

LETTINGS POLICY

A route to a positive future :

Committed to providing a quality education to pupils with complex needs, including autism and sensory impairment in West Berkshire and Greater Reading



Brookfields
Specialist SEN School

Reviewed : Autumn 2017
Due for Review : Autumn 2018
Policy Holder : School Business
Manager

BROOKFIELDS LETTINGS POLICY

Brookfields School Equalities Statement

All pupils at the school are offered a broad, balanced, stimulating and relevant curriculum regardless of their background, culture or ability. Each pupil is valued for who they are and what they bring to the school. We appreciate and celebrate the richness of diversity within the school community as well as the wider community. Through the work we do across the school on developing Values, we actively promote the importance of tolerance, co-operation, courage, determination, friendship and respect. Through this approach, pupils develop independence, confidence and integrity which prepares them for their future lives.

Purpose and background

Elements of the school site may be let to other organisations, usually *outside* normal lesson times. Charges may be levied for the use of the site. This policy determines the guidelines for these lettings.

Policy objectives

It is the policy of the Governing board to allow the use of the school's facilities for the benefit of the local community and to increase income without detriment to the school. Income from lettings shall be used to enhance the education of pupils. Notwithstanding this the Governors reserve the right to refuse a letting at their absolute discretion. As Brookfields is in the centre of a residential area the school facilities will only be available for use, on a regular basis, at restricted times at weekends.

Lettings will only be authorised once confirmation of adequate public liability insurance is in place.

Management of policy

School: This policy is implemented and managed by the Headteacher.

Governing board: The Governing board has delegated the oversight, review and update of this policy to its Finance Committee

Associated policies

Community Partnership

Financial Management

Health & Safety

Practice and procedures

The Governors have delegated the day-to-day decision-making in respect of lettings to the Headteacher. The Headteacher and staff will implement the necessary contractual, accounting and administrative procedures in accordance with Local Authority regulations and will apply the procedures stated in the school's Financial Management Policy as applicable.

The scale and method of charging shall be determined and reviewed at least annually by the *Finance and Premises Committee*.

All hirers will be required to sign the school's lettings agreement and be given a copy of the school's Health and Safety Policy *which* contains a section that states the procedures applicable to safeguard the welfare of users of the school site. *Hirers should also sign the timesheet of the person employed on associated caretaking/keyholder duties before each letting starts.*

Income from lettings, which is earned through the use of public facility, must be banked as income into the school's public fund budget/imprest account, not into any school fund.

Supervision. The onus is on the hirer to ensure that, where children are involved, supervision should be consistent with the age and numbers of those involved.

Insurance. It is essential that users of the school's facilities are adequately covered by a suitable insurance.

Appendices

Lettings Agreement, Scale of Charges

APPENDIX 1 – LETTINGS AGREEMENT AND NOTES

The standard West Berkshire hirer's agreement must be completed. In addition, please note the following:

TERMS OF LETTINGS

Users of the school premises will be provided with clear guidelines relating to the use of facilities. The Governors reserve the right to withdraw the use of the facilities if the terms and conditions set out and agreed in advance are not complied with. Half a term's notice is required where regular users wish to stop hiring the facilities. The period of letting will coincide with the school calendar and so will be on a termly basis. Facilities are not usually available during school holidays. If for any reason the facilities are not available for a term then whenever possible notice will be given half a term in advance.

PLEASE NOTE: Users of the swimming pool may be given very short notice that the pool is not available for use. This can be for a variety of reasons which might include malfunctioning equipment or deterioration of water conditions. Where closure is unavoidable users will not be charged. However, the school will not accept any liability for loss of income that sudden closure might cause.

GENERAL RULES

1. Food and drink are not permitted on the premises.
2. Close supervision of children is a necessity to avoid accidents.
3. The person responsible for the hire of facilities should always check changing rooms at the end of the hire to ensure that they are left in an acceptable condition. A cleaning charge will be made if any facilities need to be cleaned before they can be used after a letting. As the school cannot accept liability for the loss of personal belongings a check should be made that such items are not left behind. Any nappy waste must be taken home by users or bagged in the appropriate bin liner and placed in the yellow nappy waste bin in the school's bin compound. If the yellow bin in the swimming pool area is used it must be emptied by the hirer at the end of the let.
4. The hire of facilities will be for a specific purpose. Other areas of the school or school equipment should not be used if it is not part of the agreement. The school will make a charge for any additional facilities used.
5. The hire of facilities is normally on an hourly basis. The hirer should not enter the building until the time of booking. The hirer should also leave promptly at the end of the booking. The hirer will not be insured for periods beyond the lettings agreement and the school will make a charge for the additional time that facilities are used.
6. There is a non-smoking policy on the whole school site. Hirers are responsible for ensuring that anyone using the facilities and anyone accompanying them adhere to this policy.
7. There is a no dogs (except guide dogs) policy on the whole school site. Hirers are responsible for ensuring that anyone using the facilities and anyone accompanying them adhere to this policy.
8. The hirer must check the site when arriving and leaving. If users have dropped litter the hirer must remove it (or ask the user to).

HEALTH AND SAFETY

In an emergency you can use any of the telephones around the school. There is a telephone situated in the cupboard in the swimming pool building, and in the seating area in the main reception. Dial 9 followed by 999. The school address is:

Brookfields School
Sage Road
Tilehurst
Reading
RG31 6SW

For minor accidents first aid kits are available. The caretaker will inform you of their location. If you do find it necessary to use first aid equipment please notify the office of the equipment used so that it can be replaced.

If you have any concerns about the standards of the facilities provided then please contact the school office as soon as possible. If damage is done by the hirer or if the pool is fouled in anyway then please see the caretaker.

RISK ASSESSMENTS

It is important that hirers consider the risks associated with using the school's facilities for their client group and have in place measures that will minimise potential risk. This is best achieved through risk assessments pertinent to the activity.

Risk assessments should be completed/updated annually and handed into the school office before the school's facility is used. If you need help to complete these contact the school office.

FIRE PROCEDURES

Users of the school's facilities need to be aware of evacuation procedures to be followed in the event of a fire. The school displays its own evacuation procedures and hirers are welcome to follow these, but note that fences and locked gates may not always allow access to the usual school muster points. However, there is a requirement that all hirers make their client group aware of the procedures and carry out regular practice evacuations. When these take place the office should be notified so that a record can be kept. Hirers need to inform the office of the procedures that they intend to follow. If different from the school then they should provide a copy to the office.

APPENDIX 2 - SCALE OF CHARGES

The school Governors will meet at least annually to determine the scale of charges for the coming year. Where changes are deemed to be necessary twenty-eight days notice will be given to our regular users.

Charges for the coming year will normally take effect from 1st April each year.

Rates from 1st April 2018

Swimming Pool

- | | |
|--|--------------------|
| a) Regular commercial users outside school hours | £36.50.00 per hour |
| b) Regular community users outside school hours | £31.50.00 per hour |

Hall

- | | |
|--|--------------|
| a) Regular commercial users outside school hours | £26 per hour |
| b) Regular community users outside school hours | £21 per hour |

Playing Field

- | | |
|--|-----------------|
| a) Regular commercial users outside school hours | £22 per hour |
| b) Regular community users outside school hours | £16.50 per hour |

MUGA

- | | |
|-------------------|---|
| a) Community Use | £22 per hour plus £6 per hour for floodlights (operational from October half-term to Easter holidays) |
| b) Commercial Use | £27 per hour plus £6 per hour for floodlights (operational from October half-term to Easter holidays) |

Notes:

1. The rate charged for other types of use or for one-off users will be at the discretion of the Headteacher and will generally be at a significantly higher rate. Such lettings will be subject to VAT as appropriate.
2. Users must provide details of their own insurance.
3. Additional cleaning charges will be as charged by our cleaning contractor. The current rate is £11.00 per hour + VAT.
4. Community users running activities where at least 50% of the participants are Brookfields School pupils will be offered up to 2 hours free use of the above facilities per week. Any additional cleaning or caretaking charges will be payable. Commercial users may be offered the same concession at the discretion of the Headteacher; this will usually be allowed if the concession will benefit Brookfields pupils rather than the commercial user.
5. Community users running activities where at least 50% of the participants are Brookfields School staff will be offered up to 2 hours free use of the above facilities per week. Any additional cleaning or caretaking charges will be payable. Commercial users may be offered the same concession at the discretion of the Headteacher; this will usually be allowed if the concession will benefit Brookfields staff rather than the commercial user.

Signed:
Policy Holder

Date:

Signed:
Headteacher/Governor

Date: