



# Edgewood Primary School

**Building skills and values for life**

## LETTINGS POLICY

### Introduction

This policy has been agreed by the Governing Body and sets out the arrangements concerning the use of school premises, accommodation and facilities outside the normal school day. The Governing Body recognises that it should exercise control over the use of the school premises outside school hours, and set letting fees, subject to directions by the LA and having regard to the desirability of use by the local community.

### 1. School Use of Premises

- 1.1 School use is defined as any activity initiated by the school - educational activity, fund-raising, Governors' meetings, parents' meetings and staff meetings.
- 1.2 'School Premises' include the site, the school field and the school buildings. During hours when SLM operate the leisure centre it does not include the main hall or multi-use room but does include all outside areas.
- 1.3 School activities will be charged no, or a minimal, letting fee. The costs of site manager fees and energy will be met from the school budget if required.

### 2. Free and Subsidised Lettings

- 2.1 Schools are not allowed to subsidise non-school activities and, therefore, overall, the Governing Body expects school lettings to be self-financing.
- 2.2 The Governing Body will allow the Local Authority use of school premises at minimum cost on an expenses only basis.

### 3. Conditions of Hire

- 3.1 The hirer must complete a Letting Form with the signature of the Headteacher and the Site Manager is a pre-requisite for letting the school premises.
- 3.2 The hirer must adhere with all aspects of the schools conditions of hiring school facilities (see Letting form for full details).

### 4. Letting Administration

- 4.1 The Governing Body reserves the right to:
  - 4.1.1 refuse a letting to any applicant who owes payment from a previous letting until the outstanding payment is made
  - 4.1.2 require by providing an invoice payment in advance, or in retrospect with a prearranged contract for regular lettings.
  - 4.1.3 require 24 hours' notice of cancellation and to charge the Site Manager's fee to the hirer in case of default.
  - 4.1.4 charge for the actual time needed by the hirer including time for setting up and clearing up
  - 4.1.5 make the same charge throughout the year regardless of whether or not heating is required. Energy costs will therefore be equated across the whole year and all non-subsidized lettings
  - 4.1.6 support the Friends Of Edgewood PTA by making no charge for Committee Meetings or events.
  - 4.1.7 vary these guidelines in particular circumstances and by agreement with Finance & Personnel Committee
  - 4.1.8 review Letting Charges annually with implementation from 1st April.
  - 4.1.9 cancel any hire of any school facilities at any time before or during the hire if the School believes the hirer breaches its British Values or is encouraging radicalisation, terrorism or extremism in any way as set out in our conditions of letting. The School will not liable for any inconvenience or loss of time or revenue caused.

4.2 The procedures followed by the school are included in the LA Scheme for finance and the administration of lettings is completed by the school Office Manager and authorized by the Headteacher. The Site Manager's Return of Lettings is submitted to the Headteacher on a monthly basis.

## 5. Letting Charges

5.1 The basic hourly Letting Charge will be made up as follows:

- 5.1.1 The Site Manager's Fee (based on current national rates)
- 5.1.2 an hourly energy charge (based on the annual energy budget divided by 1500).
- 5.1.3 a contribution to wear and tear and administrative costs

5.2 No payment will be made to the site manager / caretaker for any letting that takes place before 5.45pm on a school day as this is within normal contractual duties.

5.3 An annual inflation review is implemented in April each year. The figure to be based on the inflation assumptions provided in the LA budget paper.

5.4 The charging structure recognises the following categories of users:

<b>School</b> – governors, PTA, staff members, before and after school childcare	- no fee
<b>Private</b> – for adult or children's parties, etc.	- full fee
<b>Community</b> - youth work & uniformed organizations, adult community groups	- subsidised fee
<b>Organisations offering after-school opportunities</b>	
In these cases, the money is managed by the organisation.	
However, the school has wear and tear and administrative costs.	- subsidised fee

5.5 Lettings charges from September 2015 will be made up of:

- Full Fee                      After 6pm weekdays or weekends, a basic hourly rate of £50 per hour  
                                      Before 6pm weekdays, a basic hourly rate of £30 per hour
- Subsidised Fee              After 6pm weekdays or weekends, a basic hourly rate of £30 per hour  
                                      Before 6pm weekdays, a basic hourly rate of £15 per hour