



Bennerley Fields School

Lettings Policy

Version	Date	Minute Number
1 - Date Approved	16.12.2014	16.1.2
1.1	14.09.2015	12.1
1.2	10.10.2016	12.10
1.2	11.12.2017	19.11
Review Requirement : 1 Year		



BENNERLEY FIELDS SCHOOL

SCHOOL PREMISES LETTINGS POLICY November 2014

INTRODUCTION

Section 42 of the 1986 Education Act provides for the Governing Body of a school with delegated budgets to have control over use of the school's premises outside school hours, subject to directions by the Local Education Authority (further details in the 1988 Education Act) and to the statutory requirements of any other Act and having regard to the desirability of use by the local community.

The use of premises outside school hours is delegated to Governing Bodies in accordance with the Education Committee's Regulations for the letting of school premises R9. The Education Reform Act requires that finances be delegated for statutory school activities, i.e. Community Education, LEA initiatives etc, and that this delegation is subject to any direction issued by the LEA to maintain community provision.

The School Governing Body has delegated approval of lettings to the Headteacher, with summaries of lettings use presented to the Governing Body Resources Committee on an annual basis.

CATEGORIES OF LETTINGS

a) Governors/School use

There will be no charge for Governors' meetings, PTA meetings, extra-curricular activities, staff professional and recreational activities, ex-pupils associations or other school linked activities, but appropriate lettings application forms will be completed for all such events so as to ensure full insurance cover.

b) Other Use including School Fund Raising Events

All other lettings will be charged in accordance with the criteria/regulations laid

down in section C.

COSTS

The Governing Body will determine the charges levied, subject to directions by the LEA and to the statutory requirements of any other Act, although Governors will ensure that any costs incurred by the school are recovered.

The Governing Body's method of calculating the actual cost of the letting comprises seven elements:-

- i) Energy
- ii) Caretaking Fees
- iii) Per Capita costs
- iv) Computer & Printer Costs
- v) Lettings by non-community/commercial groups
- vi) Excessive cleaning
- vii) Profit Margin
- viii) Wear and Tear
- ix) Other costs

i) ENERGY

The "Energy charge per hour" for each area of letting will be reviewed annually and levied at all times of the year irrespective of whether heating is required. No charge shall be made for warming up periods. The revised charge shall have the formal approval of the Governing Body.

ii) CARETAKING FEES

These will be applied in strict accordance with the Single Status terms and conditions

Caretakers' fees will carry a surcharge (currently 10.1% per letting) to cover National Insurance contributions.

iii) PER CAPITA

Per capita costs to cover the cost of items such as water rates, water disposal, insurance and general wear and tear on the fabric of the school will be levied per person per 4-hour period. This charge (currently 16.55p per person) will be reviewed annually by the Governing Body.

Furthermore, public performances and events involving attendance by the general public will carry an additional charge per letting (presently £10) which the Governing Body will review annually.

iv) COMPUTER AND PRINTER COSTS

Combined computer/printer and printer charges will be levied at 40p per combined unit per 2-hour period.

v) LETTINGS BY NON-COMMUNITY/COMMERCIAL GROUPS

A surcharge of up to 50% of the total cost can be applied to lettings of school premises to non-community and commercial groups.

vi) EXCESSIVE CLEANING

The School reserves the right to levy an additional charge of 10% of the total fee in the event of excessive cleaning being necessary following a letting.

vii) PROFIT MARGIN

A profit margin of 5% will be added to all lettings to ensure that the school does not operate at a loss at any time of the year.

viii) WEAR AND TEAR

A £2 charge will be added to all lettings for which any school equipment is used i.e. dance and drama, sports hall, computer classes. This will be refunded to the relevant department at year end to help towards the cost of any repairs or replacements required.

ix) OTHER COSTS

Charges for administration and/or for use of any other equipment will be at the discretion of the Governors but in any event will not exceed a maximum (presently 5%) of the whole letting.

The TOTAL cost of a particular letting will be the sum of the individual costs for all the above components.

Cancelled Lettings

For cancellation of weekday lettings between 7am and 7pm, no charge will be made if the school has been informed 48 hours prior to the booking. If less than 48 hours notice is given then the full charge will be incurred.

For all other lettings, no charge will be made if the school has been informed one week prior to the booking. If less than one week's notice is given then the full charge will be incurred.

DEBT RECOVERY PROCEDURE

The school administration team are to receive payments.

If difficulties in collecting money are encountered there are two standard letters that are available to use:

- Outstanding Account – First Reminder
- Outstanding Account – Final Reminder

Further advice is available from:

- Children and Younger Adults Department :

Andy Walker, Finance Officer, School Support, John Hadfield House,
Matlock, DE4 3RD. Telephone 01629 53291452 or 01629 580000,
extension 32914.
andy.walker@derbyshire.gov.uk

- Legal Advice
Rebecca Roberts/Liz Tingle, (Rebecca Mon/Tue alt Wed, Liz Thu/Fri alt Wed) Solicitor, Derbyshire County Council, Corporate Resources, County Hall, Matlock, DE4 3AG. Telephone 01629 580000, extension 38389.

Liz.Tingle@derbyshire.gov.uk
rebecca.roberts@derbyshire.gov.uk

ADMINISTRATION

Wherever practicably possible the administration process will follow that laid down by the LEA in Section 4 of its document "School Premises Lettings 2000/01".

The frequency, immediacy and nature of lettings however, are so varied that strict compliance with a particular process is not always possible. In recognition of this the Governing Body will seek to ensure that the process employed will be in the spirit of the published guidelines, but discretion will be given to those operating the process on a day-to-day basis.

REVIEW

The Governing Body will review the School's "Premises Lettings Policy" annually and/or on the publication of new guidelines from the LEA.

Accepted: _____

Review Date: _____

Charges Agreed for 2017/2018

Area	Weekday 7am-7pm	Weekday 7pm-9pm	Weekend	Bank Holidays
School Hall per hour Up to 10 people	£10	£20	£22	£27
School Hall per hour Up to 20 people	£12	£22	£24	£29
School Hall per hour Over 20 people	£15	£25	£26	£31

Charges for other lettings (including equipment) to be determined by Governors on an individual basis upon completion of a Lettings Application Form E202