

# Highwood Primary School



Promoting Resilience – Achieving Potential

## Lettings Policy 2019

Written July 2017

Review July 2020

Updated October 2019

Ratified by Governors: 16<sup>th</sup> October 2019



## **Governor Responsibilities**

The Law states that governors control the use of the school premises outside normal school hours, but they must comply with any directions given by the Local Authority. The Local Authority has a legal requirement placed on them to provide accommodation for certain bodies, i.e. community language classes, as outlined in Section P of the HCC Property Matters guide.

The Local Authority controls the use of (community) school premises during normal school hours, but the day-to-day management is the responsibility of the Head Teacher. If there is a surplus of accommodation during the normal school day then the Head Teacher can let those facilities on a normal letting basis (i.e. governors cannot enter into a lease or tenancy agreement).

The governors of Highwood Primary School are keen to promote the Local Authority policy in encouraging the community use of school buildings and facilities.

Daily control of school lettings is the responsibility of the Head Teacher and her staff, who is authorised to negotiate fees within the limits determined by the Governing Body.

The Finance & Premises Manager is responsible for maintaining records for each organisation / individual hiring Highwood Primary School premises.

## **Safeguarding**

All hirers with responsibility for children on our premises will be required to demonstrate that only suitably vetted people are on site. Where services or activities are provided separately by another body using the school's premises, Highwood Primary School will seek assurance that the organisation concerned has appropriate policies and procedures in place with regard to safeguarding children and child protection and that relevant safeguarding checks have been made in respect of staff and volunteers. If assurance is not achieved, an application to use the premises may be refused.

## **Charging Rates**

The governors determine their own charges for all lets outside the Free Letting Scheme taking into consideration basic running costs, e.g. heating, caretaking and cleaning, etc. These rates are reviewed by the Resources Committee on an annual basis, usually as part of the budget setting process, and the new rates approved through the Governing Body as recorded in their minutes. The new rates are normally implemented from the start of each academic year and the school is expected to apply the governor approved rates for all hirers to the school.

A flexible fee structure gives a charging range depending on whether or not the hire is a 'one-off' session or a series of sessions.

## **Hire Charge Rates for 2019/2020**

Hire charges for one off bookings must be fully paid in advance of each session of hire (minimum charge 2hrs). Block bookings may attract a discretionary discount.

Summary	Term Time (15:30 – 18:00)		School Holidays (08:00 – 18:00)		Evenings (18:00 – 22:00)		Weekends (08:00 – 22:00)	
	Basic	Commercial	Basic	Commercial	Basic	Commercial	Basic	Commercial
	Activity Studio	£20 p/h	£25 p/h	£20 p/h	£25 p/h	£20 p/h	£25 p/h	£20 p/h
Main Hall	£25 p/h	£30 p/h	£25 p/h	£30 p/h	£25 p/h	£30 p/h	£25 p/h	£30 p/h
Dining Area	£20 p/h	£25 p/h	£20 p/h	£25 p/h	£20 p/h	£25 p/h	£20 p/h	£25 p/h
Classroom/ ICT Suite	£20 p/h	£25 p/h	£20 p/h	£25 p/h	£20 p/h	£25 p/h	£20 p/h	£25 p/h
Playing Fields	£30 p/h	£35 p/h	£30 p/h	£35 p/h	£30 p/h	£35 p/h	£30 p/h	£35 p/h
Meeting Room	£20 p/h	£25 p/h	£20 p/h	£25 p/h	£20 p/h	£25 p/h	£20 p/h	£25 p/h

(Basic rate fees are for non-profit organisations/charities - Facilities include the use of a designated w/c)

### **Regular Hirers - Lettings**

Lettings will be prioritised as follows:

- a) Activities that directly benefit the pupils of the school
- b) Activities that benefit the wider school community e.g. parents/carers and their families
- c) Activities that are broadly connected with the aims of the school.

Lettings for a series of regular sessions that directly benefit the children of the school, such as a sports or social club have a separate charging rate as follows:

Number of students participating (a register will need to be provided to the school)	Fee for that session
1 – 5	One students fees
6 – 10	Two students fees
11 – 15	Three students fees
16 – 20	Four students fees
21 – 25	Five students fees
26 – 30	Six students fees
30+	Seven students fees

(This is subject to a minimum let of £15 per session – Subject to VAT)