



Cricket Green School

Lettings Policy



Date reviewed: Spring 2017

Review Date: Spring 2018

CRICKET GREEN SCHOOL

LETTINGS POLICY



1. Adoption

The Governing Body through its Policy Group adopted the lettings policy set out below.

2. Introduction

The Governing Body recognises the Government's agenda on schools developing as Extended Schools, becoming more central to the lives of the pupils and communities in which they live. It is the view of CGS staff and Governors that we should be actively seeking to develop CGS within the community to:

- Enhance the opportunities for our pupils and their families
- Offer opportunities for extended family learning
- Welcome members of the local community into our school
- Make full use of the premises for a range of purposes, and to
- Raise the profile of the school in the wider community.

The Governing Body 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, the promotion of equality of opportunity and the community cohesion of the local area. Any lettings of the premises to outside organisations will be considered with this in mind.

The Governing Body also recognises that the school and pupils may benefit from any additional income incurred through lettings and hire.

3. Definition of a letting

A letting may be defined as:

"Any use of the school buildings and ground by parties other than the school and its partners. This may be a community group, an individual or a commercial organisation.

The following activities fall within the corporate life of the school. These activities are not considered to be lettings and costs arising from these uses are therefore a legitimate charge against the school's delegated budget.

- Governing body meetings
- Extra-curricular activities for pupils organised by the school
- School performances
- Family learning
- Parents' meetings
- Meetings of the PTA
- PTA organised events
- Services provided by partner organizations.

4. Priority for lettings

The Governing Body is mindful of the needs in the local area, and will consider lettings to the following groups, (in no particular order):

- ethnic minority groups such as mother tongue or supplementary schools
- educational activities open to school pupils and their families
- recreational activities open to school pupils and their families
- activities organised by local community groups for the benefit of the local community
- parents attached to the school
- people living in the school's local community
- voluntary organisations
- parent support groups
- self-help groups
- Faith groups
- people with a disability and
- low income groups

The Governing Body supports the notion of the premises being used for extended use, provided it is not at the cost of pupils or staff and does not infringe on the core purpose of the school. We would not therefore sanction hire or let to anyone who is unable or unwilling to conform to the schools equal opportunities statement:

"At Cricket Green School everyone has the right to be treated equally regardless of gender, sexual preference, race, culture, belief or exceptional need".

The school accommodation will not be hired in circumstances where our equal opportunities policy may be compromised, nor where other harm or damage may be caused. It will not be hired for any purpose which may compromise its core function, or purpose.

The following activities are not considered to be appropriate for lettings as they are either well provided for in the local area, are not deemed to be compatible with the ethos of the school, or are not able to be accommodated within the schools facilities.

- Commercial activities with little potential to generate income or support for the school
- Events selling or distributing alcohol
- Activities promoting gambling.

5. Types of Lettings and charges

The Governing Body has agreed to define lettings under the following categories:

- School Lettings for activities for pupils or their parents and carers that provide educational benefit to pupils, which the school wishes to subsidise - no/nominal charge
- Community Lettings for other community activities which should be made on the basis of full cost recovery up to £30 per hour. Longer term lettings will be considered on application, by discussion with the Head, Business Manager and the Governing Body.
- Commercial lettings will be charged on a cost plus an income margin for the school up to £40 per hour.
- All rates are subject to review on an annual basis. Any revised rate will be subject to approval from the governing body.

6. Additional information re charges

Hire or lettings will be considered by the Governing Body, and the following will apply:

- LA rules and insurance requirements will be followed in each case. (10% of total costs incurred are for insurance. This cost is within the hourly rate.)
- Additional charges may be applied if more than one area of the school is required.
- The Governing Body may apply additional costs if extra cleaning and caretaking is needed.
- The school offices, photocopier and ICT equipment will not be available for hire.
- Hirers must adhere to times for public nuisance laws at all times.

The Governing Body is responsible for setting charges for the letting of the school premises. These are set out in the Schedule of Charges for Community Use.

The scale of charges will be reviewed annually in the autumn term by the Governing Body for implementation in the following financial year. Details of current charges will be provided in advance of any letting being agreed. Charges will always include an insurance payment of 10% of the total costs (to be paid to London Borough of Merton).

For the purpose of charging, the Headteacher or Finance Manager are empowered to determine to which category any particular individual or organisation belongs. They are also able to offer any discounts or agree a subsidy for any lettings, as they deem appropriate. The basis of charging will be determined by the purpose for which a letting is arranged.

The school is constrained by law to apply value added tax to all transactions where this is appropriate. The letting of rooms for non-sporting activities is exempt of VAT, whereas sports lettings are subject to VAT.

The minimum hire period will be one hour. The school reserves the right to require a deposit over and above the hiring charge as a surety against damage to the premises (including any equipment) or the premises being left in an unacceptable condition necessitating their incurring additional cost for cleaning, caretaking or other expenses.

The school will seek to recover any cost incurred by the school that are unavoidable and result directly from the cancellation of a letting. The timescale and charges for cancellations are set out in the Terms and Conditions of use.

7. Letting times, available facilities and equipment

To be negotiated with school and defined within contract.

Variations to these facilities and times will be subject to the approval of the Headteacher.

8. Conduct of users

This is set out in the Terms and Conditions for use of school premises (attached).

9. Security

The Headteacher has delegated authority to determine the security risk for each letting and will be responsible for allocating a continuous security presence or other control measure.

The costs of any additional security over and above that usually incurred by the school are the responsibilities of the hirer.

10. Management of lettings

The Governing Body has delegated day-to-day responsibility for lettings to the Headteacher in accordance with the Governing Body's policy. Where appropriate, the Headteacher may delegate all or part of this responsibility, such as security, child protection to other members of staff, whilst still 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, she will consult with the Governing Body.

An annual report on lettings will be made to the Governing Body and will include information on users, finances, incidents and accidents, enquiries, and any lettings refused.

11. Considering applications for lettings

Organisations seeking to hire the school premises should approach the administration staff in the school office in the first instance. Details of charges and conditions of use should be given or referred to.

An Initial Request Form, a copy of which is attached to this policy, should be completed at this stage. A record of all enquiries should be kept on file.

The Headteacher or other delegated member of staff will decide on the application with consideration to:

- The priorities for lettings agreed by Governors and set out in the school's lettings policy
- The availability of the facilities and staff
- The schools equal opportunities, health and safety, child protection policies
- The health and safety considerations such as numbers of users, type of activity, qualifications of instructors etc.
- A code of conduct whilst on school premises
- A checklist to be completed before and after letting.

12. Issuing a Lettings Contract

Once a letting has been approved, a letter of confirmation will be sent to the hirer, enclosing a copy of the terms and conditions and the Lettings Contract.

The Lettings Contract should then be signed and returned to the school. The school shall be in receipt of these signed copies before a letting takes place.

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. Payment will be taken in advance and /or a deposit to cover damage may be required. A guarantee card should support cheques wherever possible.

An official receipt will be issued for all payments received. All lettings fees received will be paid into the school's individual bank account. The income and expenditure relating to lettings should be clearly recorded by the school and reported under the guidelines for Consistent Financial Reporting.

The Headteacher on behalf of 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 and payment received in full. The reason for refusals should be recorded on the bottom of the application for lettings form and fully explained to the enquirer.

Updated by Goves Policy Group:

Date reviewed: Spring 2017

Review Date: Spring 2018

Emergency Plan

THE HIRER IS RESPONSIBLE:

- For the safe evacuation of their delegates or guests.
- Ensure their delegates or guests are fully aware of the fire instructions and the assembly points.

Fire evacuation procedures are displayed in halls and rooms. You are advised to familiarise yourself, delegates or guests with all fire exits.

EMERGENCY EVACUATION PROCEDURES:

IN AN EMERGENCY: Sound the nearest fire alarm by breaking the glass

ON HEARING THE FIRE ALARM:

- Leave the building by the nearest fire door
- Close the door behind you
- Walk to the assembly point indicated on the evacuation plan
- Check that everyone attending your event or visitors have evacuated the building.
- Do not re-enter the building until you have been advised it is safe to do so.
- Dial 999

Contact Numbers

In the event of an emergency or if you have any queries please contact:

Russell Haselden- Site Manager	077715 88898
William Bolton	079663 49483
Celia Dawson - Headteacher	07798 807013

Dawson

Headteacher

18/1/17.

Date

Ken Vm.

~~Vice~~ Chair of Governors

Governor. — AWM

18.1.17

Date

18/1/17

[Signature]

Chair of Finance Committee

18/01/17

Date

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