



Lettings Policy

Reviewed: October 2021
Next review: October 2022

The governing board of St John Bosco College adopted this policy on October 2021.

Introduction

The governing board of St John Bosco College regards the school buildings and grounds as a community asset and will make every effort to enable them to be available for offering extended services including community use. The governing board welcomes the opportunity to work with partner organisations in extending the range of opportunities to help children and young people achieve their full potential by engaging with services meeting the wider needs of children, young people, families and the local community. Links with the community help the school to raise pupils' motivation, expectations and achievement, which lead to higher standards and improved behaviour. Support from parents and local community organisations can be a crucial factor in improving pupils' attainment and combating social exclusion.

St John Bosco College considers itself to be the place that can provide the local community with sports and other facilities. Using the school as a centre for adult learning, childcare facilities and for meetings helps regenerate and strengthen our community. St John Bosco College will support community learning and improving health schemes.

Increased use of school premises leads to improved security for the school site and reductions in vandalism and graffiti in the surrounding area. Links with the community reinforce the fact that all education relates to the wider community and the world of work and professional practice.

While we encourage links with the local community and external partners, lettings should not be contradictory to the Catholic, Salesian Ethos of the school.

Objectives and targets

The governing board acknowledges that extended services, including community services, support and complement the main teaching and learning activity within the school and contribute towards raising standards. However, the school is constrained, by its nature of

being a school, in responding to certain lettings requests. Letting requests which will normally be acceptable include (in order of priority):

- Out-of-school childcare such as:
 - Homework clubs and study support.
 - Sport (at least two hours per week beyond the school day for those who want it).
 - Music tuition.
 - Dance and drama.
 - Arts and crafts.
 - Special interest clubs and first aid courses.
 - Learning a foreign language.
 - Volunteering.
 - Business and enterprise activities.

- Before and after school clubs.

- Referral to a range of specialist support services such as:
 - Speech therapy.
 - Child and adolescent mental health services.
 - Family support services.
 - Intensive behaviour support.
 - Sexual health services (for young people).

- Adult education such as:
 - Information sessions for parents at key transition points.
 - Parenting programmes run with the support of other children's services.
 - Family-learning sessions to allow children to learn with their parents.

- Youth groups (scouts, air cadet corps, etc).
- Church groups for services.
- Wedding receptions.
- Sports clubs (tennis, badminton, squash, swimming, etc).
- Outside conferences, courses and training events.
- A charge, agreed by the governing board, on the recommendation of the finance committee, will be levied to meet the additional costs incurred by the school in respect of any lettings of the premises. As a minimum, the *actual* cost to the school of any use of the premises must be reimbursed to the school's budget where those activities are not directly aimed at raising pupil attainment and achievement. Charges will be reviewed annually in the spring term.

Chargeable costs include:

- Services (heating and lighting).
- Staffing (additional security, caretaking and cleaning) – including 'on-costs'.
- Administration.
- Wear and tear.
- Insurance.
- Use of school equipment (if applicable).
- Profit element (if appropriate). The school can cross-subsidise lettings for community and private use with income from other lettings, provided there is no net cost to the school's budget share. The governing board, on the recommendation of the finance committee, approves letting rates. Free use and charges below economic cost are not allowed.
- VAT where appropriate.

Action plan

The school places each letting on a formal basis by ensuring that the potential hirer visits the school in advance wherever requested to do so for advice on the responsibilities they will need to be aware of. The 'Application for hire of school premises' form and the 'Agreement for indemnity' are completed by the hirer – see appendix 1 and appendix 2. Hirers are given a 'hirer's pack' including:

- The terms and conditions of hire.
- The no smoking policy of the school.
- The site security policy of the school.
- Who they must contact and where to seek assistance in an emergency?
- Their responsibilities relating to health and safety risks which may be involved in their activities.
- Their need to undertake a risk assessment and explain how any risks will be controlled.
- Their need to ensure that their activities are covered by their own insurance cover including:
 - Public liability insurance where necessary.
 - Professional indemnity insurance where necessary.

- Their need to ensure that public entertainment and other licences are in place where necessary.
- The conditions under which stage lighting and equipment may be used.
- Their need to prove that any electrical equipment provided has proof of having passed a recent portable appliance test (PAT).
- Their need to ensure that use of the school playground will not prejudice their use for normal purposes and no vehicles will be taken onto the playground.
- Their need to submit to the school a signed copy of their current child protection policy.
- The school's complaints procedure.

Internal procedures undertaken by the school ensure that:

- Relevant insurance is in place for each letting.
- There is no discriminatory procedure in letting out the school premises but the list of priorities in hiring out the premises is adhered to.
- All hiring of school equipment and facilities is recorded on Schoolhire.
- SchoolHire is reviewed by the headteacher/School Business Manager. Periodic audits will be undertaken under the school's anti-fraud procedures to ensure that:
 - All lettings have been invoiced and income received.
 - All overtime claims are authorised and reflect overtime worked.

Monitoring and evaluation

The policy will be monitored regularly by feedback from those to whom lettings are offered (or declined) and the 'Application for hire of school premises' form will be evaluated and modified periodically as necessary.

Reviewing

This policy will be reviewed every year.

Next school review date: Autumn 2021