

School Lettings Policy

Policy Name	School lettings policy
Created by	School
Responsibility of	Resources Committee
Reviewed by	Bob Radley
This Review Date	December 2015
Next Review Due	2018
Cycle	3 years
Approved by Full Governing Body / Sub Committee / individual governor (please place name in box)	Bob Radley
Policy will be published	Yes

Version History

Version	Amendments	Date	Author
V2	Updated	Dec 2015	Bob Radley

This policy has been written for Woolenwick Junior School, but also covers the Stevenage North Children's Centre Group and the out of school provision BLAST Club. Where 'Headteacher' is mentioned, this will mean 'Group Manager' for Children's Centre staff and 'BLAST Manager' for BLAST staff. Other school positions will apply to the equivalent positions in the other organisations.

Aims

The aim is to make the school available to the local community for child centred activities outside of normal school hours and to comply with the regulations of the County Council outlined in the Premises Manual. (This is available in the Headteacher's office and should be referred to for detail and clarification)

Objectives

We hope by providing the school for lettings outside of normal school hours we will:

- Enhance the standing of the school as a positive resource within the local community
- Provide a safe environment where children can access structured activities
- Help to provide opportunities for Out of Hours School Learning (OHSL)
- Give children from the local community opportunities to be included in a range of activities that will help to develop new skills and enhance their self-esteem.

Responsibilities

Governors

The Governors control the use of the school premises outside normal school hours and make it available for hire. However they must comply with any direction given by the County Council.

It is the Governors responsibility to draw up and review regularly the lettings Policy, terms and Conditions of hire and agree the cost of the hire.

This responsibility has been delegated to the Resources Committee of the Governing Body.

Headteacher

It is the Headteacher's responsibility to ensure the day-to-day management of the lettings process and lettings diary and to ensure that the terms and conditions of lettings are fulfilled.

The Headteacher should report regularly to the Resources Committee of the Governing Body on lettings progress and income received.

School Secretary

The school Secretary will administer the lettings process and complete the lettings diary including invoicing and reporting to the Headteacher

The Site Manager

The Site Manager will supervise the letting and ensure that the school is left in a clean and safe condition. He will report to the Headteacher.

Bookings

Full terms and conditions are laid out in the Terms and Conditions Booklet that will be issued to all hirers. They comply with the guidance contained in the County Council Premises Manual reference should be made to this for greater detail.

All bookings should be made on the School Booking form and entered into the school Lettings Diary. This is kept in the school office

A 10% non-returnable deposit should accompany all bookings

Terms and Conditions (Summary)

- All activities should be child or community centred
- All hirers must have their own Public Liability Insurance. A copy of which must be shown to the school Headteacher or school secretary prior to any letting.
- Written risk assessments for any activities should be submitted to the school before any letting.
- The Hirers should only occupy the designated areas. They should not enter staff or classrooms
- The Kitchen should not be used without agreed permission.
- The Premises Manager or other authorised person should lock the School.

- The hirers are responsible for any damage caused to the school during their booking. They should pay for any repairs or for the replacement of any damaged or lost/stolen equipment.

Costing

A core price of £20.00 will be charged per hour for non-profit making activities and £25 per hour if profit making. This includes a call out charge for the caretaker to lock up the school. The hourly charge refers to the time the hall is occupied if longer than the booking.

Discounts are available for block bookings and for priority groups identified in the County Premises Manual.

The Governors reserve the right to increase the fees prior or during a block booking provided they give one months notice.

Policy Review

The Headteacher will report to the Resources Committee termly on the lettings process. The Resources Committee will review this Policy every 3 years.