



Lettings Policy

2017

Introduction

The Governing Body regards the school buildings and grounds (which are owned by Islington Council) 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 and cannot be at the expense or the capacity of the school to meet its core educational aims.

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 (such as a local music group or football team), or a commercial organisation (such as the local branch of ‘Weight Watchers’)”.

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 organisations such as Islington Council.

Priority for lettings

The Governing Body is mindful of the needs in the local area. This information has been used to assess the priorities for lettings. Activities should not invalidate our insurance.

The following lettings will be especially encouraged:

- Lettings to 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
- Lettings to parents attached to the school
- Lettings to people living in the school's local community
- Lettings to voluntary organisations
- Lettings to parent support groups
- Lettings to self-help groups
- Lettings to diversity groups
- Lettings to women's groups
- Lettings to people with a disability
- Lettings to low income groups
- Lettings to children's groups
- Lettings youth groups

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 alcohol
- Activities promoting gambling
- Events promoting anti equalities agenda

Types of Lettings

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
- Community Lettings for other community activities which should be made on the basis of full cost recovery
- Commercial lettings will be charged on a cost plus an income margin for the school.

Charges

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 each year by the Governing Body. Details of current charges will be provided in advance of any letting being agreed.

For the purpose of charging, the Headteacher and the School Business Manager are empowered to determine to which group 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 less than a ten week block 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

Letting times, available facilities and equipment

The following times, facilities and equipment available are agreed as follows:

- The Main School Building is available for hire after school hours and at weekends (if arrangements can be agreed with Premises Assistant or G&P Cleaning contractor).

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

Conduct of users

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

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.

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, they will consult with the Chair of the Governors.

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.

Considering applications for lettings

Organisations seeking to hire the school premises should approach the Headteacher or School Business Manager. 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 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.

Safeguarding

The DFE publication "Safeguarding Children and Safer Recruitment in Education" should be applied to all those working in a school setting, whether or not their job or an activity brings them into direct contact with pupils and whether or not they are on the school's payroll.

In regards to lettings, the LA Guidance states that:

"Schools should ensure that the terms of any contract for lettings such as supplementary schools; theatre groups; sports activities; cubs and scouts, church groups etc., that will require the contractor to employ staff or use volunteers to work with, or provide services for children, regardless of whether they attend the school or not, also requires the contractor to adopt and implement the measures described in this guidance. They (schools) should also monitor the contractor's compliance".

Before agreeing to any letting, schools should therefore ask to see a copy of the organisation's Child Protection Policy and satisfy themselves that the organisation has appropriate procedures in place for safe recruitment, including (but not limited to) the taking up of checks through the Disclosure Barring Service (DBS).

Where a school is making a letting to an individual (e.g. a self-employed tutor) the school should follow the same safer recruitment procedures as if the individual concerned were a member of the school staff, regardless of whether the children to whom they provide a service attend the school or not.

Trading

The advice of Islington Trading Standards Service is to be sought before any letting involving trading such as car boot sales or auctions is undertaken.

Insurance

Public Liability Insurance to cover the hirer is provided under Islington Insurance Scheme (in case of injury that is the fault of the school). However, the hirer must also show proof that they have their own public and employer's liability insurance. The cost of any additional insurance premium, if required, is to be met by the hirer. If the group is using specialist equipment, advice should be taken on whether the LA insurance covers the letting.

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. We will seek payment in advance in order to reduce any possible bad debts and or a deposit to cover damage.

All lettings fees received will be paid into the school's disbursement 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.

Review

The Finance & Resources Committee will review this policy annually or sooner if the need arises.

Date Policy Ratified: 28/04/2016

Executive Headteacher: Abi Misselbrook-Lovejoy

Chair of Governor's: Patricia Ambrose