



Re-founded 1555

Ripon Grammar School

Helping shape the future since 1555



LETTINGS POLICY

Introduction

The Governing Board is committed to ensuring the efficient use of the school's premises and making them available for use by the local community.

However, the overriding aims of the Governing Board are to:

- support the school in providing the best possible education for its students
- promote equality, opportunity and community cohesion in the local area
- ensure appropriate safeguarding arrangements are in place.

Any hiring out of the premises to outside organisations will be considered with this in mind.

Types of Hire Arrangements

The Governing Board has agreed to define hire arrangements under the following categories:

- **Community Hire Arrangements**
- **Commercial Hire Arrangements**
- **Residential Courses**

Activities such as parents' evenings and extra-curricular activities involving RGS students supervised by staff from school do not fall within a hire arrangement.

Practices

With the aforementioned aims in mind the Governing Board acts to ensure:

- the health, safety and welfare of students for lettings during term time in accordance with the school's Child Protection Policy and the Department for Education "Keeping Children Safe in Education" (KCSiE dated September 2022)
- all boarders will be briefed each half term regarding measures that are taken to ensure their safety when lettings are in use
- there are clear Terms & Conditions of Hire and a clear Scale of Charges

- all bookings are made through BookingsPlus.co.uk where the Terms & Conditions may be found
- all persons hiring school premises conform to the relevant Health & Safety regulations
- all organisations hiring school premises conform to relevant safeguarding regulations
- all organisations hiring school premises are required to provide evidence of liability insurance
- links and goodwill are generated with the local and wider community
- school premises are not let to individuals or organisations if there is reason to believe the name of the school would be brought into disrepute
- decisions whether to permit lettings are made by the Director of Strategic Operations (DSO). If the DSO believes a letting should not be permitted, he will report the reasons to the Headmaster and Governing Board
- the use of the premises for school functions takes priority over lettings
- the school retains the income from lettings and the cost to the school of lettings is met from this income
- the Lettings Policy and the charges are reviewed annually.

Reviewed: January 2023

Next Review: January 2024

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Access routes for lettings

