



CHINLEY PRIMARY SCHOOL

LETTINGS POLICY

INTRODUCTION

School premises are used for a wide range of purposes in addition to providing the teaching and learning of pupils. These include meetings arranged by the school (for example for governors or parents) ; activities which are for the benefit of pupils in the school, but are outside of the normal school day; access which allows the wider public to make use of the buildings for educational, social or recreational use.

The development of extended services in and around schools has brought a new dimension to the use of school premises. This document replaces previous guidance issued by the County Council.

LEGAL BACKGROUND

Various education Acts refer to the control of school premises. Section 27 of the Education Act 2002 enables school governors to provide facilities or services for the benefit of a) pupils at the school or their families or b) people who live in the locality in which the school is situated.

Formal arrangements exist in some schools to involve community members in the administration of the premises for community purposes. In such situations a joint-use sub group of the governing body is established allowing representatives from other organisations to be involved. The power of the local authority to direct the use of school premises does not apply to foundation schools. For further information about the legal background to the use of school premises please contact the Local Authority.

CHARGING

Schools are expected to at least cover the cost of the letting when the use is not for the benefit of their pupils or pupils registered at another school.

Where the use is for the county council, schools may only make charges which cover any additional costs incurred, which during the normal school day (up to 6.15pm) should not include energy or caretaking costs.

Where the use is for another public body or for the provision of public services made by a voluntary or charitable organisation, governing bodies are encouraged to make charges to cover only additional costs incurred. During the normal school day (up to 6.15pm) should not include energy or caretaking costs except where it is that the school has incurred additional expenditure (for example heating costs over and above what is required for school use).

In foundation schools any funds generated through community use should be retained by the school for its own purposes.

EXTENDED SERVICES IN AND AROUND SCHOOL

Charges for extended services should be calculated as a normal letting as described in this document. However if the arrangement involves the **permanent** use of accommodation consideration should be given to setting up a lease with charges being calculated as £95 per square metre for the year.



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CATAGORIES OF LETTING

School Use

There is no charge for school linked activities such as Governors' meetings; PTA meetings; extra-curricular activities; staff professional and recreational activities; ex-pupils' associations, although Governors are not advised to open the school for only one activity.

SCHOOL FUND RAISING EVENTS

Fund raising events should not be charged, if the generated funds are for the school's benefit.

CALCULATING THE COSTS

The Authority's suggested method of calculating the actual cost of letting the school is detailed below and comprises three elements:

Energy

Charges should be calculated yearly using the following formula:-

Total Energy Charges

Total Hours School Open

Calculate the total hours the school is open; add the total hours the school has been used for lettings during the previous financial year to the standard school opening time and divide by total energy costs to find hourly rate.

This charge is an average and levied at all times of the year irrespective of whether heating is required.

ONLY THE ACTUAL HOURS OF USE ARE CHARGED, WARMING UP PERIODS SHOULD NOT BE INCLUDED.

CARETAKING FEES

The cost of caretakers' lettings fees (including additional costs such as national insurance); are available from the Local Authority.

For further information please contact the Head of Personnel in the Children and Younger Adults' Department.

PER CAPITA COSTS

This should cover the cost of other items such as water rates, waste disposal, insurance and general wear and tear on carpets or furniture. The charge is 20 pence per person per session (period of up to 4 hours). This figure should be increased annually from April 1st by the standard rate of inflation.

Other Costs

Schools can, if they wish, charge for the costs of equipment used and/or levy an administrative charge of £1.50 or 5% of the whole letting.

ADMINISTRATIVE DOCUMENTATION



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Form E202

This form is obtained from the school office and sent to the hirer. Once completed and returned, it is used for two purposes.

- It acts as insurance cover for the hirer, the terms of which are printed on the reverse.
- It is used to complete an account for the hirer.

Note that the policy **does not** the cover use of premises by organisations that are able to make their own insurance arrangements, for example events organised by Professional Entertainment Promotions, Registered Companies, or Political Parties. Such organisations must take out their own insurance.

Form G230

Caretakers must complete form G230 at the end of each month to claim for fees due to them for lettings. The G230 will be retained at the establishment and the calculation of the appropriate payment will be done by the school/establishment.

County payroll will then make the payment indicated on the appropriate timesheet or PMO4(a) and will then file the timesheet/PMO4(a) in the normal way for their own records. The form must be retained by the individual establishment for audit purposes.

OPENING OF PREMISES

Some schools have queried whether the opening and closing of the schools premises can be carried out by anyone other than the caretaker, usually as a means of reducing the cost of the letting. However, schools should note that if the letting is a regular letting, the caretaker, in some instances, can claim for the payment of such under their terms and conditions.

Keys to the school should only be held by recognised key-holders. In order that the security of the school and its contents is maintained, key-holders should ordinarily be an employee of the school.

USE OF SCHOOL KITCHENS

The Use of Premises When No Cooking is Required

In consultation with the Governors and Headteachers, the kitchen may be used for the preparation and service of hot drinks, sandwiches, cakes, etc. and washing-up (i.e. no cooking involved). It is expected that the user will take responsible care of the kitchen and its equipment and will leave the premises in good order. Should additional cleaning time be necessary, this should be authorised by the Head and charged to the hirer (in which case Form ECS/CUST must be completed). Users will be responsible for providing food ingredients for making beverages and sandwiches, etc, and may be expected to provide crockery, cutlery, etc. Any damage or loss to school crockery must be met by the hirer. The hirer must provide their own cleaning materials (i.e. tea towels, detergent etc).

The Use of Premises When Cooked Meals are Required

In consultation with Governors, Headteachers and the School Meals Representative, the kitchen and dining area can be used for cooking and serving meals for events arranged for the Education Service and other County Council Departments. Only after such needs have been met should letting to outside



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bodies be considered.

The School Meals Service will normally undertake catering, and in such cases the provision of food, ingredients and equipment will be their responsibility.

Charges for Kitchens

Schools will need to ensure that the full cost of the use of kitchen is recovered. Advice about the cost is available from the County Catering Manager. If you have any queries regarding the charging of VAT, please contact the Authority's VAT officer on 01629 580000.

Provision of Licensed Bars on School Premises

Governing Bodies of maintained Primary and Secondary Schools are authorised to approve applications, subject to any statutory requirements, for the provision of licensed bars at social functions on school premises. The hirer is responsible for applying to the local authority licensing committee for a license to sell intoxicating liquor at the function.

Governing Bodies must ensure that in every case where permission is granted for the provision of a licensed bar, the organisation concerned must remove all bar equipment and stock immediately after the function.

Hire of Playing Fields and Outdoor Playing Surfaces

Toilets can be made available to groups if required at an additional charge determined by the school. Apparatus and equipment can be hired at an appropriate rate determined by the school. The hirer is responsible for the safety and adequate supervision of children, if applicable, during the letting. The level of supervision may vary according to the age of children taking part in the letting and the type of the activity involved. The hirer is also responsible for providing appropriately qualified supervisors for any activity using specialised equipment, e.g. trampolining, or climbing walls. Before agreeing to a letting involving children or a specialist activity ,

Governing Bodies should be satisfied that the hirer is competent to run the activity and have appropriate insurance cover, particularly where activities have a significant risk.

Use of School Premises for Elections

The Governing Body has a duty to make premises available for election use (including the use by political parties for elections purposes) whilst at the same time requiring payment for the actual costs incurred by the school. Note that political parties are **not** covered by the County Council's insurance cover when they use school premises.

The following calculation should be followed in respect of this type of letting:

- Where the school is closed and the election is at a time of year that requires the school's heating to be switched on, the cost to the District or Borough Council should include the energy costs.
- Where no heating is required, the energy calculation should be reduced to 25% of the normal amount charged.



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- Caretaking costs to be paid directly to the caretakers by the DCC Payroll, where there is existing agreement to this effect.
- The charge levied should consist of two elements, energy and caretaking costs.
- Where schools remain open, the energy and Caretaking costs for the morning and afternoon sessions of the polling day are already covered in the normal course of events by the school. The costs levied relate solely to the evening time period.

Policy Reviewed by Peter Lambert 15.11.2022

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Agreed by Governing Body: Minute number:

Date: