



School Lettings and Charging Policy

Date adopted: 20/09/18

Headteacher signature: *[Signature]*

Chair of Governors signature: *[Signature]*

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USE OF EDUCATIONAL PREMISES OUTSIDE SCHOOL HOURS

SCHOOL LETTINGS AND CHARGING POLICY

Y PANT COMPREHENSIVE SCHOOL

"We will work with local authorities to promote schools as a focus for the local community, providing opportunities for out of school activities (educational and otherwise) for pupils, their families and the local community."

(The Learning Country 2, National Assembly for Wales 2006)

INTRODUCTION

The Governing Body of Y Pant Comprehensive School regards the school buildings and grounds 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 pupils, 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) will not 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 reimbursed to the school's budget.

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), or a commercial organisation (such as the local branch of 'Weight Watchers')"*. A letting must not interfere with the primary activity of the school, which is to provide a high standard of education for all its pupils.

PRIORITY FOR LETTINGS

The governing body will, in accordance with the Authority's expectations, give priority to the needs of the school. Such priority is to be seen in terms of traditional needs arising from the curriculum and pupil welfare including the following types of activities:

- meetings of school governors and formal parent meetings called by governors;
- curricular activities falling outside normal school hours;
- extra-curricular activities involving pupils substantially such as concerts, pupil social functions, school games and clubs;
- meetings of or with parents called by the Headteacher;
- meetings of teachers employed in the school.

Costs arising from these uses are therefore a legitimate charge against the school's delegated budget.

Subject to the needs of the school, the governing body will observe the following priorities in dealing with applications for the use of facilities out of school hours:

1. use for Authority organised or sponsored activities;
2. use for meetings of the Friends of Y Pant (FOYPS);
3. use by cultural, religious, educational and sporting clubs from the local community;
4. use for fund raising activities organised by FOYPS or similar bodies included in priorities 1-3 above and meeting regularly in the school. Such activities may take the form of whist drives, concerts, dances, sales of produce, etc., and should be accommodated if this can be done without interfering with the normal working of the school; and
5. use for functions or activities open to the public and not associated with the school or one of the local organisations which regularly meets at the school. Such activities can include dances and private parties, concerts, whist drives, social, party political and commercial meetings.

In the event of the school premises being required for the educational activities of the school itself, the governors will give as much notice as possible, normally no less than 2 weeks, to any organisation which would otherwise be using the school premises, that they are required.

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)

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 minimum hire period will be one hour. **VAT will be accounted for in accordance with the law.**

The specific charge levied will be reviewed annually during the Winter Term, by the Finance and Buildings Committee of the governing body, for implementation from the beginning of the next academic year. Current charges will be provided in advance of any letting being agreed.

MANAGEMENT AND ADMINISTRATION OF LETTINGS

The Headteacher is responsible for the management of lettings. Where appropriate, the Headteacher may delegate all or part of this responsibility to another member of staff, whilst retaining overall responsibility for the lettings process.

If the Headteacher has any concern about whether a particular request for a letting is appropriate or not, s/he will consult with the chair of the Finance and Buildings committee of the governing body, 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 (*or other designated member of staff*), who will identify their requirements and clarify the facilities available. 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 primary system used to manage bookings of lettings and the resultant invoicing is the OpenPlay system.

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 and e-mail addresses.

All letting fees which are received by the school will be paid into 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.

LETTING CHARGES

The following hourly charges shall apply:

Location	Hourly Rate (VAT exemption / Block booking) £	Hourly Rate (including VAT) £
Sports Hall	24.00	28.80
Gymnasium	17.00	20.40
Main Hall	20.00	24.00
Classroom	10.00	12.00
3G Pitch - Full	70.00	84.00
3G Pitch – Half	35.00	42.00
MUGA	24.00	28.80

Drama Studio	17.00	20.40
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The following discounted rate has been approved by the Governing Body:

A 25% reduced price for hiring the 3G pitch will apply at the following times:

9 pm to 10 pm	Mondays to Thursdays
8 pm to 10 pm	Fridays

VAT will be added to these rates unless the block booking exemption applies.

The normal opening hours and days for school lettings are 5.00pm to 10.00pm, Monday to Fridays and driven by demand on the weekend.

Should there be an application to hire the premises outside of these hours the following shall apply:

- The application shall be considered by the Headteacher
- Each application shall be considered on its merits and with reference to this policy
- Additional costs arising from application should be recovered in full
- An additional amount may be levied for the benefit of the school funds at the discretion of the Headteacher without challenge
- All conditions which apply to groups during the normal hours are applicable

In Addition:

- *Invoices will be issued within 30 days of the date of the hire*
- *Invoices will be signed by a senior member of staff prior to issuing to the debtor*
- *The school will chase any invoices that have not been paid within 21 days*

Y Pant School Arrears Policy

The Business/Site Manager should make every effort to recover monies due to the school provided it remains economic to do so.

The following minimum actions should be taken in respect of differing levels of debt:

- An invoice should be raised and dispatched for all debts in excess of **£1**;
- A reminder should be sent for all debts in excess of **£5**;
- A second reminder should be sent for all debts in excess of **£10**;
- A final reminder which threatens court action should be sent for all debts in excess of **£25**;
- The Business/Site Manager should report all debts which remain outstanding to the Headteacher who will have delegated authority to write off debts under **£100**.
- For debts in excess of **£100** the Headteacher along with the Business Manager will consider legal instruction.
- Each of the above stages of recovery should take place within 2 weeks of the previous stage.
- The Business/Site Manager will report progress in recovering all debts which remain outstanding in excess of **£100** to the Finance and Buildings Committee of the Governing Body who will determine future action.

ADVICE FOR BLOCK BOOKINGS

SALE OF ALCOHOL

The sale or provision of alcoholic drinks to those attending a function or activity at the school requires the approval of the Headteacher.

LICENCING

The Headteacher must ensure that appropriate licences are held or obtained to cover functions or activities taking place on school premises. These may include some or all of the following:

- Licences to sell alcohol;
- Public entertainment licences;
- Theatre licences

INSURANCE COVER

- **Public Liability Insurance**

RCT has liability insurance cover in place which covers the legal liabilities of the Council/school in respect of death, bodily injury and illness to third parties (i.e. persons other than persons in the employment of the Council/school).

In the event that a person is injured there is no automatic payment. To make a successful claim, the claimant would need to prove that the Council/school had in some way been negligent and that it had resulted in that person being injured. It should be emphasised that the RCT policy is designed to protect the legal liabilities of the Council/school. It will NOT indemnify other individuals and organisations, who must hold their own public liability insurance to protect themselves in respect of their legal liabilities.

- *Employer's Liability Insurance*

It is compulsory under the Employer's Liability (Compulsory Insurance) Act 1969 for most organisations with employees to hold Employers Liability Insurance. Any non-RCT organisation not exempt from this 1969 Act must hold its own Employers Liability Insurance.

Further guidance can be found on the Health and Safety Executive website www.hse.gov.uk/business/elci.htm .

- **Property Insurance**

Buildings and contents which belong to, or are the legal responsibility of the Council/school are insured under the RCT property insurance policy, subject to the terms and conditions of the policy. Such buildings and contents are insured only against the basic perils: fire, lightning, explosion, aircraft, storm, flood and theft (subject to forced entry/exit to/from a building). The RCT property insurance will NOT cover property belonging to third parties.

VALUE ADDED TAX

In accordance with the present regulation, VAT will be chargeable for external users in the following instances:

Area	Tax Liability
Hire of room without equipment (fixtures and fittings such as desks and chairs are deemed not to be items of equipment)	VAT exempt
Hire of room with equipment (e.g. ICT equipment/Powerpoint projector)	VAT chargeable at standard rate in all circumstances. However if a separate charge is made for the equipment only then only this element is VATable
Playing fields (sports pitches)	VAT chargeable at standard rate unless a block booking exemption applies

USE OF KITCHEN EQUIPMENT AND FACILITIES

The use of school meals equipment and facilities, including access to facilities for boiling kettles and washing up, will not be approved without separate permission in writing from the Catering Direct Service. It will be a condition of use, when approved, that a cook or other member of the canteen staff will be present throughout the letting and the hirer will be required to pay the cost of the person involved and also to make other appropriate payment in respect of the equipment and services.

The Governing Body will review this policy on an annual basis and amend it as appropriate.