



Hady Primary School and Nursery

Lettings Policy

Governor minute number	14/10.18
Date agreed	1/10/18
Revision date	October 2019
Reviewed signature	

INTRODUCTION

Section 42 of the 1986 Education Act provides for the Governing Body of a school with delegated budgets to have control over use of the school's premises outside school hours, subject to directions by the Local Education Authority (further details in the 1988 Education Act) and to the statutory requirements of any other Act and having regard to the desirability of use by the local community.

The use of premises outside school hours is delegated to Governing Bodies in accordance with the Education Committee's Regulations for the letting of school premises R9. The Education Reform Act requires that finances be delegated for statutory school activities, i.e. Community Education, LEA initiatives etc, and that this delegation is subject to any direction issued by the LEA to maintain community provision.

The Hady Primary School Governing Body has delegated approval of lettings to the Headteacher, with summaries of lettings use presented to the Governing Body Resources Committee on an annual basis by the Clerk to Governors.

CATEGORIES OF LETTINGS

a) Governors/School use

There will be no charge for Governors' meetings, PTA meetings, extra-curricular activities, staff professional and recreational activities, ex-pupils associations or other school linked activities, but appropriate lettings application forms will be completed for all such events so as to ensure full insurance cover.

b) Other Use including School Fund Raising Events

All other lettings will be charged in accordance with the criteria/regulations laid down in section C.

COSTS

The Governing Body will determine the charges levied, subject to directions by the LEA and to the statutory requirements of any other Act, although Governors will ensure that any costs incurred by the school are recovered.

The Governing Body's method of calculating the actual cost of the letting comprises nine elements:-

- i) Energy
- ii) Caretaking Fees
- iii) Per Capita costs
- iv) Computer & Printer Costs
- v) Lettings by non-community/commercial groups
- vi) Excessive cleaning

- vii) Profit Margin
- viii) Wear and Tear
- ix) Other costs

i) ENERGY

The “Energy charge per hour” for each area of letting will be reviewed annually and levied at all times of the year irrespective of whether heating is required. No charge shall be made for warming up periods. The revised charge shall have the formal approval of the Governing Body.

ii) CARETAKING FEES

These will be applied in strict accordance with the Single Status terms and conditions

Caretakers’ fees will carry a surcharge (currently 20% per letting) to cover National Insurance contributions.

iii) PER CAPITA

Per capita costs to cover the cost of items such as water rates, water disposal, insurance and general wear and tear on the fabric of the school will be levied per person per 4-hour period. This charge (currently 16.92p per person) will be reviewed annually by the Governing Body.

Furthermore, public performances and events involving attendance by the general public will carry an additional charge per letting (presently £10) which the Governing Body will review annually.

iv) COMPUTER AND PRINTER COSTS

Charges for use of the copier will be 1.5p per mono copy and 4.5p per copy +VAT
Use of Projector and associated laptop will be £1.50p.

v) LETTINGS BY NON-COMMUNITY/COMMERCIAL GROUPS

A surcharge of up to 50% of the total cost can be applied to lettings of school premises to non-community and commercial groups.

vi) EXCESSIVE CLEANING

The School reserves the right to levy an additional charge of 10% of the total fee in the event of excessive cleaning being necessary following a letting. Where special preparations are used for cleaning the floor a payment of £6.19 may be claimed. Where the hall is hired for a full day the School may charge an additional fee of £11.40 for cleaning.

vii) PROFIT MARGIN

A profit margin of 5% will be added to all lettings to ensure that the school does not operate at a loss at any time of the year.

viii) WEAR AND TEAR

A £2 charge will be added to all lettings for which any school equipment is used i.e. dance and drama, sports hall, computer classes, outdoor equipment. This will be refunded to the relevant department at year end to help towards the cost of any repairs or replacements required.

ix) OTHER COSTS

Charges for administration and/or for use of any other equipment will be at the discretion of the Governors but in any event will not exceed a maximum (presently 5%) of the whole letting.

The TOTAL cost of a particular letting will be the sum of the individual costs for all the above components.

CONDITIONS OF LETTING KITCHEN / STAFFROOM

THE KITCHEN MUST BE LEFT CLEAN AND TIDY AFTER LETTING

1. Ovens and cooker tops must be cleaned.
2. Sinks must be cleaned out and wiped dry.
3. All worktops must be wiped down.
4. Floor must be swept clean and mopped if necessary.
5. All utensils used must be cleaned, dried and returned to their original place.
6. Only adults preparing food are permitted access to the kitchen area.
7. NO CHILDREN in the kitchen at any time.

You are advised that you must adhere to the times agreed as stated in your letting agreement.

Please make sure adequate time is left before the end of your let to ensure the kitchen is left clean and tidy.

ADMINISTRATION

Wherever practicably possible the administration process will follow that laid down by the LEA in Section 4 of its document "School Premises Lettings 2000/01".

The frequency, immediacy and nature of lettings however, are so varied that strict compliance with a particular process is not always possible. In recognition of this the Governing Body will seek to ensure that the process employed will be in the spirit of the published guidelines, but discretion will be given to those operating the process on a day-to-day basis.

REVIEW

The Governing Body will review the School's "Premises Lettings Policy" annually and/or on the publication of new guidelines from the LEA.

Accepted: _____

Review Date: _____

Other areas to be considered in the policy.

Cancelled lettings – notice periods/refunds

Hirers should give 48 hours notice to the Clerk to Governors if they wish to cancel a letting, otherwise full charges will be made. The caretaker should be given at least 24 hours notice of the cancellation of a letting or they may claim for the letting as if it had taken place. The wording 'cancelled at short notice' should be included on the G230 claim form if this occurs.

Debt recovery Policy