



Lettings Policy 2014

The Betty Layward Primary School Lettings Policy 2014

Date: 2014

Due for Revision: 2015

Lead Person: Headteacher

Introduction

This policy has been formulated in accordance with directions issued by the Local Authority in 2007, "The Use of School Accommodation by External Groups and Organisations."

Aim

- The aim of this policy is:
- to clarify the school's interpretation and adoption of the Local Authority directive referred to above.
- to set out the school's procedures for community use of school premises,
- to inform community users of the way in which the school decides the level of charges for such use,
- to ensure that child protection is not compromised by such community use.

Responsibilities

The Governing Body of the School is responsible for determining the content of the policy and the Headteacher for implementation.

1. Legislative Background

Section 42 of the Education (no 2) Act 1986 provides for the use of school premises outside school hours to be under the control of the School's Governing Body. Subject to directions issued by a Local Authority. Such directions cannot effectively remove the Governing Body's control. Governing Bodies are obliged to consider the desirability of Community Use of their premises but must recover the costs of opening their buildings.

The Education Act 2002 gave Governing Bodies enabling powers to enter into contracts to further any charitable purpose for the benefit of pupils, their families or the local community. The DfE's expectation was that schools provide "community access", "a varied menu of after school/lunchtime activities" and "childcare" before and after school.

2. Times of Opening

The school's Opening Times refers to the time in which the devolved grant covers the school's costs of services e.g. cleaning, heating & lighting – the "School Day". These hours are 8am to 6pm. Outside the school day, the school can let accommodation to organisations where the activity benefits the public, and must at least cover their costs of opening. If a commercial organisation

The Betty Layward Primary School Lettings Policy 2014

offering such an activity wishes to use school accommodation, the school can charge a market rate.

3. Categories of Hirers

The categories of hirers are considered as one of the following:

- Category 1. Local Authority services eg Adult Education.
- Category 2. Local community/voluntary groups and organisations.
- Category 3. Commercial

A community group is defined as a non-profit making organisation operating for the benefit of members of the community. They may make an attendance charge to their customers/members, but typically reinvest in the group. To qualify for category 2, groups have to register with the Local Authority and show proof of this registration to the school when making the booking. The school may charge groups that are not registered a full commercial charge. All bookings by political groups are considered commercial. Applications received from community groups can be refused when the purpose of the booking is a political rally or the holding of a meeting would cause public disorder and/or damage to school property. The school can take the advice of the Local Authority or the Police if in any doubt as to a group's purpose.

4. Charging Principles

Category 1. Local Authority services eg Adult Education - A standard fee applies to hirers in category 1 during the school day and is based on an existing formula in use for Adult Education.

Category 2. Local community/voluntary groups and organisations - A standard fee may be applied to hirers in category 2 during the school day. This fee – the "service charge" is an agreed cross-borough fee to typically represent the extra costs of cleaning, wear and tear, caretaking and heating & lighting incurred with additional use. Whether this charge is to be applied to any individual club will be decided on a case by case basis by the Senior Management of the school, Please see Appendix 1 for current schedule. The service charge is made per room, regardless of size, and per 'session' (defined as 'up to three consecutive hours') within a day. The three hours includes caretaking time for opening and closing accommodation. If a caretaker is required beyond the subsidised three hours, an appropriate overtime charge is made.

Category 3. Commercial - Charges are set by the school for its commercial lettings. The schedule of these charges is approved by the governing body. In preparing this schedule the school considers

- The benefits to pupils and/or families of the activities on offer when setting the rate,
- The charges being made by the organisation to its members/customers.

Exceptions.

In common with most schools the school does not make a hire charge for its breakfast club or other groups that start before 9am. In the spirit of community access the school can opt not to make a charge for one-off or short-term hire of rooms during the teaching day, to those

The Betty Layward Primary School Lettings Policy 2014

community or voluntary groups that do not ask their members or customers for a financial contribution, e.g. a parent and child group run by the school, or by Parent Support Advisers or extended school co-ordinators, would typically not be charged.

5. Safeguarding children

The school's governing body is responsible for ensuring child protection. It is a requirement of that all those working with children, staff as well as volunteers who have 'significant contact' with children, have been subject to a criminal record bureau (CRB) check. When accepting a request for Community Group registration, the Local Authority will ask group leaders for a copy of their child protection policy and written assurance that all staff working with children have CRB checks completed. The school will ask commercial groups requesting facilities to provide the same. Every group or organisation, community or commercial, is required to have insurance cover in terms of its own activities. Public Liability Insurance should cover the event of their being held liable for damage to school property and/or injuries/loss to individuals. This insurance should have a minimum level of cover of £5million. All groups are required to give a copy of their insurance certificate to the school when they are hiring accommodation (in advance of the letting). The school ensures that appropriate child/adult ratios are adhered to. Arrangements are in place for emergencies or the unexpected e.g. arrangements for managing in the event that a child not picked up after a session run by a provider. All staff and providers working on the site during the school day or out of hours are given instruction on issues such as emergency evacuation procedures.

6. School Procedures

The school office is the initial point of contact for all enquiries regarding lettings. Local Authority letting requests will be considered by the Headteacher or Deputy Headteacher. Depending on the nature of the function or activity either the agreed Local Authority rate will apply or there will no charge. Community Group requests will be considered by the Headteacher or Deputy Headteacher. Usually Community Group lettings are not accepted during the normal teaching day. Lettings during "the school day" will be charged the Category 2 Service Charge. Should the letting be partly or wholly outside of "the school day" then a charge to cover costs of caretaker's overtime is also made.

The school office ensures that any CRB, child protection and insurance matters are dealt with; a licence agreement is then signed. If the letting involves an after-school club the Deputy Headteacher decides the amount to be charged to children.

The Deputy Headteacher will meet the club provider before the first session and will give instructions on emergency procedures, evacuations, "left children" and child protection issues. The school office then handles all administration of the club. Commercial letting requests will be considered by the Headteacher or Deputy Headteacher. Usually commercial lettings are not accepted during the normal teaching day. Letting requests within "the school day" but outside teaching hours will, after each case being considered on its merits as detailed above (4. Charging Principles), will be charged either the Category 2 Service Charge or a commercial rate which ensures, as a minimum, that all costs to the school are covered. Letting requests which are for the running of an after-school club will be dealt with as detailed above and will pay the Category 2

The Betty Layward Primary School Lettings Policy 2014

Service Charge Rate. Commercial letting requests outside "the school day" will always be charged a full commercial rate.

Exceptions;

Where a community or commercial organisation run a regular after school club but primarily use the school solely as a meeting point prior to doing the activity on the fields or playground the Service Charge will be waived.

7. Review

The Finance and Premises Committee is responsible for reviewing and recommending the policy and charges to the Governing Body. The Committee will conduct an annual review of charges in the Summer term for approval by the Autumn GB meeting for implementation at the beginning of the **Autumn term**.

The Finance and Premises committee of the governing body will review the policy every four years unless required by changes to statute or law. The charges to be reviewed by the committee will be:

- The "service charge" rate applied to all lettings within the school day for outside providers of after-school clubs to children within the school. For 2011- 12 the charge will be £50 per hour.
 - The "community organisation" charge applied for use of the school outside school hours. The charge for 2012-13 will be £30 per hour or part of per hour.
 - The Commercial lettings charge applied for commercial use inside or outside of the school day. There is no current charge for this. The school has historically negotiated rates on a case by case basis.
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