



LETTINGS POLICY

Reviewing Member of Staff: Mr Ben Freeman/Mr Alex Hulse

Date Updated: 25/02/2025

Date Approved by Governors: 06/03/2025

Review Date: Spring Term 2026

Committee: Safeguarding, Risk, Finance, Estates & 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. 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 3G pitch
- The cricket pitch
- The tennis courts
- The Conference Centre

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 and the astro-turf.
- 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.

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.

The Henrician Theatre

The Governors have entrusted the letting of the Henrician Theatre to the Prince Henry's Evesham Arts Theatre Trust (PHEATT), a separate Charitable Trust.

Accordingly, the school is charged the current single session rate for every school day in the year.

The PHEATT board approve the annual lettings charges and report back to the School Governors.