



LETTINGS POLICY

Approved on:	3 rd December 2019
Staff:	Finance and Data Officer
Notes:	Non-Statutory Annual
Next Review Date:	Autumn 2022

Headteacher: Mrs. Kate Collins



INTRODUCTION

The Local Academy Committee of Sandfield aim to promote the full use of the school and the grounds by the community according to the guidelines and restrictions given in this document. The threefold benefit in encouraging lettings and community use of the school are:

1. To add to the facilities for the local community.
2. As part of improving and developing the links with the community.
3. To earn additional funds to use in raising and improving standards at the school.

The school is an equal opportunity school and welcomes applications from all groups and individuals. All letting applications will be considered in light of the following policy and the ultimate decision rests with the Local Academy Committee and Headteacher.

The acceptance of an application by a group to use the facilities does not imply support for the views expressed by the individual or group.

PURPOSE

To inform all those in the school community of the practice for the letting of the school site.

AIMS

The aim of this policy is to provide guidelines for the use of school facilities for the benefit of the school and its community. To enable the school management to achieve this aim the Local Academy Committee has drawn up the following policy.

POLICY STATEMENT

1. The needs of the school, (that is of the Headteacher, staff and pupils), shall be given priority.
2. The Local Academy Committee will always aim to balance the allocation of lettings to community use and general hirers (registered youth groups [for example, guides and scouts] will have priority of letting over general hirers if necessary).
3. The Local Academy Committee has the right to refuse any request for hiring.
4. All lettings administration must comply with the GEP Finance Policy.

LETTINGS POLICY

Areas available for hire

- Classroom(s), Library or KS2 Shared Area; additional surcharge for use of laptops
- Learning Lab (Food Tech / Art / Science area)
- Playground
- Sports Pitch
- Hall (excluding kitchen area)
- Car Park
- Other areas agreed by the Head and Governors

Times

- Lettings must not affect the regular school usage and annual calendar
- On school days, premises can be hired between 7:30am and 8:40am; 3:15pm and 10:00pm.
- During the school day rooms can be hired for tuition of music etc., for Sandfield School Pupils
- During school holidays and at weekends, the premises shall be available between 8.00am and 10.00pm, except where governors permit an earlier/later time.
- At certain times the school premises may be required by the LA for statutory purposes, such as Parliamentary elections, over which the Local Academy Committee have no control. Additionally, the school may have essential building works during certain periods.

Restrictions on Hiring

- The school premises should not be used for livestock shows (including exhibitions of children's pets)
- The school premises should not be used for committee rooms for candidates at political elections
- No intoxicating liquor may be brought on to or consumed on the school premises during or in connection with any hiring except with the Local Academy Committees approval. If approval is granted and there will be the sale of alcohol taking place the relevant licence must be obtained

from the Council Offices and presented to the Local Academy Committee in advance of the letting.

- The school premises will not be used for events such as 18th Birthday Parties, or for one off lettings for parties/other reasons at any time. However, parents of children, and staff, at the school may hire the hall and/or playground for a pupil's birthday party subject to timings stated by the school and subject to being approved by the Headteacher and Caretaker and must fit around the timings of any other lettings.

The school premises will not be used for any purpose of any kind which could be unlawful or capable of bringing the school, into disrepute.

Caretaker

The caretaker or school representative is required to ensure site security, or staff-member keyholder (SLT). However once the school is satisfied with the hirers responsibility for the school and its property, a set of keys will be given and the caretaker will ensure that all areas of the school are secure in advance of the letting, so that entry into unspecified areas is not allowed. A Key Holder Agreement must be in place between the hirer and the school by means of completion of the relevant form.

Agreement and Responsibilities

Health & Safety

- The school will provide the hirer with the premises in good order, and will endeavour to give good notice of any unforeseen changes in availability.
- The premises must be returned in the same condition to avoid any additional costs for maintenance, cleaning or replacement.
- The school operates a No Smoking Policy on all its premises and it is expected that the hirer will ensure that this is adhered to.
- The caretaker (or named person) will be required to bring any problems resulting from the letting to the attention of the Headteacher/Finance & Data Officer within 48 hours of an inspection, who will take action accordingly.

Booking Process

- The hirer must apply for a letting using a form - Application for use of School Premises - available from the Finance & Data Officer and must sign to confirm that they have read and agreed to the terms and conditions shown on the reverse.
- A letting will be confirmed once approval from the Headteacher has taken place and will be notified to the hirer by the school's completion of a "Notification of approval of usage of school premises" form. This form will confirm the letting charge, usage and areas.
- A Risk Assessment should be completed by the hirer and a copy given to the school prior to commencement of a letting.

Insurance

- All hirers must be covered by Public Liability Insurance. Hirers must produce evidence of their Public Liability Insurance showing a minimum limit of indemnity of £5 million for their organisation. This must be provided to the school for verification. A copy of the policy will be taken and held on file.

Payment

- A refundable deposit may be requested for certain lettings.
- Payments for all lettings shall be made termly in advance and invoices will be issued by the school accordingly. No refunds will be given if the hirer is unable to fulfil their part of the lettings agreement.
- Standard rate VAT may be payable on lettings in certain circumstances – please refer to the Finance Policy. You will be notified by the school if VAT will be applicable to your letting.
- Charges for lettings will be based on local competitive analysis and Surrey County Council minimum charges, but not restricted to them. Hirers will be advised of the exact charge applicable to their letting upon approval by the Headteacher. (See appendix 1 for current charges).
- Charges for lettings will be regularly reviewed, usually annually, with increases aligned as a minimum to the Retail Price Index forecast. This will be determined by the Local Academy Committee. Any changes to the charges will commence from the following Term. Hirers will be notified accordingly as soon as the governors have made any changes to the charges.
- Shoes with Black or Dark soles are not permitted in the hall and should therefore be removed upon entry into the building.

Safeguarding

- The school is committed to safeguarding and promoting the welfare of children and young people and expects all hirers of the school premises to share this commitment.
- All hirers working with children are required to have Disclosure and Barring Service clearance (formerly known as Criminal Records Bureau disclosure) at an appropriate level for those individuals working in school premises on behalf of the hirer.
- Hirers known to be working with children are required to submit a “Safeguarding Bridging” letter, relating to safeguarding policies, DBS clearances, and Childcare (Disqualification) Regulations 2009.

Administrative Arrangements

- Day to day administrative arrangements are the responsibility of the Finance & Data Officer and/or the Caretaker.
- The Head on behalf of the Local Academy Committee shall act on a day to day basis to liaise with the Finance & Data Officer and Caretaker.
- Applications for lettings must be made via the Finance & Data Officer.
- Each request to hire the premises will be forwarded to the Headteacher for approval. In exceptional circumstances the Headteacher’s delegate (any member of SLT), can approve a letting.
- The letting fees will be reviewed annually by the Local Academy Committee (delegated to the Leadership and Management committee). The Local Academy Committee must approve the letting fees in light of any revision to Surrey County Council minimum charges as well as:
 - a) The cost of heating, lighting and any other services used
 - b) Overtime for caretaking and any additional cleaning
 - c) Where necessary a charge to cover wear and tear of the premises
 - d) The level of charge made for the letting should be set to bring additional income to the school

Accounting

- Letting fees will be paid into the School Delegated Budget and entered in the budget heading of Lettings.

Promoting Lettings

Availability of lettings at the school are promoted through the school website and with Guildford Borough Council.

HOME/SCHOOL PARTNERSHIP

This policy is available to parents/carers so that they are informed of school practice. Parents have a duty to inform the school of any incidents of discrimination which take place.

EQUAL OPPORTUNITIES

No person wishing to let the school premises is discriminated against on the basis of race, ethnicity, age, culture, gender, sexual orientation, ability or religious belief.

Appendix 1

CHARGING STRUCTURE

Lettings taking place outside of normal caretakers hours may be subject to an additional charge to cover their overtime for either the duration of the letting or for opening and closing of the school premises, plus charges for any cleaning that may occur. This will be charged in 15 minute blocks of £4.00, at the discretion of the school.

Item	201920 Rates
Lettings	
Before & After School Clubs	
Classroom (per hour)	£7.20
Laptop surcharge (per hour; per 25)	£7.20
Playground (per hour)	£13.40
Sports Pitch (per hour)	£13.40
The Learning Lab (per hour)	£15.45
Hall (per hour)	£13.40
During the School Day	
Rooms for provision of music tuition etc (per hour)	£5.00 (or as agreed on an individual basis with the Headteacher)
External Hire	
Food Tech Area (per hour)	£5.15
Classroom (per hour)	£9.25
Laptop surcharge (per hour; per 25)	£13.40
Playground (per hour)	£16.45
Sports Pitch (per hour)	£16.45
The Learning Lab (per hour)	£18.50
Hall (per hour)	£21.60
Whole school hire (per hour)	£55.50
Carpark, playground, pitch, hall, KS2 Food Tech, KS2 classrooms x 5.	
Car Park (half day)	£55.50
Storage of kit (per term; part of shed)	£74.00

Equipment may be hired out as below.

A surcharge will be added if the equipment is returned dirty or with minor damage (charged additional 50% of hire cost).

The replacement cost will be payable if significant damage is incurred to equipment. All additional charges are at the discretion of the school.

Item	Hire Cost	Replacement Cost
Outdoor PA System	3pm-8:30am. Weekday overnight; or Friday to Monday	£350
Lunchtime table with 2 benches*	£36.00	£100 per table; £70 per bench
Hall Chairs (each per 10 chairs)	£5.00	£30 per chair
Tea urn and/or water thermos flasks (pack)	£1.00	£140 urn; £50 flask
	£12.00	