

# **TUPTON PRIMARY SCHOOL**

## **SCHOOL PREMISES LETTINGS POLICY**

### **INTRODUCTION**

School premises are used for a wide range of purposes in addition to providing the teaching and learning of pupils. These include meetings arranged by the school (for example for governors or parents); activities which are for the benefit of pupils in the school, but are outside of the normal school day; access which allows the wider public to make use of the buildings for educational, social or recreational use. The Governing Body regards the school buildings and grounds as a community asset and will make every reasonable effort to enable them to be used as much as possible. However, the overriding aim of the Governing Body is to support the school in providing the best possible education for its pupils, and any lettings of the premises to outside organisations will be considered with this in mind. The Tupton Primary School Governing Body has delegated approval of lettings to the Headteacher, with summaries of lettings use presented to the Governing Body at regular intervals.

### **LEGAL BACKGROUND**

Various education Acts refer to the control of school premises. Section 27 of the Education Act 2002 enables school governors to provide facilities or services for the benefit of a) pupils at the school or their families or b) people who live in the locality in which the school is situated.

The school's delegated budget (which is provided for the education of its pupils) will not be used to subsidise any lettings by community or commercial organisations. A charge will be levied to meet the additional costs incurred by the school in respect of any lettings of the premises. As a minimum, the actual cost to the school of any use of the premises by an outside organisation must be re-imbursed to the school's budget.

## **DEFINITION OF A LETTING**

A letting may be defined as “any use of the school premises (buildings and grounds) by either a community group (such as a local dance group or football team), or a commercial organisation (such as the local branch of ‘Slimming World’)”. A letting must not interfere with the primary activity of the school, which is to provide a high standard of education for all its pupils.

Use of the premises for activities such as staff meetings, parents' meetings, Governing Body meetings and extra-curricular activities of pupils supervised by school staff, fall within the corporate life of the school. Costs arising from these uses are therefore a legitimate charge against the school's delegated budget. Lettings for PTFA events can also be arranged for pupils at no cost to the PTFA e.g. discos.

Groups should be encouraged to arrange their lettings so that they take place at the same time as meetings planned by the school or other organisations.

## **CHARGES FOR A LETTING**

A charge will be levied, subject to directions by the LA Lettings Calculator which covers the following:

- Cost of services (heating and lighting)
- Cost of staffing (additional security, caretaking and cleaning) - including “on-costs”
- Cost of administration
- Cost of “wear and tear”
- Cost of use of school equipment (if applicable)
- Profit element (if appropriate)

Where there are multiple lettings taking place at the same time, the costs for services and staffing will normally be shared between the organisations involved. The school reserves the right to levy an additional charge of 10% of the total letting charge in the event of excessive cleaning being necessary following a letting.

## **HIRE OF PLAYING FIELDS AND OUTDOOR PLAYING SERVICES**

Changing rooms and associated toilets, apparatus and equipment can be made available to groups, if required, all at an additional charge determined by the school.

The hirer is responsible for the safety and adequate supervision of children during the letting. The level of supervision may vary according to the age of the children taking part and the type of activity involved. The hirer is also responsible for providing appropriately qualified supervisors for any activity using specialised equipment, eg trampolining, climbing walls etc. Before agreeing to a letting involving children or a specialist activity, the Headteacher must be satisfied that the hirer is competent to run the activity and have appropriate insurance cover, particularly where activities have a significant risk.

These types of lettings are subject to VAT charges.

## **ADMINISTRATION**

Organisations seeking to hire the school premises should approach the School Business Officer who will identify their requirements and clarify the facilities available. The hirer will be given form E202 to complete together with the terms & conditions and the School Business Officer will then calculate the cost of the letting. The letting request will be presented to the Headteacher for approval, ensuring that the school can commit to the arrangements ie: availability of Caretaker/key holders.

Once a letting has been approved, arrangements will be confirmed with the hirer. The letting should not take place until the signed agreement has been returned to the school. The person applying to hire the premises will be invoiced for the cost of the letting, in accordance with the current scale of charges. (Schools may wish to seek payment in advance in order to reduce any possible bad debts.)

The hirer should be a named individual and the agreement should be in their name, giving their permanent address.

All lettings fees which are received by the school will be paid into the school's budget, in order to offset the costs of services, staffing etc (which are funded from the school's delegated budget).

Caretakers must complete the designated form at the end of each month to claim for fees due to them for lettings.

Quarterly lettings return forms should be completed and sent to the Credit Income Section, County Hall, Matlock every 3 months. If the school has not had any lettings, a NIL RETURN should be sent.

The frequency, immediacy and nature of lettings however, are so varied that strict compliance with a particular process is not always possible. In recognition of this the Governing Body will seek to ensure that the process employed will be in the spirit of the published guidelines, but discretion will be given to those operating the process on a day-to-day basis.

## **REVIEW**

The Governing Body will review this policy annually and/or on the publication of new guidelines from Derbyshire County Council.

Accepted:\_\_\_\_\_

Review date:\_\_\_\_\_