



Cranbourne Lettings Policy

Approved and Adopted

Policy Author:	Finance Manager
Approved by:	Full Governing Body
Approved date:	October 2024
Review date:	October 2026

Rationale

Cranbourne wishes to serve the local community out of school hours and make its facilities available for maximum benefit to all who reside within that community.

Purpose

- To encourage and support initiatives aimed at enhancing and developing activities that benefit the whole community.
- Strengthen links between Cranbourne and the local community.
- Support lifelong learning, extra-curricular activities and the extended schools agenda.
- Maximise the use of the facilities by school and community users.
- Cover the cost of lettings and community use of the site (e.g. caretaking salaries, heating, and lighting) as these should not be subsidised from the main school budget.
- To use any surplus of income over expenditure to develop the facilities, for all site users.

Procedures

1. All users must abide by the terms and condition of hire as laid out by the school to ensure safe and correct use of facilities is observed.
2. Lettings and community use of the facilities should not compromise the school curriculum or related activities in any way.
3. The effectiveness of marketing and the revenue generated from lettings should be regularly monitored by the Full Governing Body.
4. The Finance Manager oversees lettings and community use of the site.
5. Use of the facilities for educational purposes e.g. Adult Education is to be encouraged.
6. The final decision as to whether a proposed use is appropriate rests with the Governors.
7. Charges will be reviewed annually and increased in line with market forces.

This policy takes account of all relevant legislation and is drawn up in the accordance with section 149 of the planning duty in Equality Act 2010. It draws upon the guidance set out in the Equality Act Codes of Practice (2010) including the Reasonable Adjustments for Disabled Pupils guide (2010) so that disabled students and visitors are not treated less favorably without justification, and at all times reasonable adjustments are made to ensure that they are not disadvantaged compared to their peers. The SLT of the school will plan strategically, as part of the improvement cycle, the facilities we are able to offer with the intention to continually increase access for Disabled students and visitors over time.