



## LETTINGS

### Public Sector Equality Duty

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We have carefully considered and analysed the impact of this policy on equality and the possible implications for those with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations

Ratified by FRP Committee October 2025  
Due for review October 2026

## INTRODUCTION

The Governors recognise that the primary purpose of the Academy is to provide accommodation for the teaching, learning and welfare of its students. The needs of the students are paramount and will always take precedence over external lettings. When not required by the Academy, the Academy premises (this policy covers both the Iford and the Southbourne sites):

- represent a significant capital investment and should be fully utilised
- are a valuable community resource
- are a valuable source of income and may be offered for private or commercial usage

Any arrangement to hire out the use of the Academy premises should reflect the nature of a Catholic Academy. The Governors and Academy reserves the right to refuse any lettings it may choose.

## Priority Usage

The Governing Body has adopted the following categories of priority user:

- Academy users; e.g. staff and/or parents running paid sessions for staff or students, external clubs (predominantly sports clubs) running sessions for St Peter's students.
- Designated users; e.g. registered charities or community activities.
- Private users; e.g. private businesses, profit making ventures, private functions, and commercial fund raising.

## Application for Designated Status

The Governing Body has delegated its power to determine designated status to the School Business Manager who will exercise discretion on their behalf and determine applications. Lettings administration will maintain a list of approved organisations. This does not preclude the School Business Manager from referring sensitive applications to the full Governing Body at his/her discretion.

## Conditions of Hire

The Governors have adopted a set of Terms & Conditions under which the Academy premises may be hired. These Terms & Conditions can be shared upon request by email to [lettings@st-peters.bournemouth.sch.uk](mailto:lettings@st-peters.bournemouth.sch.uk).

## Administration of Lettings

The Governors recognise that it would be impossible for them personally to vet every applicant or organisation who wish to make use of the school premises. Accordingly, they have delegated the authority to accept applications for hire to the School Business Manager and the Estates Manager. The day-to-day administration of lettings will be operated by the School Business Manager, the Estates Manager and the Finance team.

The Academy will operate a fair lettings policy that does not discriminate on grounds of race, colour, ethnicity, sexuality, gender, age or disability, providing it does not undermine the Catholic ethos of St Peter's.

No member of staff, with the exception of the School Business Manager is allowed to vary the terms and conditions under which the school premises are hired to either individuals or organisations, or to deviate from the Governors' published charging policy. This can be shared upon request by email to [lettings@st-peters.bournemouth.sch.uk](mailto:lettings@st-peters.bournemouth.sch.uk).

All formal hiring of the schools premises, including those for which no charge is made, shall be properly documented. Hirers can apply to book the facilities and request all lettings documentation by emailing [lettings@st-peters.bournemouth.sch.uk](mailto:lettings@st-peters.bournemouth.sch.uk)

## Scale of Charges

In arriving at their scale of charges the Governors have followed the following principles:

- that designated users will be charged no more than cost;
- that private users will be charged on a cost plus an income margin for the school;
- that there will be parity of treatment for similar users;
- the overall cost of letting school facilities will be recovered from users.

For the purpose of charging, the School Business Manager is empowered to determine to which group any particular individual or organisation belongs. The basis of charging will be determined by the purpose for which a letting is arranged.

The scale of charges can be shared upon request by email to [lettings@st-peters.bournemouth.sch.uk](mailto:lettings@st-peters.bournemouth.sch.uk) and will be reviewed annually.

## Discounts

Variations to the standard charges can be undertaken by the School Business Manager, if required, for bespoke arrangements.

## Minimum Charges and Deposits

The minimum hire period will be one (1) hour other than the theatre which will be two (2) hours, or an agreed period with a bespoke charge.

The Governors reserve 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, other expenses or late departure following the agreed period of hire.

## **Cancellations**

Governors reserve the right to seek to recover any cost incurred by the school which are unavoidable and result directly from the cancellation of a letting. Details of the charges can be shared upon request by email to [lettings@st-peters.bournemouth.sch.uk](mailto:lettings@st-peters.bournemouth.sch.uk) The Academy reserves the right to offer alternative suitable accommodation, at either site if it is not possible to fulfil the original booking for whatever reason.

## **Payment Methods**

The Governors are mindful of their responsibilities in safeguarding the Academy from bad debt. Payment at the time of booking by bank transfer is preferred, variation to these terms can be found below and can be discussed at the time of booking

## **Extensions of Credit**

The Governors will allow the extension of credit to bone fide local organisations and individuals where they are satisfied that these are credit worthy. In all the cases the Governors reserve the right to withdraw credit facilities where prompt payment is not received. In all cases where credit is extended, an official invoice will be issued. The Governors will not normally extend credit for lettings where the invoice value is less than fifty pounds (£50). The Governors have chosen to delegate the approval of credit facilities to the School Business Manager who is to maintain a list for the guidance of administrative staff. In all cases where credit is advanced the invoice is to be raised at the time of booking.

Governors will instruct a claim via the Small Claims Court for any amount outstanding after three months.

## **Security**

The Governors will not normally insist upon continuous caretaking presence providing the area of hire can be individually made available. Where the location means that a significant area of the Academy cannot be secured, Site Team presence will be required at cost to the hirer. The Governors reserve the right, and delegate power to the School Business Manager, to insist upon caretaking presence where in his/her view the nature of the hiring may leave the school vulnerable to theft or damage or the organisation has not previously had use of the facility.

## **National and Local Government Guidance**

Due to unforeseen circumstances, there may be times where the policy will need to be varied to take account of Local or National Government guidance, which may impact the type of activities allowed under the Lettings agreement. These situations will be evaluated at the time and any necessary action taken.

## **Monitoring, Evaluation and Review**

The Governing Body will review this policy annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy.

## **Theatre**

There is a separate agreement for the hire of Theatre this can be shared upon request by email to [lettings@st-peters.bournemouth.sch.uk](mailto:lettings@st-peters.bournemouth.sch.uk).

After School Extra Curricular clubs run by external organisations for St Peter's students only and supervised (at all times) by St Peter's staff will not incur a lettings charge but elements of the lettings protocol will still need to be followed. This can be discussed with the member of staff organising the club.

*Updated:-September 2025*

*Approved: October 2025*