



Weetwood Primary School

LETTINGS AND CHARGING POLICY

**Reviewed: October 2019
Next review: October 2022**

1. Adoption

The School Governors at their meeting on 12th December 2019 have adopted this lettings policy and the scale of charges and discounts set out within.

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.

3. Priority Usage

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

- (i) statutory users;
- (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 that are to have recommended status at Weetwood 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. The governing body has given the Resources Committee delegated powers to deal with this.

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
Example:	Example:	Example: Ballet School Resident Associations	Example: Parents Association meeting/event

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. The Resources Committee will have delegated responsibility for making these decisions. 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.

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 November 2019

Facility	Group A	Group B	Group C	Group D
	Full Rate	25% discount	50% discount	100% discount
School Hall	£30 / hr	£22.50 / hr	£15.00 / hr	Free
Classroom / Meeting room – first room	£25 / hr	£18.75 / hr	£12.50 / hr	Free
Each subsequent classroom / meeting room	£15 / hr	£11.25 / hr	£7.50 / hr	Free

Notes:

- (a) For usages of sports facilities, where VAT is applicable, VAT is in addition to the charges shown above
- (b) Any lettings rates agreed with existing regular users will be honoured for the remainder of the financial year after which the rates/discounts in table 2 will apply.
- (c) 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 the Local Authority’s Lettings Department 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 impractical for the school vet every applicant or organisation who wish to make use of the school premises. Accordingly they have delegated the authority to Local Authority’s Lettings Department 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 letting via the Local Authority’s Lettings Department 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.

Unless agreed otherwise with the Lettings Department, the school will take responsibility to raise invoices and collect payment from users; where applicable making clear the amount of discount that has been given.

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 each year and the scale of hire charges for the forthcoming year will also be reviewed and updated

Signed..... Date :

Chair of Governors

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

<u>Category</u>	<u>Examples of groups included and any Specific criteria</u>	<u>Type of activity covered</u>	<u>Any activity not covered by recommended rates</u>
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.
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
Parish councils	Any registered parish council Term time only Monday to Friday	Committee meetings	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 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 Lettings : These comprise all lettings other than those falling under the category of Recommended 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 5, 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. The only such use of schools is concerned with use for elections- Council, National or European.