



# The Grange School and Sports College Policy Document



## 1. **Title:**

### **Lettings Policy**

## 2. **Aims:**

- The Governing Body of The Grange School and Sports Centre wishes to administer the letting of the school premises out of school hours for the benefit of:
  - a) Community Groups
  - b) Youth Group
  - c) Local Residents
  - d) Increased income for learning and teaching and curriculum development at the school

The Governing Body will work within the Local Authority's Local Scheme of Management and intend to prioritise lettings in the following order:

- a) For the benefit of all users of the school
- b) Use for school functions, Parents/Teachers Association or Fund Raising activities
- c) Voluntary Organisations
- d) Other users approved by the Governing Body

For weekday bookings, the Governing Body will be seeking a minimum advance booking of 10 weeks (to coincide with VAT regulations). The Governing Body has the right to refuse any application where it feels the aims of the hirer are not consistent with school policy or the school's aims/mission statement.

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The Governing Body has the right to refuse any application without explanation.

### **HIRE CHARGES**

The Governing Body fully recognises the need of community groups, and the hire charges are structured to enable these groups to take advantage of the school's facilities. However, schools are not permitted to make an overall loss through letting of the premises as the school's budget cannot be used other than for children's education.

The pricing structure is based upon charges for similar local school facilities, but the Governing Body authorises the Business Manager to exercise flexibility in setting charges for long-term and large-scale usage, with agreement from the headteacher. If any such arrangement is made with a potential hirer this will be reported to the Governors' Finance Committee at the next subsequent meeting. It is the intention of the Governing Body to charge the real cost for the use of the premises to all hirers.

The current hire charges are detailed in Appendix 1 and will be reviewed annually by the Governing Body. However, the Governing Body authorises the Business Manager to act on its behalf in using discretion to alter these charges (see paragraph above).

#### NETBALL CENTRE\*

The aim of this facility is primarily to increase participation and promote excellence in netball but also in partner sports agreed by the Netball Management Committee, as a further out of hours development.

Charges are agreed by the Netball Management Committee in order to underpin the development of netball throughout the Avon County area. In accordance with the Business Plan agreed with England Netball and submitted to Sport England as a prerequisite of the funding agreement, The Grange School and Sports College does not receive any income from the lettings of the Netball Courts other than to cover running costs and its agreed proportion of maintenance costs. All lettings in association with the Netball Centre are therefore outside the normal school Lettings Policy. A report on the Netball Centre is given to the Governing Body through Finance Committee meetings and annually at a Full Governing Body Meeting.

#### ADMINISTRATION

The school will adhere to the administrative procedures detailed in the Local Authority's scheme of management and the Business Manager will have overall responsibility for this area.

### **3. Relationship to other Policies:**

This Policy should be read in conjunction with the following policies:

- Curriculum Policy
- Learning and Teaching Policy
- FMSIS – Financial Management in Schools

#### **4. Monitoring, Review and Evaluation:**

The monitoring of the implementation of this policy will be the responsibility of:

- Headteacher through line management of the Business Manager and School's finance procedures
- Governors Finance Committee

This Policy will be reviewed annually as charges for facilities and their usage need to be reviewed/revised each financial year.

\*See Appendix 1 for Lettings Charges

**Adopted by Full Governing Body on: February 2010**

**Review Date: February 2011**