

White Laith Primary School

LETTINGS AND LETTINGS CHARGES POLICY

Agreed by governors: November 2014
To be reviewed: November 2017

At White Laith we are committed to providing a caring, friendly and safe environment for all of our pupils so they can learn in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by or invited to deliver services at White Laith. We recognise our responsibility to safeguard and promote the welfare of all our pupils by protecting them from physical, sexual or emotional abuse, neglect and bullying.

We also exercise this responsibility by educating our children so that they grow in their understanding of their rights and responsibilities to themselves and others, in safety consciousness, and, in their maturity and abilities to keep themselves and others safe.

We perceive this to be part of our role in promoting British values

1. Adoption

The school governors at their meeting on 11th October 2010 have adopted this lettings policy and the scale of charges set out below. This policy was reviewed in November 2014.

2. Policy Objectives

The governors endorse the City Council's Hire of School Premises Policy and recognise the principles therein, namely :-

- (i) that school premises represent a significant capital investment and should be utilised as a valuable community resource;
- (ii) educational usage of our premises constitute a natural priority;
- (iii) that a profit margin is desirable when derived from commercial usage but this is not the overriding objective when facilitating education activity and community activity by recommended users.

3. Priority Usage

The governors have agreed the following categories of priority user :-

- (i) statutory users;
- (ii) recommended users;
- (iii) private / commercial users.

The governors have adhered in each case to the definitions identified in the City Council's Hire of School Premises Policy document (appendix 1).

4. Applications for Recommended Status

The governing body have delegated their power to determine recommended status to the *Finance/Resources Committee* who will exercise discretion on their behalf to determine those organisations that are in addition to any organisation already identified by the City Council, who may have recommended status at *White Laith Primary School*. These organisations are listed at section 5. The outcome of such decisions shall be matter of report to the governing body each term. This does not preclude the *Finance/Resources Committee* from referring sensitive applications to the full governing body at their discretion.

5. Categories of Recommended and Commercial

The governors have decided that for the purpose of charging there will be 3 categories of recommended user and there will be 1 category of private user. The table below provide definitions of these user groups

Table 1. Allocation of Users of School Premises into Categories

| Group A | Group B | Group C | Group D |
|--|---|--|--|
| Commercial users to be charged at school economic rates – see appendix 2 | Recommended users determined by the City Council that are to be charged at the recommended hire charges – see appendix 2. | Recommended or commercial users that are to be charged a discount on the recommended rates – see appendix 2. | Recommended users that the school deem should have discounts on the Group C rates up to free usage of premises |
| All users not meeting definition in Appendix 1 | All users covered by Appendix 1, not identified in Group C or D | Voluntary Youth Groups and under 18 Sports clubs, as per Appendix 1. | Users covered by Appendix 1 determined by Governors to be significantly contributing to the School aims |

6. Scale of Charges

In arriving at their scale of charges the governors have followed the following principles :-

- (i) that statutory users will be charged an amount commensurate with statutory regulations;
- (ii) that recommended users will be charged no more than the set scale of recommended charges identified by Education Leeds;
- (iii) consideration has been given to subsidies being applied to some recommended users;
- (iv) that commercial users should be charged at least cost, plus an income margin for the school if desired;
- (v) The actual charges levied on Group D users will be less than Group C rates and may be zero. This will be decided on a case by case basis by the Finance/resources committee.

For the purposes of charging, the Finance/Resources Committee is empowered to determine to which charging group any individual or organisation belongs, Any organisation already identified by the Lettings Unit as having recommended status should not be charged more than the recommended hire charges determined by the City Council (group B). The basis of charging will be determined by the type of organisation hiring the premises, the purpose for which the letting is arranged and the period of time when the letting taken place – as detailed in Appendix 1.

The scale of charges relating to the stated categories of users are detailed in table 2. below.. Discounts form part of the scale of charges in table 2 and are the only permitted variations to the standard charges. No member of staff is allowed to vary or to deviate from the governors published charging policy. The governors are constrained by law to apply value added tax to all transactions where this is appropriate. The Governing Body has the power to use available funding to provide a further subsidy where a particular group is determined by the Governing Body to be making a significant contribution to its extended services provision.

Table 2. Schedule of Charges from November 2010

| Facility | Group A | Group B | Group C |
|--------------------------------|-----------------|-----------------|-----------------|
| School Hall – Primary | £27 / hr | £20 / hr | £10 / hr |
| School Hall – Secondary | £35 / hr | £25 / hr | £15 / hr |

| | | | |
|--|-------------|----------|----------|
| Gym / Dance Studio | £26.30 / hr | £20 / hr | £10 / hr |
| Sports Hall | £54 / hr | £25 / hr | £15 / hr |
| Classroom / Meeting room – first room | £20 / hr | £10 / hr | £5 / hr |
| Each subsequent classroom / meeting room | £10 / hr | £4 / hr | £3 / hr |
| Playing field per Match (2 hrs) | £58 | £20 | £15 |
| Playing Field Seasonal Hire (12 Matches) | £438 | £180 | £120 |
| Changing Facility per Match (2 hrs) | £44 | £15 | £10 |
| Changing Facility Seasonal (12 Matches) | £328 | £150 | £120 |
| Astro Turf Pitch Full | £44 / hr | £40 / hr | £20 / hr |
| Astro Turf Pitch Half | £22 / hr | £20 / hr | £10 / hr |
| All Weather pitch | £25 / hr | £20 / hr | £10 / hr |
| Floodlights (full pitch) | £12.20 / hr | £12 / hr | £12 / hr |
| Cricket Field /match | £61 | £30 | £15 |
| Cricket Field / season | £533 | £200 | £140 |

Note: For usages of sports facilities, where VAT is applicable, VAT is in addition to the charges shown above. **Other specialist facilities and additional equipment may be available at an additional charge.**

7. Conditions of Hire

The Governors endorse the City Council's Hire of School Premises Policy and agree to follow the terms and conditions laid out in the document supplied to the school. No member of staff is allowed to vary the terms and conditions on which the school premises are hired to either individuals or organisations. The governors reserve the right to impose additional hire conditions where necessary and will inform Education Leeds Lettings Unit in writing where these apply, who will ensure any additional conditions are detailed on the hire agreement.

8. Administration of Lettings

The governors recognise that it would be impossible for them to personally vet every applicant or organisation who wish to make use of the school premises. Accordingly they have delegated the authority to Education Leeds Lettings Unit to receive applications on their behalf, who will then consult with *the Headteacher and/or Business Manager* to accept /decline applications for hire of the premises.

All hiring of the schools premises, including those for which no charge is made, shall be properly documented. All hirers **must** complete a letting via the Education Leeds Lettings Unit before hire of the premises commences. All hirers having completed a letting receive a copy of the conditions of hire and will hold a legal hire agreement. The hire agreement is a contract which the governors may enforce at law.

9. Security / Safeguarding

The governors are mindful of their responsibility to protect the City Council's assets and safeguard young persons and vulnerable adults using school premises. With regard to security of assets governors would normally insist upon continuous caretaking presence in view of leaving the school vulnerable to theft or damage. However they reserve the right and delegate power to the headteacher to make variations where in his/her judgement continuous caretaking presence is not justified. With regard to safeguarding, governors agree to procedures included in the conditions of hire document.

10. Review of Policy

The governors will review the policy each year and the scale of hire charges for the forthcoming year will also be reviewed and updated

Appendix 1

External Groups and Activities to be recommended at the Leeds City Council charging rates

All organisations must be voluntary and non-profit making. Those organisations that will be considered as recommended and will pay no more than the recommended rate set by Leeds City Council must meet the following criteria;

- all adults involved with the organisation should be employed in a voluntary capacity and not receive any payment/salary for their time/work **(excluding registered voluntary organisations)**
- any income from subscriptions collected should only be to cover the running costs of the organisation such as insurance, CRB's, travel and subsidiary expenses, hire fees and purchase of essential kit and equipment.

Any organisation not meeting the above criteria will be considered a commercial organisation and schools can set their own charges that should be a minimum of cost recovery, examples are;

- operating in a business capacity
- limited company
- charging competitive fees for tuition or admission
- income collected results in the retention of profit and/or equipment that can be considered as a resalable asset

| <u>Category</u> | <u>Examples of groups included and any Specific criteria</u> | <u>Type of activity covered</u> | <u>Any activity not covered by recommended rates</u> |
|------------------------------|---|--|---|
| Voluntary holiday playscheme | Organisation must be registered with and receive grant aid through LCC. | Holiday playscheme for children only | Fundraising / social events / Adult committee meetings |
| Voluntary youth | Brownies / Guides / Rainbows / Scouts / Cubs / Beavers / majorettes / music, dance & drama clubs / art & craft / brigades / mixed activity. Term time only Monday to Friday. | Children's regular activity / training sessions | Fundraising / social event / Adult meetings / tournament assessments & grading / competitions / gala / religious teaching observance. |
| Special Needs / disability | Gateway / social and activity clubs. Term time only Monday to Friday. | Groups with only registered disabled participants on role undertaking an activity session. | Respite care Health / rehabilitation sessions linked to health or social care services / Fundraising / social events |
| Community groups | Neighbourhood watch / local campaign & environment, groups, historical societies / retired citizens activity clubs | Regular activity sessions / committee meetings | Fundraising / social events |

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|------------------------------------|---|---|--|
| | Term time only Monday to Friday | | |
| Under 18 sports | Any sport club affiliated to the relevant national governing body / achieved clubmark Term time only Monday to Sunday | Training sessions / fixtures and matches arranged between 2 single teams | Fundraising / tournaments / galas / competitions / social events / assessments & grading / adult meeting / training / matches. |
| Supplementary schools | Any school registered with Ed Leeds learning communities team and working towards the national chartermark Term time only Monday to Sunday | Supplementary education for children in either mother tongue languages / culture or national curriculum | Religious teaching or observance / fundraising / social events |
| Parish councils | Any registered parish council Term time only Monday to Friday | Committee meetings | Fundraising / social events |
| Political parties | Any branch of a nationally registered party Term time only Monday to Friday | Committee meetings | Fundraising / social events / campaign meetings for election candidates |
| Registered Voluntary Organisations | Any organisation that is a registered charity and provides a charity registration number, or evidences that it operates in a charitable manner. Voluntary organisations may pay the staff running the session but are entirely non-profit making. Many will be working in partnership with schools and clusters to deliver extended services and community activities Monday to Sunday term time only | Regular or project based activity / training sessions Partnership working with clusters and schools / extended services / wider community services | Fundraising / social event / tournaments / assessments & grading / competitions / gala / religious teaching observance. |

Internal groups - to be recommended at the Leeds City Council charging rates

All of the following will have to provide an expenditure code and Z order number at the time of booking. The Lettings Unit will raise an internal invoice on FMS in order for the school to receive payment.

- LCC – Childrens Services - Youth programme
- LCC – Leisure and Culture - Leisure classes through SDU
- LCC – Members Services - MP / Cllr surgeries and public meetings
- LCC – Electoral Services - Polling stations
- LCC – all departments - delivering their service / meetings / presentations etc (Social Services / Highways / ALMO / Neighbourhoods/Housing area management teams)
- Education – LEA business – individual team's delivering their service / meetings / briefings (Finance / School organisation / Admissions / Communications / IT), Music Centres, Governor Support Services – Governors area meetings

Appendix 2

Definition of Terms

Recommended Lettings : These are lettings that fall within the City Council Policy for favourable charging treatment in their use of schools. The Leeds City Council Policy is set out at appendix 1 of this document.

Commercial Lettings : These comprise all lettings other than those falling under the category of Recommended Lettings. It is expected that these lettings should be charged at full cost to the hirer. Schools may however consider that, although a group or individual falls outside of the categories set out at section 5, it is desirable to ensure that access is affordable for particular individuals or groups and charge less than economic cost.

Charging Policy : Regard must be paid to the legal principles concerning charging for community facilities. Schools should set out in a governor approved Charging Policy what rates they wish to charge hirers of school facilities. In the case of both Recommended and Commercial Lettings schools should operate within the general principle that the use of school facilities by outside bodies should not be at the expense of school activities.

Statutory Users : These users have their right to use a school backed by specific legislation. The only such use of schools is concerned with use for elections- Council, National or European.