



SOUTH WEST SCHOOLS' FEDERATION

LETTINGS POLICY

(The South West Schools' Federation organises their own after school clubs programme which involves letting for the school)

Woolacombe School, Combe Martin Primary School and Bampton CE School understand the contribution that families and the local community could make in the creation of a lifelong learning culture and in the drive to rebuild neighbourhoods. The full use of expensive resources both in and out of school hours is essential in making the schools a central hub of the community and promoting both lifelong learning and healthy living.

ADOPTION

The school governors at their meeting in **September 2015** adopted the lettings policy and the scale of charges set out below

POLICY OBJECTIVES

The governors adopt and endorse the County's Lettings Policy and recognise the principles therein, namely :-

- (i) that school premises represent a significant capital investment and should be fully utilised ;
- (ii) are a valuable community resource;
- (iii) educational usage, education premises constitutes a natural priority;
- (iv) that a profit margin would be welcome when derived from private or commercial usage but are not the objective when facilitating education activity by designated users.

The governors have the following additional policy objectives **to work co-operatively with other charitable and voluntary organisations who teach or train young children and for the benefit of the community e.g. Surf Life Saving, Guides, Scouts Association etc.**

PRIORITY USAGE

The governors have adopted the following categories of priority user :-

- (i) statutory users;
- (ii) designated users;
- (iii) private users.

The governors have applied in each case the definitions identified in the Devon County Council lettings policy document BR11.

Charitable or Voluntary Organisations involved with training or teaching young children

The governing body have delegated their power to determine designated status to the **Head of Schools, Business Manager/Senior Administrator and Nominated Governor** who will exercise discretion on their behalf and determine applications. The outcome of such decisions shall be matter of report to the governing



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body each term. The Executive Headteacher will arrange for a list of approved organisations to be maintained. This does not preclude the **above named** from referring sensitive applications to the full governing body at his/her/their discretion.

CONDITIONS OF HIRE

The governors have adopted the standard Devon County Council account of hire. These terms form Appendix 1 to this Policy Statement.

ADMINISTRATION OF LETTINGS

GENERAL

The governors recognise that it would be impossible for them to personally vet every applicant or organisation who wish to make use of the school premises. Accordingly they have delegated the authority to accept applications for hire to the following persons. **Head of School, School Business Manager or Senior Administrator and Designated Governor**

VARIATIONS

No member of staff is allowed to vary that in terms and conditions from which the school premises are hired to either individuals or organisations nor to deviate from the governors published charging policy.

LETTINGS DOCUMENTATION

All formal hiring of the schools premises, including those for which no charge, is made shall be properly documented. All hirers **must** complete a lettings of hire agreement and are to receive a copy of the conditions of hire. The hire agreement is a contract which the governors may enforce at law.

SCALE OF CHARGES

In arriving at their scale of charges the governors have followed the following principles :-

- (i) that statutory users will be charged an amount commensurate with cost recovery;
- (ii) that designated users will be charged no more than cost;

{ it is permissible to charge designated users at less than cost provided that the subsidy is generated from other lettings at cost plus income }

- (iii) that private users will be charged on a cost plus an income margin for the school ;
- (iv) that there will be parity of treatment for similar users;
- (v) that overall the cost of letting school facilities will be recovered from users.



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For the purpose of charging the Head of School, School Business Manager/ Senior Administrator are empowered to determine to which group any particular individual or organisation belongs. The basis of charging will be determined by the purpose for which a letting is arranged.

The scale of charges forms Appendix 2 to this policy statement.

DISCOUNTS

These form part of the scale of charges (Appendix 2) and are the only permitted variations to the standard charges.

VALUE ADDED TAX

The governors are constrained by law to apply value added tax to all transactions where this is appropriate.

MINIMUM CHARGES AND DEPOSITS

The governors reserve the right to require a deposit over and above the hiring charge as a surety against damage to the premises (including any equipment) or the premises being left in an unacceptable condition necessitating their incurring additional cost for cleaning, caretaking or other expenses.

CANCELLATIONS

Governors will seek to recover any cost incurred by the school which are unavoidable and result directly from the cancellation of a letting. Details of the charges are shown in the scale of charges in Appendix 2.

PAYMENT METHODS

The governors are mindful of their responsibilities in safeguarding the school from bad debt. Therefore payment at the time of booking is the norm. Cheques or cash are both acceptable but cheques should wherever possible be supported by a guarantee card. In all cases where cash or cheques are paid over then an official receipt must be issued.

EXTENSION OF CREDIT

The governors will allow the extension of credit to bone fide local organisations and individuals where they are satisfied that these are credit worthy. In all the cases the governors reserve the right to withdraw credit facilities where prompt payment is not received. In all cases where credit is extended, an official County Council invoice will be issued *{local payment schools will where appropriate use their own invoices}*. The Governors will not normally extend credit for lettings where the invoice value is less than fifty pounds (£50).

The governors have chosen to delegate the approval of credit facilities to **Head of Schools and Executive Head** who is to maintain a list for the guidance of administrative staff. In all cases where credit is advanced the invoice is to be raised at the time of booking.



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SECURITY

The governors will not normally insist upon continuous caretaking presence. However they reserve the right and delegated power to the headteacher to insist upon caretaking presence where in his/her view the nature of the hiring may leave the school vulnerable to theft or damage.

REVIEW OF POLICY

The governors will review the policy each year prior to the annual budget and the scale of hire charges for the forthcoming year will also be reviewed and updated. *{ The primary element in any lettings fee is the caretaking charge and therefore governors may feel it appropriate to review the charge on a financial year basis since the caretaking contract runs to similar dates. }*



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APPENDIX ONE

MUGA LETTING CHARGES **FOOTBALL & BASKETBALL**

£5 PER HOUR + VAT

(£5 per hour inclusive of vat if block of ten sessions are booked – payment in advance)

TENNIS

£5 PER HOUR + VAT

(£5 per hour inclusive of vat if block of ten sessions are booked-payment in advance)

£5 refundable deposit is required for the key

HALLS

£10 per hour inclusive of Vat

SOUTH WEST SCHOOLS' FEDERATION – LETTINGS POLICY Appendix 2

RATIONALE

To ensure that whenever possible and within the conditions set out below the school may be available for community use and hiring.

AIMS

- To provide facilities for the community which will assist or facilitate learning or further the aims of the school
- To provide an income which may be used by the school
- To maintain a good relationship with other organisations which are sympathetic to the school's aims and objectives

GUIDELINES

- The power to authorise lettings is delegated to the Head Teacher
- Lettings may be free of charge or given at a minimum
- All lettings to be conducive to the school's aims, vision and ethos