COLLABORATIVE LEARNING TRUST

Working Together to Secure Success





TRUST POLICY: LETTINGS AND LETTINGS CHARGES

Date Approved	**March 2026**
Next review date	**March 2027**

Policy Objectives

The Collaborative Learning Trust is committed to ensuring the efficient use of their schools' premises and making them available for use by the local community. In doing so it recognises the following principles:

1. that school premises represent a significant capital investment and should be utilised as a valuable community resource;
2. educational usage of our premises constitute a natural priority;
3. that a profit margin is desirable when derived from commercial usage but this is not the overriding objective when facilitating education activity and community activity by recommended users.

The trustees have the following additional policy objectives:

1. that expenditure resulting from the use of school premises by external organisations does not fall on the delegated budget
2. that schools will seek to maximise income from lettings wherever possible
3. that schools will accommodate recommended lettings wherever it is economically viable to do so
4. that schools reserves the right to use their discretion to cancel/refuse lettings in such instances where they would not be economically viable or in keeping with the general ethos of the school.

Delegated Authority

The Collaborative Learning Trust Trustees have delegated the authority to receive applications for lettings of a routine nature to the Admin Manager: Community Engagement and School Marketing and/or school Office Managers, who will consult with the Headteachers and the Director of Business and Finance as necessary to accept/decline applications for hire of the premises at Collaborative Learning Trust Schools.

This includes the authority to determine recommended status of any organisations in addition to those already identified in Appendix A.

Priority Usage

The trustees have agreed the following categories of priority user:

1. Statutory Users
2. Group A Local Community, not for profit (local under 18s groups);
3. Group B Community Groups, not for profit (over 18s);
4. Group C Commercial

Scale of Charges

In arriving at their scale of charges the Local Governing Committees have adhered to the following principles:

1. that statutory users will be charged an amount commensurate with statutory regulations;

2. that Group A and B users will be charged no more than is reasonable to cover the costs to the school, including a margin for wear and tear;
3. consideration has been given to subsidies being applied to some Group A and B users
4. that commercial users should be charged at least cost, plus an income margin for the school, if desired;
5. that there will be parity of treatment for similar users.

For the purposes of charging, the Headteachers and the Director of Business and Finance are empowered to determine to which charging group any individual or organisation belongs. The basis of charging will be determined by the type of organisation hiring the premises, the purpose for which the letting is arranged and the period of time when the letting taken place – as detailed in Appendix A.

The Local Governing Committees have delegated to the Headteacher the right to work with the Director of Business and Finance and Admin Manager: Community Engagement to negotiate with individual groups depending upon the specific circumstances of a letting.

Value added tax will be applied to all transactions where this is appropriate.

Remissions

The Local Governing Committees reserve the right to use their discretion to remit or waive any charges, or part thereof, on the basis of a proposed hirer's circumstances as they see fit. They have delegated this discretion to the relevant Headteacher and Director of Business and Finance using the following principles:

1. that there will be a parity of treatment for similar users
2. that any decision to waive a charge will be subject to periodic review, at least on an annual basis
3. that all decisions will be reported annually to the relevant Local Governing Committee
4. that in the event of appeal or dispute the relevant Local Governing Committee retains the final power to decide on a waiver.

Conditions of Hire

All prospective hirers are required to complete a booking through the Online booking system or booking form and to comply with the Conditions of Hire in Appendix D.

All hiring of the schools' premises, including those for which no charge is made, shall be properly documented. All hirers must complete a letting agreement before hire of the premises commences.

All hirers having completed a letting agreement will receive a copy of the conditions of hire and will hold a legal hire agreement. The hire agreement is a contract which the governors may enforce at law.

Specific facilities, such as a swimming pool, MUGA or astro turf pitch may have additional conditions of hire, which will must be complied with, which do not feature in Appendix D but will be supplied at the time of booking.

Administration of Lettings

The Local Governing Committees recognise that it would be impossible for them to personally vet every applicant or organisation who wish to make use of the school premises. Accordingly, they have delegated the authority to receive applications for lettings of a routine nature to the Admin Manager: Community Engagement and School Marketing and/or the schools' Office Managers, who will consult with the Headteachers and the Director of Business and Finance to accept /decline applications for hire of the premises.

Term time and holiday letting periods are defined by the published term dates of the school.

Security/Safeguarding and the Prevent Duty

The Trustees are mindful of their responsibility to protect the schools' assets and safeguard young persons and vulnerable adults using school premises. With regard to security of assets, governors would normally insist upon continuous caretaking presence in view of leaving the school vulnerable to theft or damage. However, they reserve the right and delegate power to the relevant Headteacher, the Estates Manager and/or the Director of Business and Finance to make variations where in his/her judgement continuous caretaking presence is not justified. With regard to safeguarding, Trustees agree to procedures included in the conditions of hire document.

Any organisation submitting a lettings request involving working with children and/or young people must submit to the Trust a signed copy of their current Child Protection Policy.

All hirers must state the purpose of the hire. Each application will be vetted and any concerns will be reported to the relevant Headteacher or Estates Manager prior to approval.

When determining whether to approve an application, the relevant Headteacher or Estates Manager will consider the following factors:

1. The type of activity
2. Possible interference with school activities
3. The availability of facilities
4. The availability of staff
5. Health and safety considerations
6. The school's duties with regard to the prevention of terrorism and radicalisation
7. Whether the letting is deemed compatible with the ethos of the school.

An application will not be approved if it:

1. Is aimed at promoting extremist views.
2. Involves the dissemination of inappropriate materials.
3. Contravenes the statutory Prevent duty.
4. Is likely to cause offence to public taste and decency (except where this is, in the opinion of the Headteacher, balanced or outweighed by freedom of expression or artistic merit).

The Estates Manager will file an incident report form if they have reason to believe that the letting has been used for political purposes not previously authorised, the dissemination of inappropriate material or any other purpose that contravenes the Prevent duty.

Where an individual or group is found to be promoting views in contravention of the school's Prevent duty, the school will contact the police, who will remove the person or group from school premises.

Adoption and Review of Policy

Approved by trustees on XXXX 2026.

The Local Governing Committees for each school will review and agree the scale of hire charges for the forthcoming financial year in May each year.

Signed…….. Date……
Chair of Governors

Appendix A

Group A Users

All organisations must be voluntary and non-profit making. Those organisations that will be considered as Group A Users must meet the following criteria;

1. all adults involved with the organisation should be employed in a voluntary capacity and not receive any payment/salary for their time/work (excluding registered voluntary organisations)
2. any income from subscriptions collected should only be to cover the running costs of the organisation such as insurance, CRB's, travel and subsidiary expenses, hire fees and purchase of essential kit and equipment

Any organisation not meeting the above criteria will be considered either a Group B User (local community organisation, over 18s) or a commercial organisation and the relevant school will set its own charges that will be a minimum of cost recovery, examples are;

operating in a business capacity
limited company
charging competitive fees for tuition or admission
income collected results in the retention of profit and/or equipment that can be considered as a resalable asset

Category	**Examples of groups included and any specific criteria**	**Type of activity covered**	**Any activity not covered**
Voluntary holiday playscheme	Organisation must be registered with and receive grant aid through LCC.	Holiday playscheme for children only	Fundraising/ social events/ Adult committees
Voluntary youth	Brownies/Guides/Rainbows/ Scouts/Cubs/Beavers/majorettes/ music, dance & drama clubs/art & craft/brigades/mixed activity. Term time only Monday to Friday.	Children's regular activity/training sessions	Fundraising /social event /Adult meetings/ tournament assessments & grading/ competitions /gal / religious teaching or observance.
Special Needs / disability	Gateway/social and activity clubs. Term time only Monday to Friday.	Groups with only registered disabled participants on roll undertaking an activity session.	Respite care Health/ rehabilitation sessions linked to health or social care services/ Fundraising/social events
Community groups	Neighbourhood watch/ local campaign & environment, groups, historical societies / retired citizens activity clubs Term time only Monday to Friday	Regular activity sessions / committee meetings	Fundraising / social events

Under 18 sports	Any sport club affiliated to the relevant national governing body/achieved clubmark Term time only Monday to Sunday	Training sessions/ fixtures and matches arranged between 2 single teams	Fundraising/ tournaments/ galas/competitions /social events/ assessments & grading/adult meeting/training/ matches.
Supplementary schools	Any school registered with Leeds City Council learning communities team and working towards the national chartermark Term time only Monday to Sunday	Supplementary education for children in either mother tongue languages/ culture or national curriculum	Religious teaching or observance/ fundraisin / social events
Parish councils	Any registered parish council Term time only Monday to Friday	Committee meetings	Fundraising/ social events
Political parties	Any branch of a nationally registered party Term time only Monday to Friday	Committee meetings	Fundraising/social events/campaign meetings for election candidates
Registered Voluntary Organisations	Any organisation that is a registered charity and provides a charity registration number, or evidences that it operates in a charitable manner. Voluntary organisations may pay the staff running the session but are entirely non-profit making. Many will be working in partnership with schools and clusters to deliver extended services and community activities Monday to Sunday term time only	Regular or project based activity/ training sessions Partnership working with clusters and schools/ extended services/wider community services	Fundraising/social event /tournaments/ assessments & grading/ competitions gala/ religious teaching or observance.

Appendix B - Schedule of Charges

[Please see links from individual schools for the schedule of charges]

Appendix C

Definition of Terms

Statutory Users : These users have their right to use a school backed by specific legislation. The only such use of schools is concerned with use for elections - Council, National or European.

Appendix D

Full Conditions of Hire

All users of Collaborative Learning Trust premises MUST read this appendix before completing a Lettings Application to ensure they are aware of the conditions which apply. Failure to adhere to these conditions may result in the cancellation of your letting.

The premises the Schools occupy and the facilities within represent a major resource not just to the School but also to the wider community. This is recognised through the School's Lettings and Lettings Charges Policy. This Policy divides lettings into three categories (Appendix 1):

1. Group A Local Community (local under 18s groups);
2. Group B Community Groups, not for profit (over 18s);
3. Group C Commercial

What is a Letting?

A letting is a short-term arrangement (within one academic year) giving an individual, group or organisation a contract to use School facilities. A letting must be in place before any use of School facilities. If it is not or if a group undertakes activities outside the agreement of the Letting, this may invalidate any insurance that is in place.

Applying for a Letting

All applications to hire Collaborative Learning Trust facilities must be through the Collaborative Learning Trust's Lettings platform which can be found on the schools' websites.

All applications must be fully completed and submitted with copies of relevant supporting information, including insurance, child protection and health and safety policies and DBSs, if appropriate.

You must specify exactly which dates, times and facilities you need as otherwise additional charges may be levied.

Term time and holiday lettings are defined by the published term dates of the school.

Lettings are subject to satisfactory risk assessment review by the Estates Manager or, in the case of Prince Henry's Grammar School, the Executive Officer: Site, Health and Safety.

You must apply 7 days in advance of when you require the letting, following the guidelines on the Online booking System, except in exceptional circumstances.

Lettings are not confirmed until you have received an email from the Admin Manager: Community Engagement or a notification from the relevant school through the Online booking system.

It is your responsibility to check the booking made thoroughly and to contact the Admin Manager: Community Engagement or relevant school, if there are any issues.

When your application for a letting is received in the online booking system, checks will be undertaken. You must ensure that you upload to the system form proof of an up-to-date DBS for each person in your organisation who may take responsibility for a letting for children under the age of 18. The Trust will not permit anyone to take responsibility for a letting involving young people under the age of 18 without a current DBS.

Educational use of facilities overrides your letting so you should be aware that there may be occasions when your letting is cancelled due to School events such as Open Evenings and examinations. The School will try to provide you with at least two weeks notice of such events. Your letting will also be cancelled when events outside the School's control, such as adverse weather, affect the use of facilities.

You must not use the facilities outside the agreed times and you must leave the premises at the agreed time. If you need clearing up time, please make sure this is included in the time you request. You are expected to leave the space you have hired in the state you found it.

Annual Review

The Collaborative Learning Trust Trustees will review Guidelines, Terms and Conditions of Use on an annual basis.

The Local Governing Committees will review the schedule of charges for each school on an annual basis.

Organisations will be notified at renewals time each year of any alterations, including charges.

Changes will come into effect on 1st September each year apart from when exceptional circumstances, such as large fluctuations in the cost of utilities, mean an in-year adjustment is appropriate.

If you have a regular letting of two terms or more, we will contact you each year through the online booking system to offer you the chance renew your letting for the following academic year, subject to you meeting the Conditions of Hire. You must renew existing lettings before the closing date. If you do not and we have other applications in for the times and dates of the letting, we may allocate that time to a new letting.

You must not assume that your letting has been renewed until you have received notification from the relevant school through the online booking System.

As long as you complete the necessary paperwork on time, where possible, we will give priority to existing long term lettings of at least 4 half terms in length.

Where possible, you should complete one application for all the spaces or times you require.

Finance

Payment calculations will be based on the information in the Lettings Agreement and any subsequent amendments.

If you have any queries about your payments you should send a message through the online booking System.

Please be aware that the majority of lettings will require you to add a payment card to the online booking system, which will be charged on the acceptance of the letting.

The adult whose name is on the account on the online booking system is liable for any charges associated with it.

Please understand that payments outstanding may result in your letting being cancelled.

If you fail to turn up for a letting, you will be charged for the letting.

If you need to cancel or amend a letting you should send an amendment through the online booking System at least 7 days in advance. Amendments are not agreed until accepted through the system.

The Collaborative Learning Trust cannot be held liable for any loss of expenses or earnings arising from the cancellation of a letting.

Value Added Tax (VAT)

The charges agreed by the Local Governing Committees DO NOT include VAT. If your letting is liable for VAT this will be added to your invoice. Should you be unsure whether or not you are liable for VAT please email finance@collaborativelearningtrust.co.uk and put the words Lettings VAT query in the subject box.

Insurance

Your organisation must have third party public liability insurance cover with an indemnity limit of no less than £5 million. A copy of a valid insurance policy must be submitted with any application to hire School premises. This will form part of your hire agreement. Employer's liability, professional indemnity or personal accident/injury insurance held by individual players or instructors is not sufficient.

Most organisations will be linked or affiliated to a governing body or association and would be expected to take out their insurance through this body.

The Collaborative Learning Trust will not accept responsibility or pay for any goods which are brought on to or left on the premises which are damaged, stolen or lost.

If during or following the hiring of the premises a claim is made against the Collaborative Learning Trust for loss, damage, injury, action or costs then you must reimburse the Trust for all costs connected with that claim. A claim may arise from action that you (or anyone acting with express or implied permission) take or fail to take. For example, someone may be injured by a piece of equipment you have brought in. In entering this agreement, you agree to indemnify the Trust against any claims. As the costs of the claims could be very high, you must have adequate insurance cover.

General Health and Safety

All groups must have a health and safety policy or plan in place and a copy should be uploaded when submitting the Lettings Application to us. First aid and emergency procedures, evacuation procedures and risk assessment are particularly important. If you do not have a policy in place and would like some advice please arrange to speak with our Estates Manager or, in the case of Prince Henry's Grammar School, the Executive Officer: Site, Heath and Safety. It is not sufficient to rely on the Schools' own Health and Safety policies.

Please note the School is not required to have first-aid trained staff on site during your letting. You are expected to have a First Aider on site for your letting. The School is not responsible for those persons participating in the activity taking place during the letting. That responsibility belongs solely to the hirer/organisation. You should hold

your own emergency equipment and records as the School's will not be made available to you.

Hiring of the Chippindale Pool at Prince Henry's Grammar School is an agreement entered into with the external provider to whom Prince Henry's Grammar School have awarded the tender for operation and all lettings agreements for this facility are made with them.

During your period of hire you must take all reasonable steps to maintain order and ensure there are no activities undertaken which are against the law or the conditions of hire contained in this document.

You should be aware that the Schools are a no smoking/vaping sites. Smoking or vaping is not permitted anywhere in the buildings or grounds. Smokers must be directed off site.

Car parking is available on site (unless you have been informed otherwise) and is at the owners' risk. You may be allocated a parking area for your letting. You **MUST NOT** park in the disability parking bays, without placing the appropriate permit on display. Failure to adhere to this condition may result in the cancellation of your letting.

You **MUST NOT** park in a way which causes nuisance to the Schools' neighbours. Individual schools will manage parking with their applicants and you may be asked to park in a specific area. Failure to adhere to this condition may result in the cancellation of your letting.

You must ensure that children are not left unsupervised at any times.

You must ensure that members of your group do not access areas that have not been booked by your group or access areas outside the period of your letting.

If your group involves children, you must ensure that they are not dropped off without another adult being present. **Children must not be left alone on site.** It is your responsibility to liaise with parents and carers to ensure they understand they should not arrive early and leave their children to wander around the site.

The School is not responsible for children arriving at a letting that has been cancelled or where the responsible adult does not arrive on time.

The named hirer is personally responsible for ensuring that all children/members of their group comply with the conditions of this agreement.

Specific Hire Conditions

No person under 18 years of age may make a booking for the use of education premises.

Your use of the premises must not interfere with educational use or cause annoyance to other lettings or evening users or our neighbours.

You can only use the premises for the purpose, length of time and by the named person and organisation stated. You must not arrive earlier or stay later without prior written agreement.

You must not have more people on the premises than is allowed under the licensing or fire regulations.

The Schools reserve the right to refuse a letting if there is a possibility of public disorder, or if it is contrary to the ethos of the school.

The Collaborative Learning Trust reserves the right to insist on additional Letting protocols, if necessary, which may alter the term and conditions of a letting, including

at short notice (for example, during the COVID-19 pandemic). It is the responsibility of the Lettee to ensure that their attendees adhere to these protocols and the national guidance in place at that time for their activity. The Collaborative Learning Trust reserves the right to terminate or suspend the letting agreement with immediate effect if the lettee does not meet this responsibility.

When determining whether to approve an application, the Headteacher or Estates Manager will consider the following factors:

1. The type of activity
2. Possible interference with school activities
3. The availability of facilities
4. The availability of staff
5. Health and safety considerations
6. The school's duties with regard to the prevention of terrorism and radicalisation
7. Whether the letting is deemed compatible with the ethos of the school.

An application will not be approved if it:

1. Is aimed at promoting extremist views.
2. Involves the dissemination of inappropriate materials.
3. Contravenes the statutory Prevent duty.
4. Is likely to cause offence to public taste and decency (except where this is, in the opinion of the Headteacher, balanced or outweighed by freedom of expression or artistic merit).

The Estates Manager will file an incident report form if they have reason to believe that the letting has been used for political purposes not previously authorised, the dissemination of inappropriate material or any other purpose that contravenes the Prevent duty.

Where an individual or group is found to be promoting views in contravention of the school's Prevent duty, the school will contact the police, who will remove the person or group from school premises.

If you wish to book rooms used for food preparation and dining, or if you wish to provide food and/or drink including alcohol you may need to have a member of the School Staff present and will be charged a supplement. This will be confirmed in your agreement.

Hire of the premises does not include equipment or materials. Specific permission must be obtained in order to use any equipment in the premises.

You must leave the premises clean and tidy after each hiring. It should be returned to an "as found" condition. If you do not, we will arrange for it to be cleaned at your expense.

You must not create any permanent displays or attach items to the walls and fixtures.

Any damages to the premises, furniture or equipment during the hiring (other than ordinary wear and tear) must be reported immediately to the member of the Site Team on duty, or to the Admin Manager: Community Engagement and School Marketing or the school Office Manager by email, if the school site is unmanned. It will have to be made good immediately or paid for to the School's satisfaction.

You must not harass, abuse or threaten any person in or about the premises in any way. Where a person behaves inappropriately, all existing lettings could be suspended or cancelled.

You must not use the premises in a way which breaches any Act of Parliament including (but not limited to) the Race Relations Act 1976, the Public Order Act 1986 and the Racial and Religious Hatred Act 2006.

All attendees must wear the appropriate footwear for the facility you have hired eg: no outdoor shoes are allowed in the Prince Henry's Grammar School Gym, trainers cannot be worn on the Community 3G pitch. This forms part of the terms and conditions of your letting and failure to adhere to these regulations may lead to the cancellation of your letting. It is the responsibility of the person making the booking to make sure that all attendees, including any match officials or opposition teams, are aware of these regulations.

Public Entertaining and Licensing

The Schools are available for hire for one-off events such as dance festivals and fund raising events. The Schools do not hold an alcohol license. If you wish to serve alcohol at an event, you will need to get approval from school in advance. 6 weeks notice will be needed. Such events will be approved on an individual basis following a meeting with the Admin Manager: Community Engagement and/or relevant Headteacher.

Child Protection and DBS checks

All organisations that involve **children under the age of 18 years** must have a child protection policy in place. A copy of this policy MUST be uploaded to the Lettings Application when it is submitted and will form part of your hire agreement. The policy must contain the following information:

1. Confirmation that DBS checks are carried out on all staff and volunteers and they are updated as necessary.
2. Process for training/informing staff and volunteers of relevant child protection issues and updates.
3. Process/procedures for reporting suspicions and disclosures.
4. Process/procedure for allegations made against a member of staff.
5. Confirmation that the Child Protection Policy is reviewed every three years.
6. A list of staff/volunteers and their disclosure certificate dates.

If you do not supply a copy of your Child Protection Policy or if the information in your policy is not sufficient, your application to hire our premises will be refused.

You must NOT allow anyone whose DBS number has not been recorded with the **Collaborative Learning Trust** to lead or assist with an activity on our premises.

Your child protection policy should be reviewed every 3 years and a new copy should be uploaded with the following year's application for a letting.

You are responsible for ensuring your DBSs and Child Protection Policy are up to date. You will not receive a reminder from Collaborative Learning Trust.

You must adhere to the Department for Education safeguarding guidance for After-school clubs, community activities, and tuition providers.

Organisation Constitution

Voluntary or community organisations, groups and clubs should have a committee or advisory body in place consisting of three or more adults.

Where a dispute occurs with a community or voluntary group regarding the category of letting (A,B,C) and a copy of the constitution has not been received by the School, the letting will be classed as commercial and charged accordingly.

Sports matches and fixtures

Priority will be given to those teams that are hiring pitches as their home ground for that season.

The Schools have a limited number of pitches available and we therefore expect teams to:

1. Act fairly
2. Share use of a pitch where possible
3. Understand there will be occasions where use of the premises is refused.
4. Understand that the School can take the decision to rest our pitches or to stop use mid-season to ensure educational use is not affected.
5. Respect the School's decision when use is refused, stopped or suspended and not attempt to use it during these periods.
6. Be advised that the School can make charges for damages and repairs.
7. Respect our neighbours and adhere to parking policies.
8. Collect their rubbish and place it in the rubbish bins required.
9. Adhere to the respectful rules of their Governing Body, on and off the pitch, including managing their supporters.
10. Adhere to these terms and conditions – any breach of these terms and conditions could result in the cancellation of your letting.

COLLABORATIVE LEARNING TRUST

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