Learning together
with God's love

HOLY TRINITY C E (A) PRIMARY SCHOOL
Lettings Policy

Vision
We aspire to be a happy, confident and caring community where children are motivated to achieve their full potential in a supportive learning environment, underpinned by a strong Christian ethos.

1 John 4: 16: 'God is love and those who live in love live in God, and God lives in them'.

POLICY	Lettings Policy Review with Lettings Terms & Conditions/Rates
SOURCE	HTS
REVIEWED BY	Date established by Governing Body: March 2012 Reviewed and approved November 2013, June 2014, April 2016, Oct 2018 Reviewed by Resources Committee October 2019; FGB Sep 2020 (inc Covid update)
APPROVED	16.09.20
REVIEW DUE	Autumn 2021

The *Guide to the Law for School Governors*, chapter 17, notes the following key points about control and community use of school premises. It says that the governing body:

- controls the use of the school premises both during and outside the school day
- must have regard to the desirability of making the premises available outside school hours to the local community
- has the power to enter into agreements allowing for shared or delegated control of the premises, provided that one of the aims is to encourage community use of the premises
- must get West Sussex County Council's consent before entering into a transfer of control agreement, if it transfers control of use during school hours
- must follow any reasonable directions from the LA as to the use of the premises (for voluntary aided schools this is limited to up to three weekdays a week and to the education or welfare provision for young people).

Lettings must cover their costs; the governing body is not allowed to subsidise non-school activities on the premises by not charging enough for them. As far as charges are concerned the governing body would need to ensure that the rates charged were in line with other premises available for rent in the area. It really depends on whether the governing body are looking to maximise the lettings income or not.

The most relevant guidance is the circulars *The Control and Community Use of Premises* (DfEE 23/99) and *What the Disability Discrimination Act (DDA) 1995 Means for Schools and LEAs* (3/97). The Education Act 2002 proposes no substantive changes to current regulations.

LAs may offer model policies and advice on the scale of charges for the hire of premises.

Status

Statutory

Purpose

The purpose of this policy is to ensure that the most effective use is made of the school premises. We believe that Holy Trinity School should be a centre for lifelong learning. We recognise that the facilities could generate resources for the school. This policy sets out the criteria for making decisions on requests for use by external organisations.

Who was consulted?

The LA, staff and the Diocese were consulted when formulating the policy. Relevant DfE guidance has also been considered.

Relationship to other policies

This policy should be read in conjunction with the Equal Opportunities Policy, the Health and Safety Policy, Security Policy, School Clubs Policy and the Curriculum Policy.

Roles and responsibilities of headteacher, other staff, governors

The **governing body**, with advice from the headteacher, will:

- balance the desire to generate income against the desire to support "worthy" groups within the community, agree the criteria to be used when deciding which groups are to be allowed to use the premises and consider requests for bookings against those criteria and on which basis.
- take a positive approach to enhancing learning opportunities for the whole school community through promoting community use of the school by organisations that are in sympathy with the core values of the school.
- ensure that use by external organisations does not degrade the standards of the facilities to the extent that they are no longer suitable for use by pupils and that the needs of the local community are respected.
- consider issues of political balance
- consider the implications of all requests received for the health, safety and security of pupils and staff at Holy Trinity CE(A) School
- consider the implications for workload of all staff of any decisions it makes
- be mindful of the prevailing commercial rates being charged locally for similar facilities and the overhead costs to the school of making its facilities available to third parties and use these considerations to advise the headteacher on an annual review of the rate card to apply for the two bases of letting. (See Appendix)

The **headteacher** will:

- establish a central booking system
- apply the criteria agreed by the governing body and consult the Chairs of the Finance and Premises Committees on requests for bookings which do not meet them or where there is a potential conflict of interest or any uncertainty in deciding on which basis to apply.

Two bases for letting the school premises

Basis 1: Charitable (at the school's discretion) Terms

- requests for letting from registered charitable groups within Cuckfield village and the surrounding community may be made on a not for profit basis. A charge must be levied to cover the additional marginal costs of heating, lighting and maintaining the school as the school is not permitted to subsidise third parties. If an additional cost is incurred to open and lock the school then this also must be passed on, but such charge may be avoided by using appropriately trusted key holders, if they will act pro bono. Charity rental rates will apply to Holy Trinity School staff.
- our policy is to make our school premises available to use to our wider school community, where this does not harm the interests or finances of the school.

Basis 2: Non-charitable Terms

- requests for letting from community groups within Cuckfield village and the surrounding community may be made on commercial basis. A charge will be made which is consistent with prevailing local rental costs, mindful of the facilities available at the school.
- our policy is to make our school premises available to use to our wider community, where this does not harm the interests or finances of the school. It may be that it is in the interests of the school to decline the request as the lettings income is not adequate compensation for the disruption to the smooth running of the school for the additional administration of the letting booking, even on commercial terms.

The charges have been prepared on the assumption that the group are able to secure the services of a willing and suitable keyholder to open and lock the school premises, satisfactory to the school's wishes, and so to do so at no cost to the school, and therefore with no need to pass on such cost. If a keyholder is needed a charge will be made for his services. That charge is defined in the rate card regardless of the duration of the letting.

Arrangements for monitoring and evaluation

The Finance and Premises Committees of the governing body will receive reports from the headteacher on a termly basis of the schedule of use of the school outside of the school day, the number of groups involved and the net profit from such activities, subdivided between Basis 1 and Basis 2 lettings.

Issues that required intervention by the headteacher will be noted, together with the action taken and the outcome. The committee will consider whether the additional use of the school premises is achieving the purposes set out at the start of this policy.