement relating to the hire of the school premises, in accordance with the terms and conditions.

Terms and Conditions

EQUIPMENT AND ACCOMMODATION

A The hirer must pay the Academy the cost of making good any damage to property that may ensue. The hirer must clear away any rubbish and leave the premises in the condition in which they were found.

B Any desks, furniture or equipment in the room or pitch hired must not be interfered without the prior approval of the Headteacher.

Standing on seats, furniture, window sills or climbing the fence, goal posts etc. is not permitted.

Fittings, fixtures or decorations of any kind are not allowed, other than temporary arrangements that require no nails, screws or other fixed devices that would damage any part of the premises.

C Chalk, resin or polishing materials may not be used on floors.

D The lighting arrangements of the premises must not be supplemented or altered. Specialist equipment such as a public address system must not be installed by the hirer, except with the express approval of the Headteacher

E Specialist rooms and equipment (including gymnastic equipment, public address systems, sound systems etc.) are not included in the letting arrangements unless specifically mentioned in the letting form and approved by the Headteacher. The hirer is responsible for their proper use if approved.

F The Academy does not provide first aid facilities for the hirer or guarantee access to a telephone for calling assistance during lettings. Hirers should make their own arrangements in this respect.

G Chairs installed in the premises may be used by special arrangement. The Academy does not undertake to provide suitable chairs or seats for use by the hirer. Any furniture provided by the hirer must be removed immediately after the end of the letting. No items are to be left on the Academy premises.

H The hirer must ensure that any rubbish within the playground/MUGA is taken off site at the end of each session. No litter is to remain on the school grounds.

I Football and netball goals must be left in the position that they are found in.

J Any loss or damage to the coded padlocks is the responsibility of the hirer. The hirer is responsible for ensuring that the padlocks are locked and the site is secure before leaving. The padlock code must not be shared with anyone and must not be visible.

K Any equipment e.g. goal posts, footballs etc, that is on the pitch which does not belong to the organisation hiring the space must be left where it is found.

L Under no circumstances should organisers leave the space that they have hired to retrieve balls etc. Climbing of the fences surrounding the pitches is strictly forbidden.

LEGAL REQUIREMENTS

L The hirer must comply with the legal requirements concerning consumption of intoxicating liquor, music, singing and dancing licences, theatre licences and copyright. The hirer must not apply for licences without the specific approval of ETAT.

M The hirer must comply with any legislation in force at the time of the letting. If the letting is for any play or entertainment provided for children, it is the responsibility of the hirer to station a sufficient number of responsible adults to prevent more children being admitted to the building/outdoor spaces than can be safely accommodated there and to control the movement of the children while entering and leaving the building/outdoor spaces and to take all other reasonable precautions for the safety of the children.

N The hirer will to the best of their endeavours ensure that the requirements of the Race Relations Act 1976 (in particular the need to promote good relations between persons of different racial groups) are observed at all times throughout the letting.

O The hirer is specifically forbidden to use, or allow the use of the hired premises or grounds for any illegal or immoral purposes and shall not carry on any activity so as to cause nuisance or annoyance to other users of the premises or neighbouring or adjoining premises.

INSURANCE

P It is the responsibility of the hirer to have public liability insurance covering them to the amount of £5million.

Q Evidence of the insurance must be shown to the Academy before the letting commences. A copy will be retained on file with regards to expiry dates of hirer's insurance. This will be checked on a yearly basis.

R The Academy is not responsible for any loss, damage or accidents incurred during the use of these facilities.

CONDITIONS OF PREMISES

S While ETAT give no guarantee as to the fitness, suitability or condition of the premises at the commencement of the letting, every effort will be made to see that the premises are in a reasonable state.

T Hirers are responsible for ensuring that the premises are left tidy and free of litter when they leave the site.

U It is the hirer's responsibility to ensure that any damages are reported to the school immediately.

PAYMENT AND BOOKING

V Invoices will be sent for the following term's booking during the last week of the term prior. Payment will be due before the first session on the booking form.

W In order to secure the booking, full payment for the following term is needed. Failure to pay will result in the booking being cancelled.

X Once payment is received and booking is confirmed, any changes to the booking will not be reimbursed.

COMPLIANCE WITH CONDITIONS

Y Failure by the hirer to comply with any of the above conditions, whether intentionally or not, may be deemed by ETAT to be a just cause for the immediate cancellation of any letting or series of lettings.

Z The Headteacher has the right to terminate any booking if the above is not adhered to.

Schedule of charges 2025 - 2026.

All prices are based on one hour or part thereof. The Headteacher and ETAT reserve the right at their discretion to waive, or otherwise reduce, the lettings charges made in specific circumstances.

Main Hall hire Main Hall hire with chairs* Main Hall hire with playground access Playground hire (including astropitch) Charges for a whole day booking may be arranged at the discretion of the headteacher.	£30 per hour £35 per hour £50 per hour £30 per hour
* Please note that chairs and tables can be available on request but must be set out and put away by the hirer.	
This is subject to a yearly review.	

Notes

Hirers must use the assigned 'Disabled' toilets in the main corridor, to the left and right of the hall doors or the corner toilet block in the main corridor.

All users will be responsible for leaving the building, facilities and premises clean and tidy and removing any rubbish from the site.

Users will be expected to comply with Health and Safety and Fire Regulations as they apply to the Academy, a copy of the policies are available from the Academy's office or on the Academy's website.