



Fairfield High School

Lettings Policy

This policy is regularly reviewed to ensure compliance with current regulations.

Approved/reviewed by	
Principal	
Date of next review	September 2026

Introduction

The school premises will be made available to members of the local community when they are not required by the school.

The school have contracted School Space to manage all community lettings. School Space will operate the facilities in line with its contractual agreement with the School and the School's Lettings Policy. This includes but is not limited to:

- All fees and hire charges will be paid to School Space and then a percentage passed on to the school. School Space will manage all payment, deposits and VAT charges where appropriate.
- All communications and negotiations regarding bookings will be conducted through School Space, with the exception of complaints regarding School Space. In such circumstances, the hirer should have made reasonable efforts to first discuss and resolve their complaint or grievance with School Space.

School Use

No charges will be incurred for use of the premises by the Governing Body, the School itself or for certain purposes with the special agreement of the Governors Finance and Premises Committee, provided that the facilities used are left at least as clean as they were found, and staffing provided by the School.

Commercial Lettings

Charges for each facility can be found on the School Space website. Prices quoted are per hour and may be subject to a 10-20% discount. The charges are reviewed annually and apply to commercial lettings.

Accessibility

The School is fully committed to the responsibilities placed on schools in the **Special Educational Needs and Disability Act 2001**.

The School will consider the needs of all people in school including:

- Pupils who may be disabled but not have a statement of special educational need nor be on any stage of special needs assessment
- Teachers and other school staff
- Governors
- All visitors to school

The School will ensure that wherever practicable, reasonable adjustments are made for disabled pupils, staff and external users of school facilities.

Booking Conditions

School Space ensure all lettings accept booking terms. The terms of hire can be found on School Space's website here: www.school-space.org/terms-conditions

Invoicing

Block bookings will be invoiced on a monthly basis by School Space. Payments for One-Off bookings should be made prior to or at the time of hiring. Bookings will only be confirmed on prior receipt of a £50 deposit made payable to School Space, (refundable when the block booking ceases, or after the 'one-off' event has taken place). Hirers pay by arrangement with School Space.

Complaints

Any complaints should be notified to School Space in writing as soon as possible and within seven days of any incident. School Space will notify the school and the complaint will be investigated in line with the School's Enquiries and Complaints.

Cancellations

The school reserves the right to cancel a letting:

- On occasions the school needs to use its own facilities at times which may clash with bookings. In this event the school shall give a minimum of two weeks' notice to the hirer and seek to offer alternative accommodation/facilities.
- Where the hirer is in breach of the terms and conditions of this Lettings Policy and any sums paid by the hirer shall be forfeited.
- Should the school or School Space feel that the letting contravenes British Values or in any way is a risk to the school's reputation.
- If the facility is in some way damaged or not fit for use, which the school will notify School Space of immediately.

Health and Safety

The school Health and Safety policy can be found here: [Policies - Excalibur Academies Trust](#). The school will inform School Space of any health and safety concerns relevant to lettings.

During their booking, hirers are responsible for your own and your attendees Health and Safety. You must comply with all relevant Health and Safety Regulations, including having assessed the risk of your activities appropriately and having in place an appropriate evacuation plan.

Safeguarding

Please see here for School Space's safeguarding policy. All hirers must accept booking terms, including confirming that they have adequate and up to date safeguarding policies and procedures in place. It is also made explicit in those terms that the agreement can be ended due to any safeguarding concerns with the booking or attendees.

If you have safeguarding concern relating to lettings, please contact School Space's DSL Jemma Phibbs on jemma@school-space.org or 020 3369 3269.

The school's Safeguarding policy can be found here [Policies - Excalibur Academies Trust](#).