

WESTGATE PRIMARY SCHOOL LETTINGS AND LETTINGS CHARGES POLICY

1. Adoption

The school governors at their meeting on **27 April 2018** have adopted this lettings policy and the scale of charges set out below

2. Policy Objectives

The governors endorse the City Council's Hire of School Premises Policy and recognise the principles therein, namely :-

- (i) that school premises represent a significant capital investment and should be utilised as a valuable community resource;
- (ii) educational usage of our premises constitute a natural priority;
- (iii) that a profit margin is desirable when derived from commercial usage but this is not the overriding objective when facilitating education activity and community activity by recommended users.

Any request to use the premises will be considered. The governors agree that a request for a regular letting is more likely to be approved if (a) the purpose of the letting is for activities that will benefit our pupils and (b) the letting will take place when the school is already open (term times 8am - 6 pm). This is in order to minimise the impact on both the running costs of the school and on key school personnel.

3. Priority Usage

The governors have agreed the following categories of priority user :-

- (i) statutory users; (See Appendix 2)
- (ii) recommended users;
- (iii) private / commercial users.

The governors have adhered in each case to the definitions identified in the City Council's Hire of School Premises Policy document (appendix 1).

4. Applications for Recommended Status

The governing body have reserved the right to determine that in addition to any organisation already identified by the City Council, those organisations listed in section 5 may have recommended status at Westgate Primary School. The governors will review this list each year in for the purpose of deciding whether recommended status is still appropriate. At other times of the year applications for recommended status will be dealt with by the governing body on 'an as and when' basis.

5. Categories of Recommended and Commercial

The governors have decided that for the purpose of charging there will be 3 categories of recommended user and there will be 1 category of private user. The table below provide definitions of these user groups

Table 1. Allocation of Users of School Premises into Categories

Group A	Group B	Group C	Group D
Commercial users to be charged at school economic rates – see appendix 2	Recommended users determined by the City Council that are to be charged at the recommended hire charges – see appendix 2.	Recommended or commercial users that are to be charged a discount on the recommended rates – see appendix 2.	Users that the school deem should have free usage of premises
All users not meeting definition in Appendix 1	All users covered by Appendix 1, not identified in Group C or D	Voluntary Youth Groups and under 18 Sports clubs, as per Appendix 1.	Users covered by Appendix 1 determined by Governors to be supporting the School curriculum

6. Scale of Charges

In arriving at their scale of charges the governors have followed the following principles :-

- (i) that statutory users will be charged an amount commensurate with statutory regulations;
- (ii) that recommended users will be charged no more than the set scale of recommended charges identified by Leeds City Council;
- (iii) consideration has been given to subsidies being applied to some recommended users;
- (iv) that commercial users should be charged at least cost, plus an income margin for the school if desired;

For the purposes of charging, the Governors will determine to which charging group any individual or organisation belongs. Any organisation already identified by the City Council as having recommended status cannot be charged more than the recommended hire charges determined by the City Council (group B). The basis of charging will be determined by the type of organisation hiring the premises, the purpose for which the letting is arranged and the period of time when the letting taken place – as detailed in Appendix 1.

The scale of charges relating to the stated categories of users are detailed in table 2. below.. Discounts form part of the scale of charges in table 2 and are the only permitted variations to the standard charges. No member of staff is allowed to vary or to deviate from the governors published charging policy. The governors are constrained by law to apply value added tax to all transactions where this is appropriate. The Governing Body has the power to use available funding to provide a further subsidy where a particular group is determined by the Governing Body to be making a significant contribution to its extended services provision.

Table 2. Schedule of Charges from April 2018

Facility	Group A	Group B	Group C
School Hall – Primary	£42 / hr	£35 / hr	£28 / hr
Classroom / Meeting room – first room	£25 / hr	£20 / hr	£15 / hr
Each subsequent classroom / meeting room	£15 / hr	£10 / hr	£5 / hr

Other specialist facilities and additional equipment may be available at an additional charge.

7. Conditions of Hire

The Governors endorse the City Council's Hire of School Premises Policy and agree to follow the terms and conditions laid out in the document supplied to the school. No member of staff is allowed to vary the terms and conditions on which the school premises are hired to either individuals or organisations. The governors reserve the right to impose additional hire conditions where necessary and will inform Education Leeds Lettings Unit in writing where these apply, who will ensure any additional conditions are detailed on the hire agreement.

8. Administration of Lettings

The governors recognise that it would be impossible for them to personally vet every applicant or organisation who wishes to make use of the school premises. Accordingly, if demand for lettings warrants this they will delegate the authority to Leeds City Council Lettings Unit to receive applications on their behalf, who will then consult with the Headteacher to accept /decline applications for hire of the premises.

All hiring of the schools premises, including those for which no charge is made, shall be properly documented. All hirers **must** complete a before hire of the premises commences. All hirers having completed a letting receive a copy of the conditions of hire and will hold a legal hire agreement. The hire agreement is a contract which the governors may enforce at law.

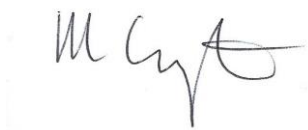
9. Security / Safeguarding

The governors are mindful of their responsibility to protect the City Council's assets and safeguard young persons and vulnerable adults using school premises. With regard to security of assets governors would normally insist upon continuous caretaking presence in view of leaving the school vulnerable to theft or damage. However they reserve the right and delegate power to the headteacher to make variations where in his/her judgement continuous caretaking presence is not justified. With regard to safeguarding, governors agree to procedures included in the conditions of hire document.

10. Review of Policy

The governors will review the policy **annually** and the scale of hire charges for the forthcoming year will also be reviewed and updated.

Signed :



Designation:

Head Teacher

Signed:

(Chair of Governors/ sub-committee)

Date:

Appendix 1

External Groups and Activities to be recommended at the Leeds City Council charging rates

All organisations must be voluntary and non-profit making. Those organisations that will be considered as recommended and will pay no more than the recommended rate set by Leeds City Council must meet the following criteria;

- all adults involved with the organisation should be employed in a voluntary capacity and not receive any payment/salary for their time/work (**excluding registered voluntary organisations**)
- any income from subscriptions collected should only be to cover the running costs of the organisation such as insurance, CRB's, travel and subsidiary expenses, hire fees and purchase of essential kit and equipment.

Any organisation not meeting the above criteria will be considered a commercial organisation and schools can set their own charges that should be a minimum of cost recovery, examples are;

- operating in a business capacity
- limited company
- charging competitive fees for tuition or admission
- income collected results in the retention of profit and/or equipment that can be considered as a resalable asset

Category	Examples of groups included and any Specific criteria	Type of activity covered	Any activity not covered by recommended rates
Voluntary holiday playscheme	Organisation must be registered with and receive grant aid through LCC.	Holiday playscheme for children only	Fundraising / social events / Adult committee meetings
Voluntary youth	Brownies / Guides / Rainbows / Scouts / Cubs / Beavers / majorettes / music, dance & drama clubs / art & craft / brigades / mixed activity. Term time only Monday to Friday.	Children's regular activity / training sessions	Fundraising / social event / Adult meetings / tournament assessments & grading / competitions / gala / religious teaching observance.
Special Needs / disability	Gateway / social and activity clubs. Term time only Monday to Friday.	Groups with only registered disabled participants on role undertaking an activity session.	Respite care Health / rehabilitation sessions linked to health or social care services / Fundraising / social events
Community groups	Neighbourhood watch / local campaign & environment, groups, historical societies / retired citizens activity clubs Term time only Monday to Friday	Regular activity sessions / committee meetings	Fundraising / social events
Under 18 sports	Any sport club affiliated to the relevant national governing body / achieved clubmark Term time only Monday to Sunday	Training sessions / fixtures and matches arranged between 2 single teams	Fundraising / tournaments / galas / competitions / social events / assessments & grading / adult meeting / training / matches.

Category	Examples of groups included and any Specific criteria	Type of activity covered	Any activity not covered by recommended rates
Supplementary schools	Any school registered with Ed Leeds learning communities team and working towards the national chartermark Term time only Monday to Sunday	Supplementary education for children in either mother tongue languages / culture or national curriculum	Religious teaching or observance / fundraising / social events
Political parties	Any branch of a nationally registered party Term time only Monday to Friday	Committee meetings	Fundraising / social events / campaign meetings for election candidates
Registered Voluntary Organisations	Any organisation that is a registered charity and provides a charity registration number, or evidences that it operates in a charitable manner. Voluntary organisations may pay the staff running the session but are entirely non-profit making. Many will be working in partnership with schools and clusters to deliver extended services and community activities Monday to Sunday term time only	Regular or project based activity / training sessions Partnership working with clusters and schools / extended services / wider community services	Fundraising / social event / tournaments / assessments & grading / competitions / gala / religious teaching observance.

Internal groups - to be recommended at the Leeds City Council charging rates

All of the following will have to provide an expenditure code and Z order number at the time of booking. The Lettings Unit will raise an internal invoice on FMS in order for the school to receive payment.

- LCC – Childrens Services - Youth programme
- LCC – Leisure and Culture - Leisure classes through SDU
- LCC – Members Services - MP / Cllr surgeries and public meetings
- LCC – Electoral Services - Polling stations
- LCC – all departments - delivering their service / meetings / presentations etc (Social Services / Highways / ALMO / Neighbourhoods/Housing area management teams)
- Education – LEA business – individual team's delivering their service / meetings / briefings (Finance / School organisation / Admissions / Communications / IT), Music Centres, Governor Support Services – Governors area meetings

Appendix 2

Definition of Terms

Recommended Community Lettings : These are lettings that fall within the City Council Policy for favourable charging treatment in their use of schools. The Leeds City Council Policy is set out at appendix 1 of this document.

Commercial or Private Lettings : These comprise all lettings other than those falling under the category of Recommended Community Lettings. It is expected that these lettings should be charged at full cost to the hirer. Schools may however consider that, although a group or individual falls outside of the categories set out at section 6, it is desirable to ensure that access is affordable for particular individuals or groups and charge less than economic cost.

Charging Policy : Regard must be paid to the legal principles concerning charging for community facilities. Schools should set out in a governor approved Charging Policy what rates they wish to charge hirers of school facilities. In the case of both Recommended and Commercial Lettings schools should operate within the general principle that the use of school facilities by outside bodies should not be at the expense of school activities.

Statutory Users : These users have their right to use a school backed by specific legislation. No rental may be charged by schools but schools can charge expenses in accordance with legislation as follows.

Use for Elections (Polling Stations) – expenses are met by LCC

(The returning officer shall make good any damage done to, and defray any expense incurred by the persons having control over any such room as mentioned above by reason of its being used for the purpose of taking the poll.)

Use by candidates for public meetings during elections – expenses are met by candidates.

(shall defray any expenses incurred in preparing, warming, lighting and cleaning the room and providing attendance for the meeting and restoring the room to its usual condition after the meeting; and shall defray any damage done to the room or the premises in which it is situated, or to the furniture, fittings or apparatus in the room or premises.)

Use for meetings of Parish and Community Councils, meetings convened by them, or for the administration of public funds on behalf of them – expenses are met by the body concerned.

(If, by reason of the use of a room any expense is incurred by persons having control of the room, or any damage is done to the room or the building of which it is part or to its appurtenances, or to the furniture of the room or any teaching aids, the expense or the cost of making good the damage shall be defrayed as an expense of the parish or community council or parish or community meeting.)

Use for public meetings to discuss any question relating to allotments under the 1908 Smallholding and Allotments Act – expenses are met by the person(s) calling the meeting.

(any damage done to the room and any expense incurred by the person having control over the room on account of its being so used shall be paid by the persons calling the meeting.)

Appendix 3

Confirmation of Letting Standard Letter

Dear [Name]

Please find attached your confirmation copy of your hire agreement to hire school premises. This copy is not an invoice; your invoice will follow shortly. Please be advised that;

- You should take this copy to each of your sessions as proof that you have a formal agreement in place to hire the school's facilities.
- If you are not the lead person on site at each session please ensure that you give this copy to that lead person as they will be asked for it by site staff.
- You are advised to carry some form of photo identification with you at all times you are on site.
- Site staff may ask you for proof of ID for Safeguarding reasons.
- Payments should be paid directly to Westgate Primary School.

Please also note;

- Please contact the school in the first instance if you have a query regarding the information / charges detailed on your hire agreement or invoice.
- Should you wish make any changes to this hire agreement (including cancellations) you must contact the school in writing to inform us of these changes, preferably via e-mail.
- An amended agreement will be issued to both yourself and the school to confirm these changes and your invoice will be adjusted accordingly if necessary.
- You will be charged an administration fee of £5.00 for each amendment or cancellation you make to your hire agreement.

Yours sincerely

Helen Carpenter
Head teacher

Appendix 4 Letting Confirmation



This is not an invoice. Any invoice and/or details of payment schedules will follow shortly.

This is your 'confirmation' copy of the hire agreement. It is not an invoice. Receipt of this agreement confirms to both hirer and school/centre that the 'proposal' copy of the hire agreement has been received and that the letting is active and in place for the dates and times as detailed.

Date Printed 23 April 2018 Letting Number Category Other

The school hereby gives to:

Name	e-mail
Address	Telephone
Address	Mobile
Post Code	Other
Name of Organisation	
Name of Person on Site	

License and permission to use the school / centre, rooms and facilities as stated below:

School / Centre	Westgate Primary School	
Day of Week		
Start Time		End Time
Rooms / Facilities		
Equipment		

Dates to be used in term time

	Sep-18		Mar-18
	Oct-18		Apr-18
	Nov-18		May-18
	Dec-18		Jun-18
	Jan-19		Jul-18
	Feb-19		Aug-18

Dates to be used in school holidays

	Sep-18		Mar-18
	Oct-18		Apr-18
	Nov-18		May-18
	Dec-18		Jun-18
	Jan-19		Jul-18
	Feb-19		Aug-18

Other Information

Charges

Room (Term Time)	n/a	sessions	0	hour/s	0	Total	£0.00
Room (Holidays)	n/a	sessions	0	hour/s	0	Total	£0.00
Equipment	n/a	sessions	0	hour/s	0	Total	£0.00
Other	n/a	sessions	0	hour/s	0	Total	£0.00
VAT (@ 20%)	n/a	sessions	0	hour/s	0	Total	£0.00

Grand Total to Pay

Payment Method Single Payment

Signed (head teacher):

Signed :