

Folly Hill Infant School



POLICY ON COMMUNITY USE OF THE SCHOOL (LETTINGS)

Finance suite

Signed Chair of Governors

Signed Headteacher

Date: Spring 2020

Review Date: Spring 2021

INTRODUCTION

The Governing Body will accept the use of the school by the general community. The school can then provide a range of services and activities to help meet the needs of pupils, their families and the wider community. In addition, community use of the school will provide an additional source of income for the school and paid overtime for the caretaker.

This policy is based on guidance provided in Section M (Community Use of Schools) of the LMS Finance Manual produced by Surrey County Council.

This policy adopts the formal terms and conditions as laid out on the back of form ED110 (Application for the use of school premises).

The policy will be reviewed each year.

PRIORITY OF USE

The order of priority for the use of school premises within or outside the school day will be as follows:

- The School, to include the Governing Body
- Other use by the Local Authority
- Adult Education (for up to three evenings a week)
- Meetings and functions of the Parent Teacher Association (Friends of Folly Hill) with the aim of raising proceeds to improve school facilities and amenities
- Registered Youth Organisations and Surrey Music Services
- Extended use for the community under the provision of the Education Act 2002
- All other users approved by the Governors. Such users would normally be expected to be local and/or have a connection with the school.

The school will not enter into a commitment for a letting exceeding one year.

CHARGING POLICY

Charges for lettings will be made in accordance with Section M, Annexe G of the LMS Finance Manual. Charges are reviewed by the LA each January to take effect from April. The Governing Body will review its charging policy each year.

The school is not permitted by the LA to use its delegated budget to subsidise lettings (except for meetings of the Governing Body and meetings and functions held by the PTA - Friends).

Lettings outside the normal school day (after 6pm weekdays, weekends and during school holidays)

Education Service Users will be charged at cost price to cover heating, lighting, wear and tear and any caretaker's overtime payment. The school will decide whether the letting should be Class A (caretaker present throughout the letting) or Class B (not requiring the attendance of a caretaker throughout the letting) depending on the security risk of the letting. The caretaker will receive remuneration for each letting in accordance with Section M, annexe I of the Finance Manual.

Outside Users will be charged at cost price as above, plus a premium as follows;

- Charity 10%
- Community (eg Residents Association) 25%
- Commercial company (eg aerobics) 50%
- Personal Use (eg party) up to 100%

A minimum charge of £50 will be charged for children's parties where the school* is used for a day (deemed 10am – 4.30pm)

A refundable damage deposit may be charged on certain lettings.

The premium ensures that the costs of the letting and administration are covered, and a small element of profit is made by the school.

School* Access will be given to the main hall, starlight classroom, the main entrance and staff toilets. All other areas of the school will remain locked

A key holder of Folly Hill School should be on site for any events in the school, including Friends events.

Public entertainment licences will be obtained when necessary.

People who use the school should have an initial meeting with school staff in order to discuss:

- Telephone provision
- First aid
- Emergency evacuation or lock in
- Restrictions on use of equipment and areas of the school
- Responsibilities such as clearing up, storage of money, administering of first aid, taking the lead in an emergency
- No alcohol may be served without prior approval of the Governing Body.
- Smoking will not be permitted.
- The asbestos register.

The final decision to let rests with the governing body of the school.

Lettings during the normal school day (8am to 6pm term-time)

Users will be charged a service charge, rather than a lettings charge, based on the school being in use at the time of the letting and therefore no overtime being incurred by the caretaker. The service charge covers any extra heating, lighting and cleaning costs arising from the letting and administrative time incurred by school office staff.

This will be as follows;

- £2.50 per hour for use of the playground
- £3.00 per hour for use of a classroom
- £3.50 per hour for use of the hall / Starlight.

If the hirer requests use of catering facilities, the school will seek permission from Surrey Commercial Services (SCS) who may make an additional charge. The school kitchen may only be used for the preparation

and provision of food if a member of SCS staff is present and the cost of their attendance will form part of the hire charge. Where facilities for boiling water and washing up are required the hirer shall nominate in writing the person who will be responsible for leaving the facilities in good order and paying for any damages. The person responsible must ensure that:

- All drinks are served outside the kitchen
- The kitchen is left in a satisfactory condition
- Dining furniture is left clean and not taken outside the hall.

No alcohol may be served without prior approval of the Governing Body. No smoking will be permitted.

PROCEDURE FOR ADMINISTRATION OF LETTINGS

The Governing Body will delegate authority for the approval and administration of lettings to the Headteacher and School Secretary, who will follow this procedure:

- On receipt of an enquiry regarding lettings, the Headteacher or School Secretary will discuss the letting with the hirer. This will include advice re asbestos register- where it is and how to use it. This would be part of an overall induction process.
- If the application appears to be acceptable under the school's policy, an application form (ED 110) will be emailed to the hirer
The conditions on page 2 of the form and the need for insurance cover will be drawn to the hirer's attention
- On receipt of the completed ED 110, the school will decide whether the letting should be Class A or Class B and the appropriate charges will be calculated.
- The hirer will not be permitted to undertake the letting until form ED 110 has been completed.
- The Headteacher/School Secretary will check the insurance cover of the hirer and keep a copy or charge a premium for cover under the Surrey County Council policy in accordance with Section T of the finance manual. The Headteacher/School Secretary will decide if a refundable damage deposit should be charged
- The Headteacher/School Secretary will check if the caretaker is available for and agreeable to the letting. If the caretaker is not able to undertake the letting, an alternative keyholder will be offered the letting. The caretaker is responsible for safety and security of the premises when present during a letting. The caretaker will make hirers aware of fire exits.
- The Headteacher/School Secretary will issue form Fin 566 (Notification of approval of letting of school premises) to the hirer, which also acts as an invoice
- For an after-school club, cheques/cash collected from pupils on behalf of the hirer will not be passed on until the hirer has paid the invoice.
- The Headteacher/School Secretary will maintain a Lettings Memorandum Account for all lettings, and ensure that income is received and banked for each letting
- The Caretaker will ensure form Fin 508 (Record of school use and caretaker's lettings claim) is completed on a monthly basis, where additional payment is due to the caretaker. Form 508 is to be submitted to the Bursar for monthly payroll return.
- At the end of each financial year, the Bursar will use the Lettings Memorandum Account to remit any insurance premiums collected on behalf Surrey County Council, and if necessary, make adjustment from the unofficial school fund.
- Head teacher will check recruitment arrangements of after school clubs to ensure they are in line with safer recruitment procedure.

All hirers must report any incidents and relevant further action will be taken if necessary.

A copy of this policy will be provided to the hirer.

After School Clubs

The school offers additional clubs after school. These sessions are run and organised by DBS checked persons, who are not members of the school staff. The clubs make a charge for these sessions and parents/carers pay them direct.

Monies for after school clubs come through the school office (some clubs have an online facility).

Any cash/cheque coming through the school must be checked by school staff and receipted which then must be signed by the club provider.

SAFEGUARDING

The Hirer shall ensure that where a hiring involves activities aimed predominantly at children, and/or the activity is positively supported by the school for the attendance of children, they have appropriate safeguarding policies and procedures in place and that they themselves and those persons likely to have contact with children have been subject to Enhanced Disclosure and Barring Service checks. The governors reserve the right to require the Hirer to produce evidence that enhanced DBS checks have been carried out on all persons and to review safeguarding policies and procedures and to impose any additional requirement they consider appropriate in connection with the hiring. If for any reason the governors are not satisfied, then they reserve the right to cancel any hiring and there shall be no liability to the Hirer other than to refund any hiring fee or deposit paid. The latest guidance can be found at:

<http://publications.education.gov.uk>

On 1 July 2015 the Prevent duty (section 26) of The Counter-Terrorism and Security Act 2015 came into force. This duty places the responsibility on local authorities and schools to have due regard to the need to prevent people from being drawn into terrorism.

Folly Hill School is fully committed to safeguarding and promoting the welfare of all its pupils. As a school we recognise that safeguarding against radicalisation is as important as safeguarding against any other vulnerability. All people/companies hiring our venue are expected to uphold and promote the fundamental principles of British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs. We believe that children should be given the opportunity to explore diversity and understand Britain as a multi-cultural society; everyone should be treated with respect whatever their race, gender, sexuality, religious belief, special need, or disability.

As part of our commitment to safeguarding and child protection we fully support the government's *Prevent Strategy*