

LETTINGS POLICY

AIM OF THE SCHOOL

Sharneyford Primary School is a safe, friendly place, where the special individuals work together as a team, showing care and tolerance, honesty and common sense.

Children are encouraged to gain knowledge, confidence and independence and achieve the highest standards in all aspects of school life.

PRINCIPLES

The Governing Body regards the School buildings and grounds (which belong to Lancashire County Council) 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 students, and any lettings of the premises to outside organisations will be considered with this in mind.

The School's delegated budget (which is provided for the education of its pupils) cannot 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.

PURPOSES

- To provide clear guidance on lettings and the hire of School premises and equipment
- To enable community and lifelong learning access to the School site and premises
- To promote the use of School facilities by the wider community
- To safeguard the interests of Lancashire County Council and Sharneyford Primary School. To ensure that the out of hours use of the School site is not subsidised by the School budget.

GUIDELINES

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 music group or football team), an individual or group of individuals, or a commercial organisation (such as the local branch of 'Weight Watchers')"*. A letting must not interfere with the primary activity of the College, which is to provide a high standard of education for all its students.

Use of the premises for activities such as staff meetings, parents' meetings, Governing Body meetings and extra-curricular activities of students supervised by College staff, fall within the corporate life of the College. Costs arising from these uses are therefore a legitimate charge against the College's delegated budget.

Charges for a Letting

The Governing Body is responsible for setting charges for the letting of the School premises. A charge will be levied 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 specific charge levied will be reviewed annually, during the Spring Term, by the Resources Committee, for implementation from the beginning of the next financial year, with effect from 1st September of that year. Current charges will be provided in advance of any letting being agreed.

VAT

In general, the letting of rooms for non-sporting activities is exempt of VAT, whereas sports lettings are subject to VAT (although there are exemptions under certain circumstances.)

Management and Administration of Lettings

The Headteacher is responsible overall for the management of lettings, in accordance with the Governing Body's policy.

Community Lettings will take place at the discretion of the Headteacher. If the Headteacher has any concern about whether a particular request for a letting is appropriate or not, she will consult with the Chair of the Resources Committee, who is empowered to determine the issue on behalf of the Governing Body.

The Administrative Process

Organisations seeking to hire the School premises should approach the Headteacher, who will identify their requirements and clarify the facilities available. Hirers will also be issued with a copy of the terms and conditions. The Governing Body has the right to refuse an application, and **no letting should be regarded as "booked" until approval has been given in writing. No public announcement of any activity or function taking place should be made by the organisation concerned until the booking has been formally confirmed.**

The person applying to hire the premises will be invoiced for the cost of the letting, in accordance with the Governing Body's current scale of charges.

The hirer should be a named individual and the agreement should be in their name, giving their permanent private address. This avoids any slight risk that the letting might be held to be a business tenancy, which would give the hirer security of tenure.

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). Income and expenditure associated with lettings will be regularly monitored to ensure that at least a "break even" situation is being achieved.

Public Liability and Accidental Damage Insurance

The hirer must confirm that adequate and appropriate insurance cover is in place for the activity to be carried out.

Policy updated: February 2023