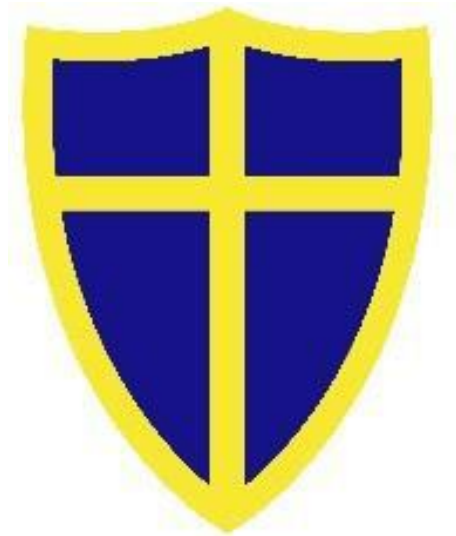


**BLUE COAT CHURCH OF ENGLAND
SCHOOL AND MUSIC COLLEGE**



LETTINGS POLICY

**Written: March 2020
Policy Duration: 1 year**

The following terms shall be interpreted as indicated below when used hereinafter within this policy:

- a) 'Trustees' refers to the registered trustees of the Coventry Blue Coat Church of England School Foundation, registered charity number 511793
- b) 'School' refers to the physical entity of Blue Coat Church of England School and Music College
- c) "Governors" refers to the Governing Body of Blue Coat Church of England School and Music College
- d) Any reference to either 'the school' or 'the Academy' contained within this policy is taken to refer to the appropriate given body within context

Policy

The policy of the Governors is that the school should seek to maximise, whenever possible, income generated through the promotion and hiring of the facilities. In addition the Governors are committed to community use which includes access to school facilities by the community in its widest sense i.e. staff, parents, pupils, local residents and groups, school linked organisations.

The school premises will be available for hire from Monday to Friday evening inclusive and during the daytime at weekends when the facilities are not required by the school. The use of the premises on a Sunday require the explicit permission of the trustees. Use by a Christian church or organisation is presumed to have the trustees consent.

Our aim is that the school delegated budget should not subsidise the costs of any letting. Payments should be made prior to use and any deviations from this should be with the agreement of the Executive Business Manager or their nominated person. The process, procedures and terms and conditions of any lettings or hire is detailed in the "Terms & Conditions for Hire of School Premises" document.

The school's terms and conditions for hire of school premises will be reviewed at least annually to ensure that they meet the needs of the school and its users.

The governors will not allow the school premises to be let to any persons under the age of 18 or to any organisations with an unlawful or extremist background or any other organisations the governors' deem unsuitable.

The governors delegate the arrangements for the day to day management for hire of school premises to the Headteacher.

The effectiveness of this policy and its impact on the school will be assessed by the Finance & Estates Committee at least every three years.

LETTINGS POLICY

Written by:

Mrs Belgrove

March 2020

Reviewed by:

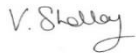
Next Review Date:

March 2021

Approved by Governors:

31.03.2020

Signed:



VICTORIA SHELLEY
Headteacher

Date: 31.03.2020

Signed:



LYN JOHNSON
Chair of Governors

Date: 31.03.2020