



# ASHGATE CROFT SCHOOL

## LETTINGS POLICY

Approved by the Resources Committee on 08.05.2019

Minute No.: 13.02/19 (R)

### Introduction

Section 42 of the 1986 Education Act provides for the Governing Body of a school with delegated budgets to have control over use of the school's premises outside school hours, subject to directions by the Local Education Authority (further detailed in the 1988 Education Act) and to the statutory requirements of any other Act and having regard to the desirability of use by the local community.

The use of the school premises outside school hours is delegated to Governing Bodies in accordance with the Education Committee's Regulations for the letting of school premises R9. The Education Reform Act required that finances are delegated for statutory school activities i.e. Community Education, LEA Initiatives etc, and that this delegation is subject to any direction issued by the LEA to maintain community provision. Schools must legally be reimbursed by the actual cost of any use of the school by the Community Education Service or other use by the LEA or other County Council Departments.

The Governing Body of Ashgate Croft School is free to determine the charges levied, subject to directions by the Local Education Authority and to the statutory requirements of any other Act (e.g. Elections), although Governors must ensure that any costs incurred by the school are recovered. Governors are required to draw up a school lettings policy to ensure consistency of approach to the charges levied.

Governors have agreed to adhere to the Local Education Authority's advice for the letting of school premises, to be administered by the School Business Manager. The Authority's suggested method of calculating the actual cost of letting the school is as detailed below and comprises three elements:

#### 1. Energy

The energy charges should be calculated yearly using the following formula:-

Total Energy Charges for year

Total Hours School Open (Special Schools = 1570 hours)

This charge is an average and should therefore be levied at all times of the year irrespective of whether heating is required. Only the actual hours of use should be charged; warming up periods should not be included.

The current charge for energy is £15.18.

## **2. Site Team Fees**

All Site Teams Fees will be applied in strict accordance with the Single Status terms and conditions

Following the implementation of Single Status, the Site Team's lettings fees will be paid differently. Anyone who opens or closes a school property for lettings will be paid for a minimum of 1.5 hours at plain time rates between 7 am and 7 pm and time and a third between 7 pm and 7 am. Hours worked on bank holidays will be paid at double time.

If staff are required to open up and close up, they will be paid for a minimum of 1.5 hours. Where the letting commences before 7 pm the first 45 minutes will be paid at plain time and the remainder at time and a third. If anyone is required to attend during the letting, they will be paid for the actual hours they work at the appropriate rate.

For pool hire, governors have approved claiming for 15 minutes before and 15 minutes after each letting.

Caretakers' fees will carry a surcharge (currently 13.8% per letting) to cover National Insurance contributions.

## **3. Per Capita Costs**

Per capita costs to cover the cost of items such as water rates, water disposal, insurance and general wear and tear on the fabric of the school will be levied per person per 4-hour period. This charge (currently 17.29p per person) will be reviewed annually by the Governing Body.

Furthermore, public performances and events involving attendance by the general public will carry an additional charge per letting (presently £10) which the Governing Body will review annually.

### **Other costs**

Governors can, if they wish, charge for the costs of equipment used and/or levy an administration charge of £1.50 or 5% of the whole letting.

Currently, a 5% levy is charged.

The energy and per capita charges are to be reviewed annually as part of the Charges and Remissions Policy.

### **Categories of Lettings**

- School Use: e.g. Governors' meetings; PSFA meetings; extra curricular activities; staff professional and recreational activities or other school linked activities. There is no charge for these, although Governors are not advised to open the school for only one activity. For example, a PSFA meeting should be encouraged to take place at the same time as a Governors' meeting in the same heating zone (in multi-zoned premises.)
- Use by the Community Education Service: Use funded by the Community Education Service for the purpose of providing their programme of educational activities should be agreed in advance with the member of Community Education staff responsible for the

provision in the school. Invoices for this type of use should be sent to the Community Education Officer or the named member of the Community Education staff.

- Other LA use: e.g. County-wide pupil activities; County Sports Associations; other meetings organised by the LEA; Emergency Planning activities. Invoices for this type of use should be sent to the local Area Education Office.
- All other use: Invoices should be sent to the person applying to let the premises.
- School Fund Raising Events: It is advised that fund raising events should be charged at the actual cost of the letting to the school budget as a minimum. Governors should be aware that some events could raise less than the cost of the letting.

### **Normal Procedure when dealing with a letting application**

The Lettings Administrator/Pool Lettings Administrator should follow the following guidelines when dealing with a request for the use of the school outside normal hours:

1. A formal signed lettings application form (E202) should be received from the prospective hirer.
2. Approval should be sought from the Headteacher/Governors.
3. School Business Assistant to complete the school lettings paperwork. Green copy to the hirer, pink copy to the Site Manager/Assistant Site Manager and retain the white page in the file. Charges should be calculated in accordance with Governors' policy, but should be at least the full economic rate.
4. Upon receipt of payment, monies should be paid into the bank via the school (eg. with dinner monies, but coded separately.) Payment should be coded to the school five figure property reference number followed by 232030 (lettings income). The pink receipt should be completed and sent to the hirer.
5. Details should be entered onto the Quarterly Return.

Governors are responsible for the security, collection and banking of income due to the delegated budget. The Governing Body may decide formally whether or not to take action to collect amounts due to the delegated budget which are unpaid.

All administrative documentation relating to the letting of the school premises is kept by the School Business Assistant in school.

### **Letting of School Swimming Pools**

The current lettings regulations deal with school pools in the same way as other parts of the school premises, but there are obviously particular health and safety issues which Governors' third party insurance would cover claims made by hirers where legal liability exists. However, the school has a duty to take such measures as are reasonably practical to ensure the safety of those using any pool.

Arrangements regarding safety and supervision during a session should be agreed in advance and set out in writing. See the 'Application pack' for Pool Hire.

The current fees are:

£53 per hour Monday – Friday  
£64 per hour Saturday – Sunday

### **The Use of School Kitchens**

This is detailed in the Local Authority's guidance and should be adhered to. The full cost of the use of the kitchen should be recovered and advice about the cost is available from the County Catering Manager.

### **Provision of Licensed Bars on School Premises**

The Governing Body must ensure that in every case where permission is granted for the provision of a licensed bar, the organisation concerned must remove all bar equipment and stock immediately after the function. The Governing Body must accept full responsibility for the conduct of people during the function.

### **Hire of Playing Fields and Outdoor Playing Surfaces**

Changing rooms/toilets can be made available to groups if required at an additional charge. Apparatus and equipment can be hired at an appropriate rate. Adequate supervision of children must be provided by the hirer, and one supervisor must not be responsible for more than 30 children.

### **Use of School Premises for Elections**

The Local Education Authority has a duty to make premises available for election use whilst at the same time requiring payment for the actual costs incurred by the school. The calculation used to ascertain the charges for this type of letting is included in the Local Education Authority's guidance.

### **Transfer of Control Agreements**

In line with the safeguarding policy for Ashgate Croft, it is a requirement that all community users who hire the school facilities agree to and sign a Transfer of Control Agreement.