

SIR FREDERIC OSBORN SCHOOL

LETTINGS

Purpose

The purpose of this policy is to ensure that the most effective use is made of the school premises including the Sports Hall complex and All Weather Pitch. We believe that our school should be a centre for lifelong learning and a resource for parents and the wider community. 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.

Relationship to other policies

This policy should be read in conjunction with the accessibility plan, equal opportunities policy, the health and safety policy and the curriculum policy.

Roles and responsibilities of Business Manager and the Governing Body

The Business Manager will:

- establish a central booking system
- apply the criteria agreed by the governing body
- 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 students
- consider the implications of all requests received for the health, safety and security of students and staff
- delegate responsibility for accepting and cancelling hirers to the school

The **governing body**, with advice from the Business Manager and Head teacher, will:

- balance the desire to generate income against the desire to support “worthy” groups within the community
- set the criteria for groups which can be allowed to use the premises and consider any requests for bookings from other groups
- take a positive approach to enhancing learning opportunities for the whole school community through promoting community use of the school
- consider issues of political balance
- consider the implications for workload of all staff of any decisions it makes
- employ these principles when setting charges for lettings:
 - Lettings to community / voluntary groups and long term lettings will be charged at the reduced cost to cover caretaking, energy, wear and tear and administration
 - Lettings to the PA (Parents Association) are provided free
 - Lettings to the Staff Association are provided free
 - All other lettings are charged as per Appendix 2

Arrangements for monitoring and evaluation

The Resources Committee will receive reports from the Business Manager on an annual 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.

Issues that required intervention by the Head teacher 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.

Compiled by: Patricia Diop	Revision Number: 4
Approved by: Resources Committee	Date Policy Agreed / Reviewed: January 2015
	Date of next policy review: January 2018

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Appendix 1

LETTINGS GUIDELINES

- The school premises and facilities will be used exclusively by the school up to 6pm in term time
- The school will take priority over all external groups; the school will not be available for lettings on key dates in the year, including Open Evening in the Autumn Term
- All bookings will be accepted from community groups and individuals unless they conflict with the values and ethos of the school
- The charges applied will vary according to the:
 - Length of term of the booking
 - Charitable status of the booking
 - Facility(ies) being booked
- A table of these charges is found in Appendix 2
- VAT:
 - Any letting using sports facilities – or a hall marked for sports facilities – is subject to VAT unless they can prove non profit making, have a constitution and membership and the hire is for 12 consecutive lets
 - Only classroom bookings do not attract VAT

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Appendix 2

LETTINGS CHARGES FROM 1st January 2015

	RATE £ hourly
<u>LONG TERM & CHARITY GROUPS (Use of school hall/gym/school drama/dance studio)</u>	
LONG TERM	£20.00
CHARITY GROUPS (where other full paying lettings are on site)	£10.00
<u>ATTIMORE HALL</u>	£30
<u>CLASSROOM</u>	£12
<u>GYMNASIUM</u>	£23
<u>DRAMA STUDIO</u> /DANCE STUDIO Attimore/E block (Use of the drama studio includes lighting & sound systems, but requires evidence of appropriate training)	£30
<u>KITCHEN</u> - FOR DRINKS ONLY - FOR FOOD	£11 £50.00
<u>FOOTBALL PITCHES</u> JUNIOR PITCH JUNIOR PITCH SCHOOL FIELD (no facilities/lighting)	£ 21 £225.00 £10
<u>SHOWERS/CHANGING ROOMS</u>	£10
USE OF STAGE LIGHTING (OSBORN HALL ONLY) USE OF DRAMA STUDIO LIGHTING & SOUND SYSTEMS IF EVIDENCE OF APPROPRIATE TRAINING)	BY NEGOTIATION
TENNIS COURTS / CRICKET SQUARE/FIELD	BY NEGOTIATION
ADDITIONAL EQUIPMENT HIRE including OH equipment/whiteboards/goals	BY NEGOTIATION

NB: ALL prices exclude VAT

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SPORTS HALL/DANCE STUDIO/ALL WEATHER PITCH	RATE £ hourly
<u>SPORTS HALL</u> Whole hall Half hall	£45.00 £25.00
<u>DANCE STUDIO</u>	£30.00
<u>FOOTBALL/HOCKEY ALL WEATHER PITCHES</u>	£ 100.00 Whole £35.00 Third
<u>SHOWERS/CHANGING ROOMS</u>	Included in pitch hire
<u>ADDITIONAL EQUIPMENT HIRE</u>	BY NEGOTIATION