Lettings Policy

2019 - 2020

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Approved by  Finance Governors – 4th June 2019
Approved by  Full Governing Body – 19th June 2019
Next Review Date  June 2020
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 Governing Body 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 Governing Body has the right to refuse any request for hiring.
3. All lettings administration must comply with Section M (Community Use of Schools) of the Surrey County Council Finance Manual.
4. The Governing Body is aware of its responsibilities for safeguarding children and so, when letting out the school premises, has due regard to safeguarding policies and practices and the school’s Prevent duty on anti-radicalisation. The school is committed to safeguarding and promoting the welfare of children and young people and expects hirers and their representatives to share this commitment. The Governors require all hirers and individuals working on school premises on behalf of the hirer to have a DBS disclosure at an appropriate level (as defined by the Disclosure and Barring Service).
5. Decision making in accordance with this policy is delegated to the headteacher and the school business manager except as outlined in this policy.

Lettings Policy

1. Hirers must apply on an ‘application to use school premises’ form ED110 and must sign to confirm that they have read and agreed the terms and conditions.
2. A letting will only be confirmed on receipt of the completed booking form. A copy of the lettings policy will be issued with the confirmation.
3. A non-refundable deposit may be requested for lettings.
4. Payment for all lettings shall be made in accordance with the charges set out in Appendix 1. No refunds will be given if the hirer is unable to fulfil his part of the letting’s agreement.
5. Standard rate V.A.T. may be payable.
6. All non-Education users must be covered by insurance. The SCC requirement is that an insurance charge as a percentage of the letting fee will be made if the hirer is not in possession of his/her own insurance policy with current SCC recommended public liability cover.
7. Charges for lettings will be reviewed annually in September. Further information regarding fees and lettings procedures can be obtained from the School Business Manager.
8. Smoking and vaping are not permitted in any area of the school site.
9. The headteacher will determine if a risk assessment for each let is required on a case-by-case basis.
10. All hirers of school facilities must have their own complaints procedure.
Charging

The Governors formally adopt the general rules, regulations and guidelines set out in the Finance Manual, Section M – Community Use of Schools.

The School Business Manager is authorised to let the grounds/ premises provided the annually produced County Council Schedule of Charges (Annexe J) are used as a minimum. However, the intention must be to maximise income from this valuable source of revenue and with this in mind the Governors would expect most lettings to comply with the following:

- A) Commercial Lettings (to firms, businesses, companies etc) where the prime use is geared to profits: SCC Schedule of Charges plus a minimum of 10%.
- B) Commercial Lettings (as above) for other uses (e.g. training): SCC schedule of Charges plus a minimum of 10%.
- C) Charitable and other Non-profit making organisations: SCC Schedule of Charges.
- D) Organisations affiliated/registered with Surrey Youth & Adult Education Service (SYAES): rates set out in SCC Schedule of Charges which include a ‘profit’ element.
- E) Other Education users: SCC Schedule of Charges plus x%.
- F) School, Governor and PTA meetings and events: Free as legitimate charge to school’s delegated budget.

Should extenuating circumstances (e.g. goodwill in the local community) warrant the consideration of lower rates specific approval shall be at the discretion of the headteacher.

Caretaking

The headteacher or the school business manager will decide whether the presence of a caretaker is required throughout the hiring, or just at the beginning and end.

Where the school caretaker is unavailable, the headteacher or the school business manager may nominate a suitable alternative person to carry out the duties of a caretaker during the hiring of the school. Particular attention will be paid to the safety and security of the premises, including the control of keys.

Duties of a Caretaker During a Letting

The caretaker is responsible for unlocking and for securing the premises, including extinguishing lights, heating, closing windows; doors etc. and tidying up to ensure that the premises are ready for school use.

Hires should be shown the fire exits nearest to the room(s) hired and instructed that if any accident occurs it must be reported to the school office, either in person or by email (office@tdjs.org) where the hire is outside of school hours and an accident report form completed as soon as possible.

Where the hirer provides additional personnel to prepare for the hire of the school, these personnel should be subject to the general direction and control of the caretaker.

The caretaker will give reasonable assistance within the terms of their employment to the hirer.

The caretaker will ask the hirer to sign the hiring form at the conclusion of the scheduled period to ensure agreement to the number of rooms in use and number of hours.
Review of Policy

This policy will be reviewed annually in the Summer Term.
THAMES DITTON JUNIOR SCHOOL

Charging for Use of School Facilities
2019 - 2020

These charges, that apply to the hiring of school rooms and other facilities take account of the Surrey County Council charging policy and are agreed by the Governing Body. The charges outlined below are minimum charges applicable to the facility in question. The school business manager, with the support of the Governing Body, reserves the right to charge higher rates where the nature of the hire justifies such a charge.

To provide clarity for longer term hirers, it is the expectation of the Governing Body that the minimum charges outlined below will increase by a minimum of 5% per annum at the sole discretion of the Governing Body. The current minimum charges by specific facility are:

<table>
<thead>
<tr>
<th>Facility</th>
<th>Price per hour – September 2019</th>
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</thead>
<tbody>
<tr>
<td>Classroom (including Resource Room)</td>
<td>£6.50</td>
</tr>
<tr>
<td>Science Laboratory</td>
<td>£8.00</td>
</tr>
<tr>
<td>Music Lodge</td>
<td>£15.00</td>
</tr>
<tr>
<td>Little Lodge</td>
<td>£11.00</td>
</tr>
<tr>
<td>School Hall</td>
<td>£15.00</td>
</tr>
<tr>
<td>Multi Use Court for Tennis</td>
<td>£6.00</td>
</tr>
<tr>
<td>Multi Use Court for Team Sports</td>
<td>£11.00</td>
</tr>
<tr>
<td>Field / Playground</td>
<td>£6.00</td>
</tr>
<tr>
<td>Astro-turf pitch</td>
<td>£15.00</td>
</tr>
</tbody>
</table>

In addition, when a caretaker is required to be present (at the discretion of the headteacher or school business manager) a charge to cover salary costs will be made. A caretaker is paid in accordance Surrey Pay and Conditions. The charge made will vary depending on the facilities hired and the date / time of the hire. The school business manager will be able to provide more information on request.

Insurance

Insurance can be arranged. The cost for this is the greater of £5 or 15% of the hire cost. If the hirers have their own Insurance arrangements, a copy of current certificate must be submitted.

There may be additional arrangements relating to you hiring this facility and associated costs. Please indicate these below.

An application form must be completed and submitted to the School Business Manager, who will issue an Approval Form. For occasional lets this will cover one session. Regular sessions can be covered by one application form. New applications must be made each March for the following financial year (April – March).

A copy of this paperwork will be kept by both the school and the person organising the club.