

SCHOOL'S GUIDE TO LETTINGS



Everything you need to know about letting your school's facilities to generate additional revenue.

SIMPLIFYING SCHOOL ADMINISTRATION

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online payments | communications | trips and events | dinner money | stock control | parents' evening | extended day | lettings

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- ☒ Reduce administration
- ☒ Increase efficiencies
- ☒ Less human error

This guide is created for schools who are interested in letting their facilities or switching to using the Tucasi Lettings module. This comprehensive walkthrough provides key information regarding letting facilities, giving school business managers and/or administrative personnel a firm foundation, planning tips and useful information.

Introduction to Lettings

73%
of schools let out school
facilities to generate
additional income

“The Lettings module is self-funding. Without a doubt it generates a modest amount of additional income. The budgets are tight, so anything to generate additional income is absolutely welcomed.”

In recent years, schools have experienced some of the tightest governmental budget cuts to date.

The ongoing depletion of funds has a knock-on effect on the quality of schooling through increased teacher redundancies, fewer subjects in the curriculum and parent's expenditure increasing per child.

Tucasi recently completed a schoolwide survey. The results highlighted the impact of the budget cuts in schools.


Our research also revealed that 73% of the schools surveyed confirmed that they are already letting out their school's facilities to generate much needed additional income.

Tucasi help to make the financial management and administration of school's tasks easier.

The Lettings module is helping schools across the UK to manage the bookings of their facilities by using one, simple software system.

Lettings: is it for you?

Each school is unique, and the requirements and capabilities differ greatly. Before schools can continue to explore the features of a letting solution, it is essential to assess the need and capacity before hiring out facilities.



Does your school have classrooms, meeting rooms or sport facilities?

Have you been affected by budget cuts, or would you simply welcome additional revenue?

Do you think letting your facilities requires excess time and effort?

You should consider using a Lettings software to see how easy it can be.

If by now you have realised that your school's largest asset: its space, is underutilised and could be generating revenue, read on to discover how to start boosting income and what type of facilities can be hired out.

What can you hire out?

No school is ever the same as another, which is a good thing. What you can hire out, the school down the road may not have. To begin, use the table below to conduct a facilities audit. This will become your income generating tick list when you realise just how much property and facilities your school has available to capitalise on.

- ☐ Astroturf pitches
- ☐ Badminton court
- ☐ Basketball court
- ☐ Netball court
- ☐ Canteen
- ☐ Classrooms
- ☐ Community hubs
- ☐ Dinner Hall
- ☐ Drama studios
- ☐ Gymnasium facilities
- ☐ Indoor pitches
- ☐ Interview rooms
- ☐ Libraries
- ☐ Meeting rooms
- ☐ Swimming pool
- ☐ Tennis court

Hopefully, you should have selected at least three of the above facilities, if not more.

The good news is, these are areas your community is eager to use!



We are a community school, so anything to benefit the local community is a bonus...It's a double whammy, it gives us additional income whilst raising our community profile.

Benefits of Lettings

Generate additional revenue

Many schools are looking for ways to generate additional income. Hiring our unused facilities will provide the extra cash injection for your school to use, and with minimal outlay. When done correctly, lettings will generate a steady stream of recurring revenue. By utilising your spaces outside of classroom hours, you will boost your income.

Community engagement

Offering your spaces for hire will open the school to the community. By becoming a hub for local activities, schools can increase their engagement levels and create invested stakeholders.

Something for nothing

With a relatively small cost for the initial installation of a Lettings software solution, the cost of the technology will be quickly offset by the revenue it generates. Using software automates many tasks, this makes it easier to manage and coordinate Lettings, with minimal admin input.

“*Using the new system is a significant improvement in our ability to manage quite a complex set of Lettings. It's relatively easy to use and a huge improvement to how we did it before.*”



Community input

Schools are an integral part of the communities they sit within. Many people take this into consideration, when thinking about purchasing properties nearby.

As the education provider to children in your district, it's no surprise that when your school speaks – your community will listen.

The best type of school and community relationship is within an open sharing environment.

As we have already mentioned, funding cuts have seen schools struggle financially to continue providing the same levels of education as before, and communities have rallied together to provide financial support.

Many schools do not appreciate just how essential they can be to the community around them.

Utilise your biggest asset

Affordable community space is limited and offering the venue to host local clubs, groups and classes at a small cost provides a double benefit. Not only do locals have a place where they can congregate for activities and sessions, strengthening the community spirit, but your school will also benefit from the cash injection.

Your space is one of your biggest assets available to you as a school. With an easy-to-use software system, you can make letting out your spaces even easier.

Our Lettings module allows hirers and schools alike to book the spaces online via SCOPAY they need with minimal effort.



Hirers can book facilities online via SCOPAY and pay their invoices online too.

Things to consider

To help, we have compiled a list of things to consider. Planning prior to getting started, will make the implementation process much smoother. So you can start generating income even faster.

Out of hours staff

Having onsite security or caretaking staff to unlock and lock facilities will incur a small cost. This cost is instantly reimbursed through the revenue generated from Lettings.

You may need to consider the physical layout of your school. If your facilities are in sectioned off zones, you may not require the caretaker to manage and monitor the whole premises, ergo reducing the number of staff required.

Once you start hiring out your facilities, you can judge the appetite for your facilities and structure your lettings timetable accordingly.

Setting price bands

You can set different price bands, for example charging a lesser rate for voluntary or charitable events, with a higher rate for corporate meetings.

Hiring add-ons

As well as physical venues, many schools are adding services as a hireable product. For a caretaking service, site security or cleaning cost, the school can choose to charge the hirer.

This generates additional income and ensures that the overall costs associated with hiring out the facilities are met.

Public Liability insurance

Many hirers are required to have their own Public Liability insurance; however, some schools offer hirers the option to be included on the overall insurance (at an additional cost).

This cost can be charged as a percentage of the overall booking, or as a fixed cost. It is the school's discretion how they would like to administer the insurance policies. Our Lettings module allows each record to store insurance details within it, with a reminder when renewal dates are approaching or has expired.

Equipment hire

Establish guidelines when hiring out each space. An example is hiring out a classroom, but not access to the schools' network and IT equipment. To offer equipment, it can be added as an extra charge to the original hire. This helps hirers understand the boundaries of the hire at the forefront, reducing confusion should equipment be used without permission.

Involve your stakeholders

Many schools have systems and invested stakeholders who would like further information before making a decision. Tucasi specialises in speaking to multiple stakeholders, ensuring the software meets the needs of everyday users, management and governors.



Getting started

Create a hiring strategy

It is your school's discretion as to how many or few bookings you take.

The calendar is totally flexible as per your school's needs. If you plan in your extracurricular activities, these can be added to the Lettings module with a 100% discount applied. This ensures that only free spaces are available to external hirers.

Lettings software

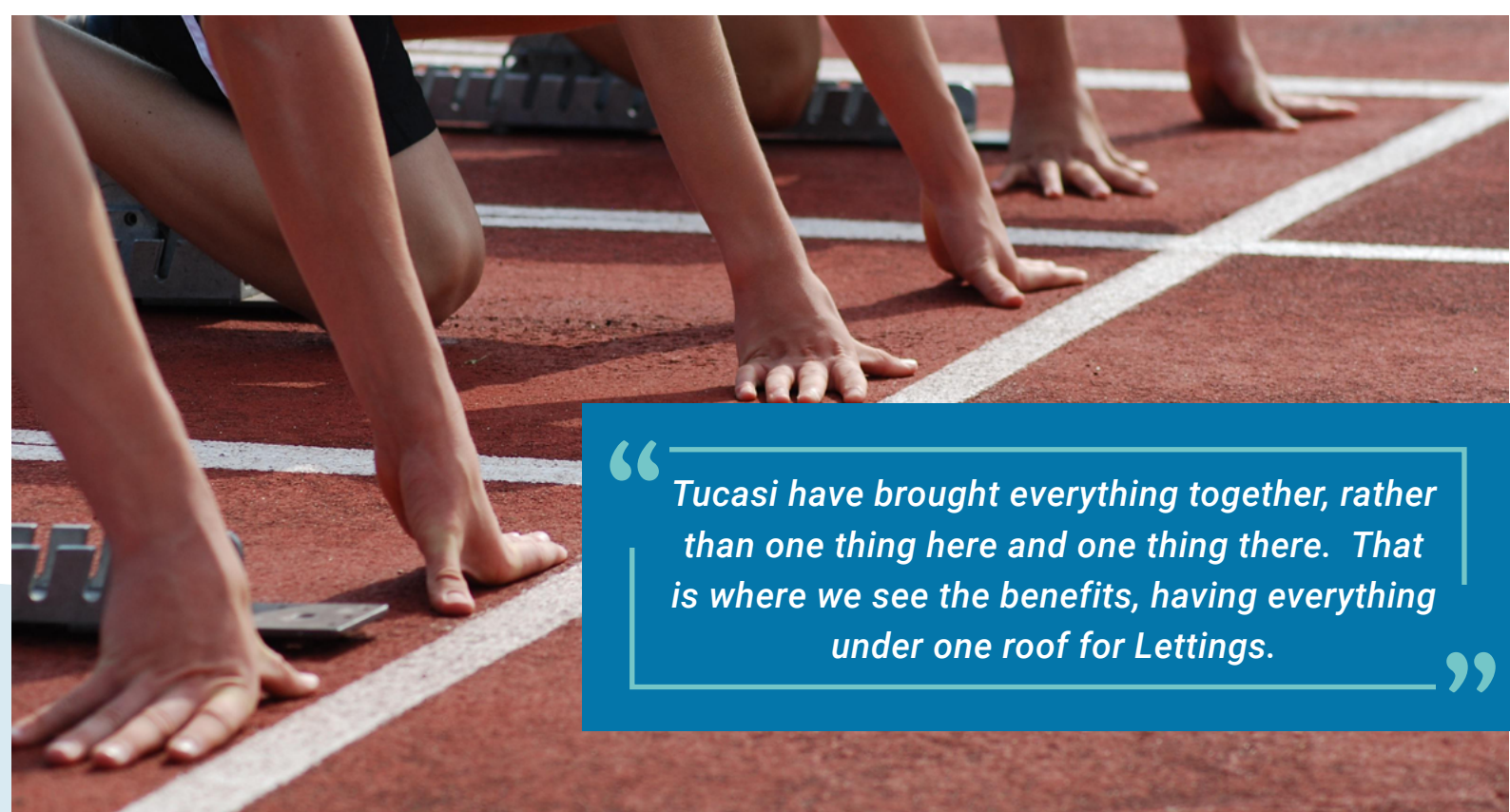
Our team can provide a free, no obligation demonstration of our Lettings module. This will help your team to understand what the software can do and if it meets your requirements.

After assessing the software's capabilities, the next step is to purchase your software and get fully set up and trained by our team.

Once you have purchased and have been trained, you are good to go!

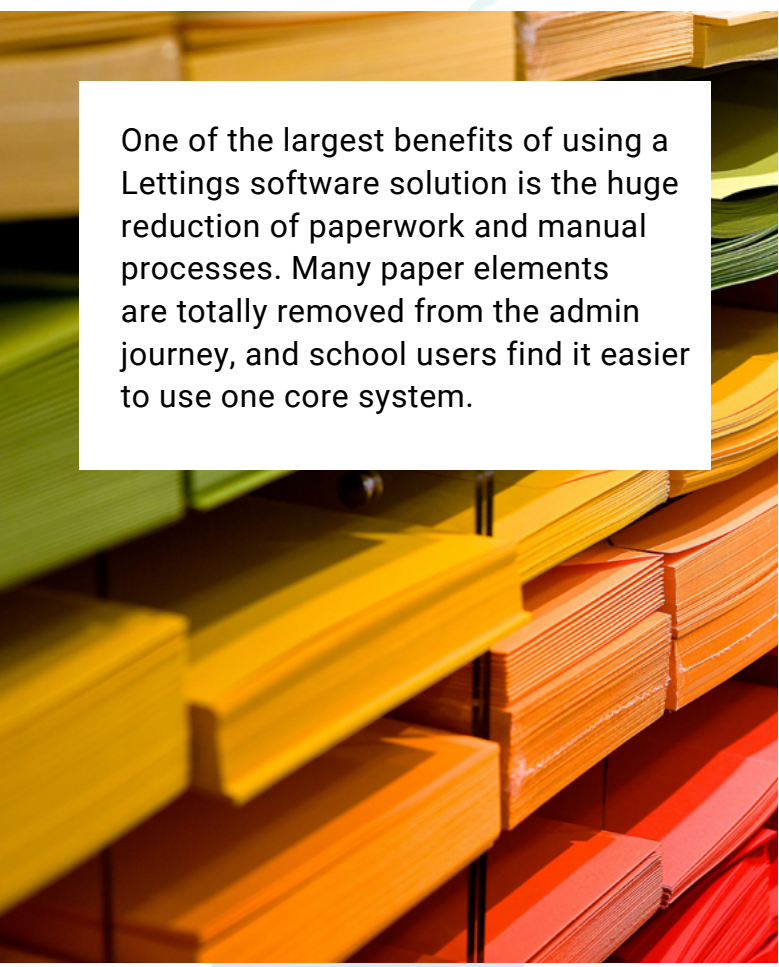
Configure your payment choices

Set your Lettings module up with Online Payments to receive payments directly into your chosen bank account. The benefit of choosing Tucasi is using a highly secure, fully Level 1 Certified PCI Security payments provider and FCA approved.



“Tucasi have brought everything together, rather than one thing here and one thing there. That is where we see the benefits, having everything under one roof for Lettings.”

Reducing paperwork



One of the largest benefits of using a Lettings software solution is the huge reduction of paperwork and manual processes. Many paper elements are totally removed from the admin journey, and school users find it easier to use one core system.

Hirer information

For safeguarding purposes, schools prefer having a clear record of hirers who have visited the site. The software stores previous hires and information. For repeat hirers, schools can assign multiple bookings under one booking reference or create multiple references for the same hirer.

GDPR compliant

As per GDPR, each record should be stored for a length of time which is relevant and deemed appropriate by the school. Individual schools are able to delete hirer records and booking history as required by their own privacy policies.

Payment information is treated differently, and under PCI Compliance regulations, financial transactions are stored for seven years and are FCA Approved.

Insurance documentation

Each hirer's insurance documentation can be referred to from within the software. With their renewal date logged, the system flags reminders to the school when documents have expired and users need to update the information. Creating a mail merge, the school can immediately contact each hirer requesting additional information. Each record can be traced back, and folders become streamlined and condensed.

The people are very good, equally they are very responsive and helpful. Having them visit onsite during the configuration to help us during the instal was invaluable.

About Tucasi

At Tucasi, we work closely with schools, academies, nurseries, multi academy trusts, local authorities and caterers to provide software to support seamless administration.

Our modular software is tailored to meet your needs. It helps to reduce time spent on administration tasks and provides an easy way to receive bookings and payments, either online or via our free SCOPAY app.

Tucasi was formed in 2004 to address the issues relating to the income collection process in schools. We provide exceptional software, used by nurseries and schools across the country.

Tucasi is one of a constantly growing number of companies run within the Vesta Software Group, which in turn, is one of many operating groups of Constellation Software Inc. As a company, Tucasi benefits from the operational and financial support of the Vesta Software Group.

Get In Touch

To find out more about the Lettings module and its functionality, schools can book free demonstrations where a product expert will demonstrate the software and answer any specific questions.

To book a free demonstration, call **02380 016 563** or email sales@tucasi.com

“

We found out about Tucasi by asking schools in the area. They have quite a significant presence in most schools. We weighed it up by talking to our peers, as everyone has a story about them.

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This impartial guide was created by Tucasi to inform schools on the Lettings process, procedure and guidance.

All information has been gathered as a result of our extensive experience providing Lettings software to schools across the UK.

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