

# PORTFIELD SCHOOL & SATELLITE CENTRES



## POLICY DOCUMENT FOR FOR LETTING

(The use of Educational Premises Outside School Hours)



Tel: 01437 762701

Fax: 01437 771444

Email: [admin.portfield@pembrokeshire.gov.uk](mailto:admin.portfield@pembrokeshire.gov.uk)



Welsh Heritage Schools Initiative



Menter Ysgolion y Dref/adaeth Gymreig

## Review of Policy

This policy will be reviewed biennially unless changes of circumstances or legislation requires it to be amended earlier.

Signed: ..... Date: .....  
Headteacher

Signed: ..... Date: .....  
Chair of Governors

## Portfield School Mission Statement

Working together    Learning together    Achieving together

At Portfield School we strive to

- Create a happy, safe, supportive and stimulating learning environment
- Value everyone
- Develop everyone's personal, social, emotional health and wellbeing
- Promote relevant academic and vocational skills
- Meet individual needs through an imaginative and flexible approach
- Enable all learners to achieve their full potential

### UNCRC United Nations Convention on the Rights of the Child

- Portfield School places the values and principles of the UNCRC at the heart all policies and practices
- Portfield School is a Rights Respecting School

## Preventing Radicalisation

Portfield School is fully committed to safeguarding and promoting the welfare of all its pupils. The schools Preventing Extremism and Radicalisation Policy sets out our beliefs, strategies and procedures to protect vulnerable individuals from being radicalised or exposed to extremist views, by identifying who they are and promptly providing them with support. The letting policy will ensure equality of access to diverse groups but will be vigilant in recognising and refusing to let to any individuals who are promoting extremism and radicalisation form using the premises.

# PEMBROKESHIRE COUNTY COUNCIL

## ***PORTFIELD SCHOOL LETTINGS POLICY***

### **Introduction**

The Governing Body of Portfield School regards the school buildings and grounds as a community asset and will make every reasonable effort to enable them to be used as much as possible. However, the overriding aim of the Governing Body is to support the school in providing the best possible education for its pupils, and any lettings of the premises to outside organisations will be considered with this in mind.

The school's delegated budget (which is provided for the education of its pupils) will not be used to subsidise any lettings by community or commercial organisations. A charge 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 by an outside organisation must be re-imbursed to the school's budget.

### **Definition of a Letting**

A letting may be defined as "*any use of the school premises (buildings and grounds) by either a community group (such as a local music group or football team), or a commercial organisation (such as the local branch of 'Weight Watchers')*". A letting must not interfere with the primary activity of the school, which is to provide a high standard of education for all its pupils.

Use of the premises for activities such as staff meetings, parents' meetings, Governing Body meetings and extra-curricular activities of pupils supervised by school staff, fall within the corporate life of the school. Costs arising from these uses are therefore a legitimate charge against the school's delegated budget.

### **Charges for a Letting**

The Governing Body is responsible for setting charges for the letting of the school premises. A charge will be levied which covers the following:

- Cost of services (heating and lighting);
- Cost of staffing (additional security, caretaking and cleaning) – including "on-costs";
- Cost of administration;
- Cost of "wear and tear";
- Cost of use of school equipment (if applicable);

The hire charge for the Hydrotherapy Pool is set at £30.00 per hour.

The hire charge for the sensory room is set at £25.00 per session.

This fee will be reviewed annually, during the spring term, by the Finance Governing Body Committee for implementation from the beginning of the next financial year, with effect from 1<sup>st</sup> April of that year.

Where there are multiple lettings taking place at the same time, the costs for services and staffing will normally be shared between the organisations involved.

## Management and Administration of Lettings

The Headteacher is responsible for the management of lettings. Where appropriate, the Headteacher may delegate all or part of this responsibility to other members of staff, whilst retaining overall responsibility for the lettings process.

If the Headteacher has any concern about whether a particular request for a letting is appropriate or not, s/he will consult with the Governing Body. In addition, the Headteacher may consult with the Director of Education regarding his/her concerns regarding any individual letting.

### **The Administrative Process**

Organisations seeking to hire the school premises should approach the Headteacher (*or other designated member of staff*), who will identify their requirements and clarify the facilities available. A form LET 1 should be completed at this stage. The Governing Body has the right to refuse an application (form LET 3), and no letting should be regarded as “booked” until approval has been given in writing. No public announcement of any activity or function taking place should be made by the organisation concerned until the booking has been formally confirmed.

Once a letting has been approved, a form LET 2 will be sent to the hirer, setting out full details of the letting and enclosing a copy of the terms and conditions and the hire agreement. The person applying to hire the premises will be invoiced for the cost of the letting, in accordance with the Governing Body's current scale of charges. (*Schools may wish to seek payment in advance in order to reduce any possible bad debts.*)

The hirer should be a named individual and the agreement should be in their name, giving their permanent private address. This avoids any slight risk that the letting might be held to be a business tenancy, which would give the hirer security of tenure.

All lettings fees which are received by the school will be paid into the school's delegated budget, in order to offset the costs of services, staffing etc (which are funded from the school's delegated budget). Income and expenditure associated with lettings will be regularly monitored to ensure that at least a “break even” situation is being achieved.

### **Public Liability and Accidental Damage Insurance**

All organisations submitting applications for letting of school premises must provide evidence that they possess an appropriate level of cover for the activity being undertaken. The minimum level of cover required by the governing body is £2,000,000

Further information on this matter may be obtained by contacting Paul Eades, Risk Manager, on 01437 776291.



LET 1

EDUCATION and CHILDREN'S SERVICES

**Application for Letting of Educational Premises Outside  
School Hours**

This application form is to be completed and sent to the Headteacher. NOT LESS THAN FOURTEEN DAYS CLEAR NOTICE OF BOOKING MUST BE GIVEN. No usage of education premises can be made without the prior consent of the Headteacher.

Name of School:

I/We wish to apply for the use of (a) Hall, (b) ICT Room, (c) Food Technology Room, (d) Technology Room, (e) Gymnasium, (f) Changing Room/Showers, (g) Single Classroom, (h) Classrooms, (i) Piano, (j) Swimming Pool, (k) Playing Fields, (l) Other  
(Please indicate)

at the above-named school on:

Date:

from:

a.m./p.m.

to:

a.m./p.m.

for the purpose of :

(please include details of any equipment required)

Name of your organisation:

Name, address and telephone of responsible person who will be present during the whole of the letting:

Name:

Address:

Tel No

Email

Fax No

Do you require use of the Kitchen/Canteen: YES/NO

If Yes, Please state your exact requirements:

I/We confirm that the organisation represented possesses a Public Liability Insurance policy with at least £5,000,000 of cover.

I/We agree to comply with Pembrokeshire County Council's Conditions of Letting.

Signed

Date



**LET 2**

**EDUCATION and CHILDREN'S SERVICES**

**Confirmation of Letting of Educational Premises  
Outside School Hours**

Confirmation of Letting at:  School

Applicant:

Date & Time:

Your application has been received by me and I hereby grant you permission to use the following facilities at the above school:

- (a) Hall (b) ICT Room (c) Food Technology Room (d) Technology Room (e) Gymnasium (f) Changing Room/Showers (g) Single Classroom (h) Classrooms (i) Piano (j) Swimming Pool (k) Playing Fields (l) Other (please indicate) (m) Canteen

for the purpose of:

The premises will be available for use at:  am/pm

Charge for use of premises:

**Cheques should be made payable to Pembrokeshire County Council**

**This form must be shown to the Caretaker/Cleaner in Charge prior to each letting (if more than one), or handed to the Caretaker/Cleaner in Charge if only one letting.**

The Caretaker/Cleaner in charge must be told that is **necessary/not necessary for him/her** to remain on the premises during the whole period of the letting.

The Caretaker/Cleaner in Charge may be contacted on:

As indicated on Form LET 1, the person responsible during the letting is:

Signed  Date:

(Headteacher)



**LET 3**

**EDUCATION and CHILDREN'S SERVICES**

**Notification of Refusal for School Letting**

This notification is to confirm that the governing body of

School has refused your application for a letting

of the school on:

(date) for the purpose of :

Reason/s :

Signed:

Date:

Headteacher

The Governing Body's / Director of Education and Children's decision is final and no further correspondence will be entered into.