

Bowden House School

Lettings Policy

1. Adoption

The Resources Committee of Governing Body at their meeting on 04 March 2019 reviewed the Lettings Policy set out below.

2. Introduction

The Governing Body recognise that the community may have a desire to use the school buildings and grounds (which are owned by the London Borough of Tower Hamlets) and has prepared this Policy having regard to the desirability of making the premises available for community or public use.

In preparation for an increase in school use, the Governing Body has developed a bookings procedure that takes into account the following:

- a fair process of bookings to allow all potential users access to hiring
- transparent charging
- a swift response to enquiries
- a variety of activities for local children
- sufficient time to book Premises staff and support staff as required
- priority for long established, community users that provide services for children

The overriding aim of the Governing Body is to support the school in promoting high standards of educational achievement and any lettings of the premises will be considered with this in mind. The promotion of equality and the community cohesion of the local area are also important considerations that will be taken into account by the Governing Body in determining any letting.

3. 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 students organised by the school
- School performances
- Family learning
- Parents’ meetings
- Services provided by partner organisations within LBTH or other boroughs.

4. Priority for lettings

The Governing Body will generally consider lettings of the school premises where such provision furthers any charitable purpose for the benefit of: (a) students of the school or their families; or (b) people who live or work in the locality in which the school is situated.

The Governing Body is mindful of the needs in the local area and has carried out an assessment of local needs. This information has been used to assess the priorities for lettings.

The following lettings are especially encouraged:

- educational activities open to school students and their families
- recreational activities open to school students 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
- faith 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

Where there are competing lettings requests, the Governing Body will, in its complete discretion, determine priority having regard to the overriding aim specified above; the order in which requests are made and a general view that School Lettings should take priority over Community Lettings which should take priority over Commercial Lettings.

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.

5. Types of Lettings

The Governing Body has agreed to define lettings under the following categories:

- School Lettings for activities for students or their parents and carers that provide educational benefit to students, 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.

6. Charges

The Governing Body is responsible for setting charges for the letting of the school premises. A charge will be levied which covers the following:

- cost of services (heating and lighting);
- cost of staffing (additional security, caretaking and cleaning) and on-costs;
- cost of administration;
- cost of "wear and tear";
- cost of use of school equipment (if applicable);
- profit element (if appropriate).

(These are set out in the Schedule of Charges for Community Use).

Where there are multiple lettings taking place at the same time, the costs for services and staffing will normally be shared between the organisations involved. The organisation hiring the premises will be informed in advance of the charge to be levied.

The scale of charges will be reviewed annually by the Governing Body for implementation from [the beginning of the next financial year, with effect from 1st April of that year] Details of current charges will be provided in advance of any letting being agreed.

For the purpose of charging, the Headteacher or 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 (VAT) to all transactions where this is appropriate. The letting of rooms for non-sporting activities is exempt of VAT, whereas sports lettings 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 costs 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 Hire.

7. Letting times, available facilities and equipment

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

- **Football pitches - Saturday 9am to 1pm. Sunday 9am to 4pm.**
- **School Sports Hall - Saturday and Sunday 9am to 1pm**

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

8. Conduct of users

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

9. Security

The Head Teacher 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.

10. Management of lettings

The Governing Body has delegated day-to-day responsibility for lettings to the Head teacher in accordance with the Governing Body's policy. Where appropriate, the Head teacher may delegate all or part of this responsibility, such as security, Safeguarding 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, he will consult with the Chair of 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.

11. Considering applications for lettings

Organisations seeking to hire the school premises should approach the Headteacher or School Business Manager. Details of policy, 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 and submitted. A record of all enquiries should be kept on file.

The Headteacher or School Business Manager 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 school's Equal Opportunities, Health and Safety and Safeguarding Policies
- the health and safety considerations such as numbers of users, type of activity, qualifications of instructors etc.

12. Issuing a Hire Agreement

Once a letting has been approved, a letter of confirmation will be sent to the hirer, enclosing a copy Hire Agreement.

The Hire Agreement 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. The school will seek payment in advance in order to reduce any possible bad debts and/or a deposit to cover damage. A guarantee card should support cheques wherever possible.

An official receipt will be issued for all payments received. All lettings fees received will be paid into the school's individual 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 and the Hire Agreement has been signed and payment received in full. The reason for refusals should

be recorded on the bottom of the Initial Application for Lettings form and fully explained to the enquirer.

As a general rule, the Premises will not be available for public meetings with political, religious, or any other content where the matters for discussion are, in the Governing Body's opinion, obscene, sexist, homophobic, racist, offensive, controversial or sensitive in any way or which may breach community cohesion. In order to make informed judgments, the Governing Body reserves the right to ask for an agenda to be made available at least 14 days before the scheduled date of the meeting. The Hirer will also provide details of any speakers or performers at least five days prior to the event. If this information is not received, the Governing Body will refuse/cancel the booking.

Summary of facilities available for hire:

New sports facility situated in Firlie Road, Seaford and in easy reach of Alfriston, the Seven Sisters Country Park, East Dean, Wilmington and surrounding areas.

The facilities are available to any party who wish to use the facilities, subject to the School being satisfied that parties meet the requirement of the Schools Letting Policy (copy available)

Facilities

Sports & Activity Hall

Outdoor (grass) junior size football pitch

Opening Times

School Term Time:

Saturday and Sunday: 9am – 4pm

School Holidays:

Saturday and Sunday : 9am – 4pm

Facilities Rates Per Hour

Sports & Activity Hall - £25.00 adults. £20.00 juniors.

Outdoor (grass) junior size football pitch - £20 per hour (training). £30 per match.

Payment by Cash or Cheque made payable to Bowden House School. We do not accept credit cards.

Late Payment and Dishonoured Cheques: will attract an admin charge of £25.

Access

School Staff will open and close facilities at an agreed time with the hirer as specified in the contract

Management Responsibilities

The Headteacher on behalf of the London Borough of Tower Hamlets.

For hirers, first contact is with the staff that open & close facilities. The Headteacher to be called if not resolved.

Mechanism for Review

Annually by the school's Governing Body. Hirers will be provided with an evaluation form.

Equipment or facilities available:

Sports & Activity Hall

Outdoor (grass) junior size football pitch – football pitch already and will continue to be used, by two local junior teams

Large open space with outdoor fitness equipment

Bowden House School is restricted in being able to offer its resources to groups during the school term as the students are in residence from Sunday to Friday.

A local football team uses the outdoor site on Saturdays

Contact Details

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SUMMER TERM 2014
Up-dated September 2015
Up-dated November 2016
Up-dated March 2019

School: Bowden House

Policy: Lettings Policy

Agreed: Spring Term 2019

Responsibility: The Governing Body

Review Date: Spring Term 2020

Signed:

Chair of Governors

Date:
