



LETTINGS POLICY

Reviewing Member of Staff: Mr Ben Freeman/Mr Alex Hulse
Date Updated: 08/02/2021
Date Approved by Governors: 05/03/2022
Review Date: Spring Term 2022
Committee: Safeguarding, Property & General Purposes

The Governors are committed to letting out various parts of the school premises, out of school hours either on a regular or on a casual basis. The hire of school facilities is managed through the PHHS Trading Company. Prince Henry's High School is committed to ensuring that all children making use of the school facilities are appropriately safeguarded. To this end, all external organisations and personnel are required to complete the safeguarding questionnaire which seeks clarification, of appropriate safeguarding checks and where necessary the existence of safeguarding policies. External bookings cannot be made without these assurances being provided.

The principal areas available for letting are:

- The sports hall and gymnasium
- The astro-turf pitch
- The cricket pitch
- The tennis courts
- The theatre, drama studio and other facilities within the Henrician Theatre complex
- The Alex Gregory Pavilion

The secondary areas available for letting are:

- The school hall (PRH)
- The P block classrooms
- Other selected classrooms

NB: we do not normally let out football or rugby pitches in order to protect these facilities for our own use

These areas are made available for letting:

- To enable the community to access quality facilities
- To discharge any obligations that the Governors have entered into in terms of community use agreements with regard to the sports hall, the astro-turf and the theatre
- To generate additional income for the benefit of the students

Any lettings will be made within the context of the prevailing scale of charges which are agreed by the Governors on an annual basis. In the case of the Henrician Theatre, the Governors also request that the annual lettings charges are approved by the Prince Henry's Evesham Arts Theatre Trust (PHEAT).

All lettings are subject to staff availability and the lettings charges take into account the costs associated with the duties which staff have to carry out to enable the school to be available for hirers.

Conditions of hire are in place for all lettings and no letting will be confirmed unless the hirer has signed an undertaking that these conditions are clearly understood and will be adhered to, including where appropriate, the requirement that hirers will have their own insurance appropriate to the activities which are being undertaken, including public liability insurance.

The Governors reserve the right to refuse (without giving reasons) lettings to organisations or individuals if it is considered that they or the activities they have planned are incompatible with the ethos of Prince Henry's High School.